A new Admin will be replacing me

Adding a New Admin

1. In the Admin UI, go to the **Contacts** page and click **Add > Admin...**
2. Fill in the user's information on the **Add New Contact** form.
3. From the **Admin Level** dropdown, select **Administrator** to grant full administrative access.

> **Note:** If you see a red message stating "*Vendor already has a contact with this email,*" click the blue **Go back** button and search for the contact by name or email instead. Once found, you can adjust their **Vendor Access** as needed.

Changing the Billing Contact

1. Go to **Global Setup / Business**.
2. Under **Primary Contact**, locate the new admin and select them.
3. Under **Billing Contact**, locate the new admin and select them.

Login Instructions for New Users

1. Go to the pickAtime home page and navigate to the **Login** section.
2. Enter your email address and click **Next**.
3. Follow the prompt on the next page to create a password.

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