

When setting up your company account in Sages, you may have accidentally created individual accounts rather than added users under your company account. The Permit Application & Tracking System (PATS) allows you to create users under your company account so that all projects can be accessed and tracked in one location. There are a couple of steps you will need to go through in order to have your company account properly set up:

For those who have created individual accounts:

- Login to your individual account
- Go to Admin > My Profile



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Profile

Test Test

Test@test.com

My Profile

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- On the profile page, under the **Change Email** section, change the email to something else (even an invalid email will do) and click save. This will free up your actual email address.

The screenshot shows a user profile page with two tabs: 'My Profile' (active) and 'My Licenses'. The 'Profile Information' section contains four input fields: 'First Name' (Test), 'Middle Name' (empty), 'Last Name' (Test), and 'Phone' ((970) 111-1111). Each field has a red asterisk to its left. A dark blue 'Save' button is below the phone field. The 'Email' section shows the current email as 'Test@test.com' with a note: 'This email address has not yet been verified. Click [here](#) if you would like to send a verification message to this address.' Below this, the 'New Email' field contains 'Test@test.com' and is highlighted in yellow. A dark green 'Save' button is below the new email field.

- Email a staff member to let them know this step has been completed

Once your email address has been changed, you will be able to log into your company account and add users.

To add users to your company account:

- Login to your company account
- Go to Admin > Users



- Select Add > Enter all information for user and save

Users

Add search

Name	Phone	Email
Test Test	(970) 111-1111	Test@test.com

Add User

First Name: *

Middle Name:

Last Name: *

Phone: *

Email: * Required

Status: Active Inactive

Role: Company Administrator Company Owner Foreman
 Project Manager Permit Runner / Expediter Professional Architect
 Readonly User Superintendent Professional Engineer

Password: *

Confirm Password: *

Password is Required

Password requirements:

- Password must be at least 6 characters