To start sending files as a Sertifi Super Admin, you should start by getting your team set up in the Sertifi Portal. This ensures you can be off and running in Sertifi, while your team can stick to their usual workflows.

This quick start guide walks you through the two steps to create admins:

First, decide on your Portal roles

Each user you create for your team is known as an "admin." There are three different types of admins, along with Auditors and users.

Admin roles

The admin roles include:

- **Admin** – given basic level access. Admins can send and receive folders but are limited to viewing their own folders only. Admins have no access to any account settings.
- **Power Admin** – given higher-level access. Power Admins can send and receive folders and can view all folders within a portal. Power Admins have no access to any account settings.
- **Super Admin** – given the highest level of access. Super Admins can send and receive folders and can view all folders within a Portal. Super Admins can access account settings to create other admins, remove admins, grant access to viewing payment information, and adjust notification settings. You can have a maximum of 3 Super Admins in your Portal by default.

The additional roles include:

- **Auditor** – given read-only access. Auditors can view all folders within a portal but can't send folders or access any account settings.
- **User** – given signing ability. Users refer to signers. Users can access folders sent to them but have no permissions when it comes to the Portal.

Second, create your admins

To create admins:

1. Log into your Sertifi Portal at the unique URL given to you when your Customer Success Manager created your portal. It appears as www.sertifi.com/YourUniqueURL. Contact Sertifi for this information if you need it at support_ticket@sertifi.com.
2. Navigate to **Administration** > **Create Admin**.
3. Enter the email address of the team member you want to create an admin account for.
4. Click **Search**.
5. Select the admin level from the dropdown that appears.
6. Click **Invite User to Sign Up**. An email is sent to them, so they can activate their account, and setup their profile and password.

You can find video instructions here.

NOTE: *While it's entirely up to your discretion to set up your team with whatever access level you'd like, Sertifi **doesn't recommend** granting Super Admin access to everyone. This limits mistakes and prevents anyone from accessing account settings and making sweeping portal-wide changes.*