

Account Management Guide

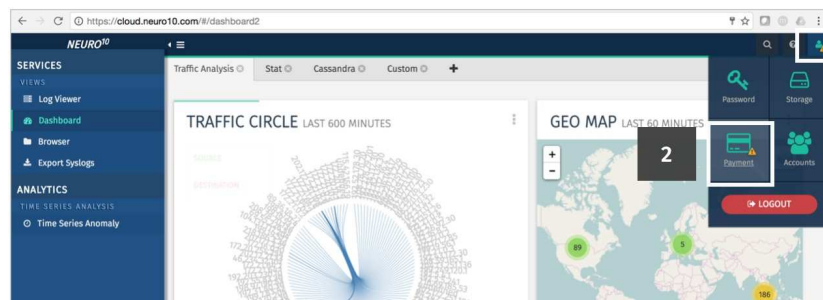
(1) Manage your account plan

Your account plan is tied closely to your usage capacity on N10. Change your plan to customize to your needs

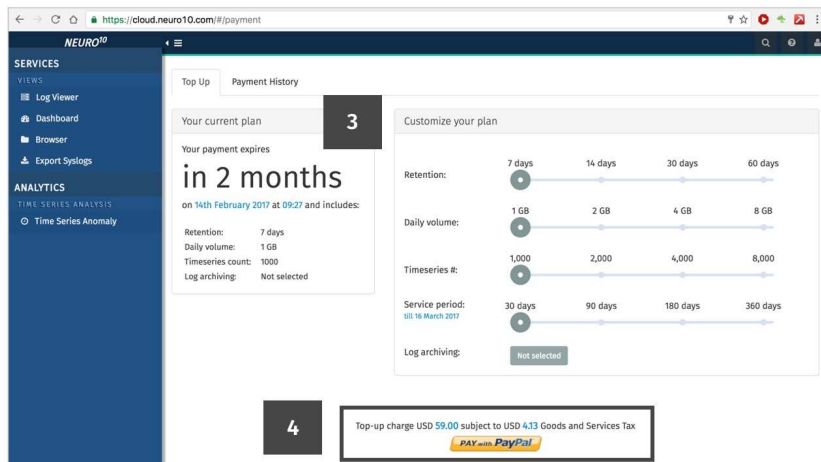
What you need:

- PayPal account

1. Log into your account at <https://www.neuro10.com/> (<https://www.neuro10.com/>)
2. Hover over the mini “Account” icon, and select “Payment”



3. View your current plan and change the plan parameters according to your needs
4. Login and link to your PayPal account for billing, if you have not done so yet



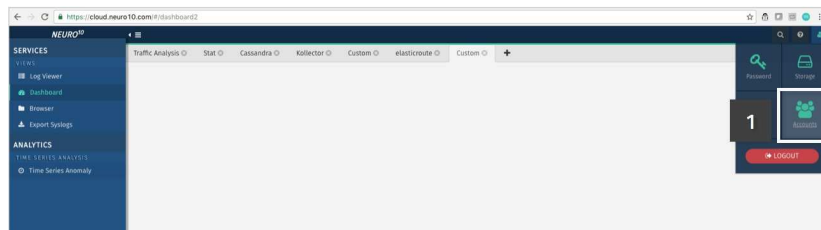
(2) Manage users on your account

Each organization account on N10 may have multiple users tagged to it. You may add, edit or remove any user on this account at any time

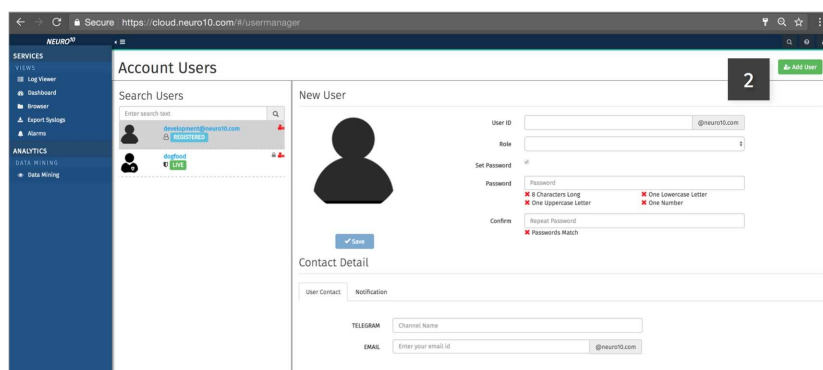
What you need:

- Basic user information

1. Hover over the mini "Account" icon, and select "Accounts"



2. Add a new user by clicking "Add User", or manage current users by selecting the sidebar



- Note: All users have visibility into the same data. You can chose between two roles for each user added:
 1. **Admin** - the Admin role has full management rights on the account. Including the ability to setup new users
 2. **User** - the User role is a view-only account. Users with this role can see data but can't make changes. Users can make payments through the payment system