

Sub-Users

Introduction

This guide explains how to create and manage sub-user accounts effectively. Follow these steps to add sub-users and manage their access permissions seamlessly.

Step 1: Create Sub-Accounts

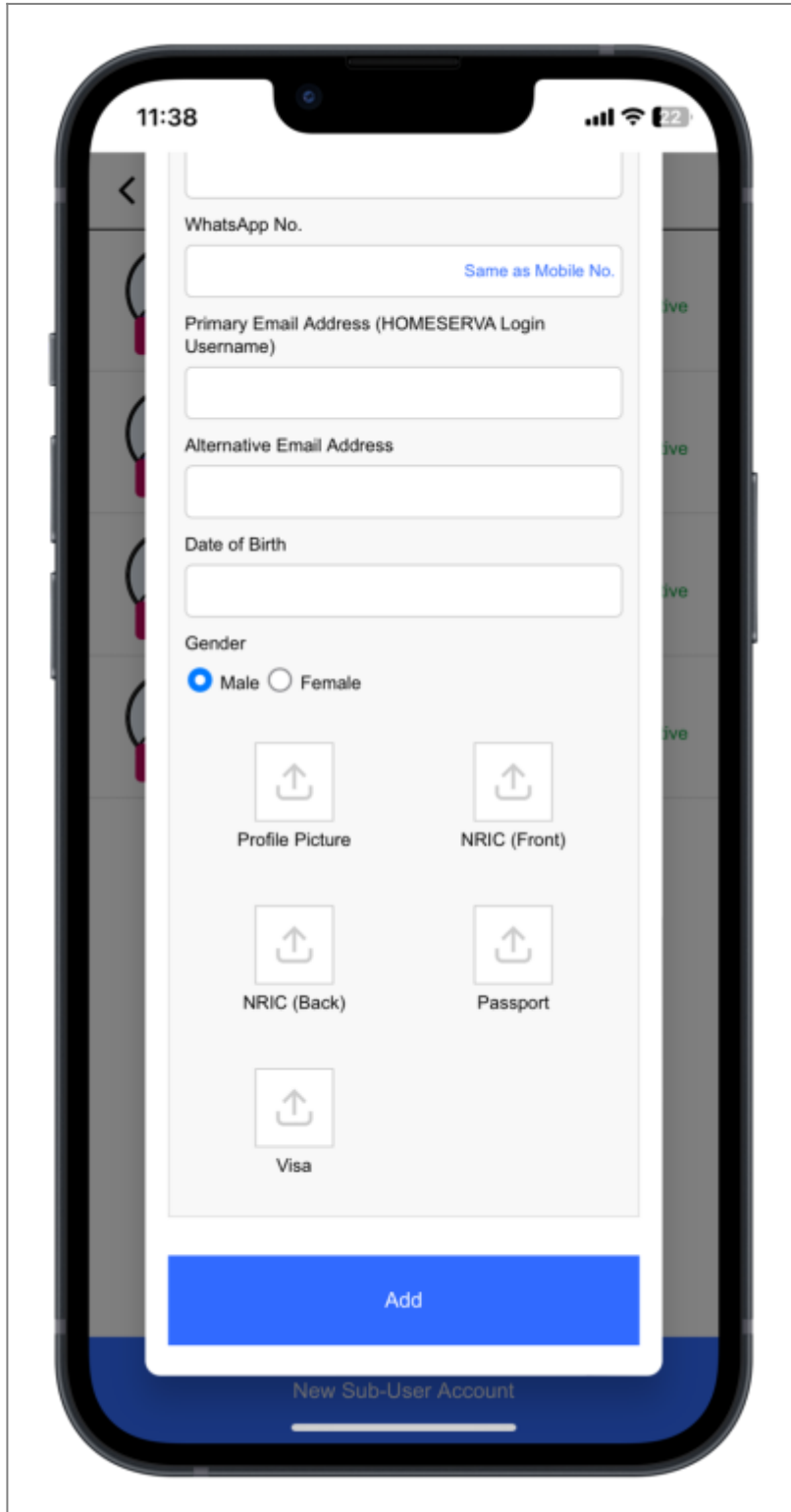
Click **“Sub-User Account”** to create accounts for family members or tenants.



Step 2: Fill In Sub Accounts Details

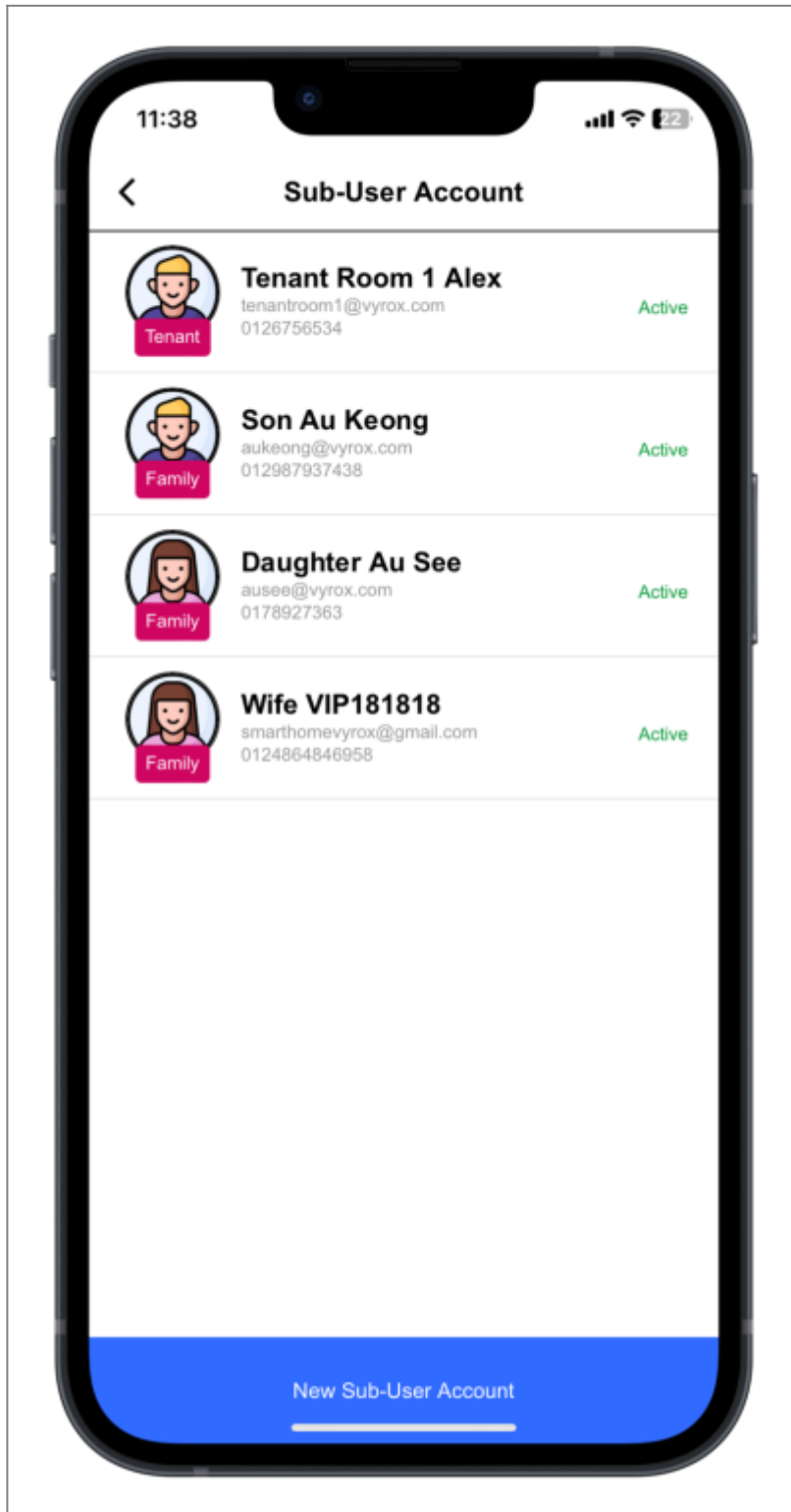
Fill in Sub-user Name, NRIC / Passport No., Mobile Phone No. and Email Address.

Click **“Add”** to create.



Step 3: Check New Created Account Status

New created sub accounts will be listed in this page.



QnA

How to resend email if Sub-user email was not received by customer

Go to **Sub-User** > **Click on the sub-user account name** > **Choose options**

Options include:

- Reset and send email
- Print

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Last update: **2025/01/13 07:13**

