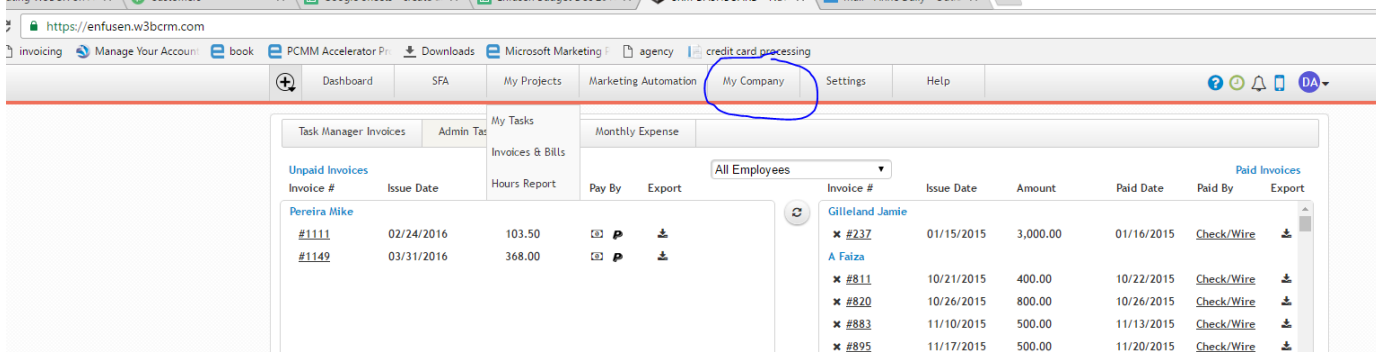


# Adding a writer to W3BCRM

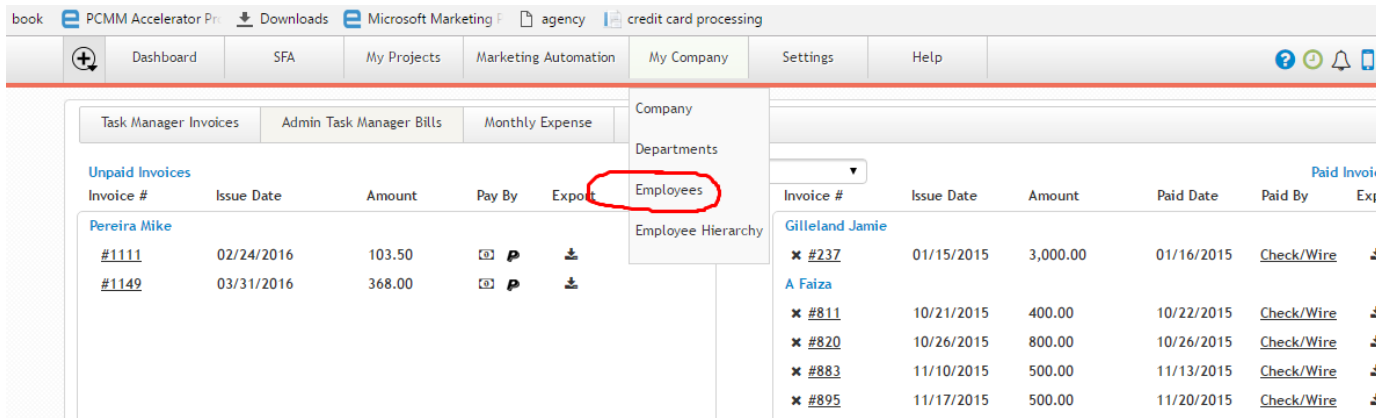
Login to W3bcrm.com

Use your username and password.

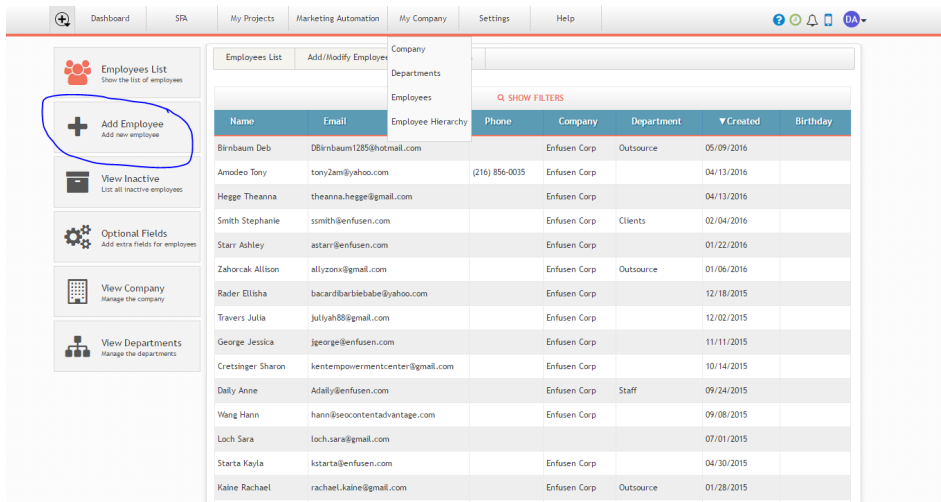
Once logged in go to My company



hover over it so it drops down and click on employee.



once the screen loads click add employee



Fill in all mandatory information. AND HIT SAVE

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Dashboard SRA My Projects Marketing Automation My Company Settings Help

Employees List Add/Modify Employee Optional Fields

Cancel Save

**Employees List**  
Show the list of employees

**Add Employee**  
Add new employee

**View Inactive**  
List all inactive employees

**Optional Fields**  
Add extra fields for employees

**View Company**  
Manage the company

**View Departments**  
Manage the departments

**General Information**

First Name \* :  Company \* :

Last Name \* :  Department:

Email Address \* :  Image:  Use Avatar

Password \* :  max: 10MB

Retype Password \* :

Gender:  Phone:

Date of Birth:  Address:

SSN:  City:

Profession:  State:

Resume:  max: 10MB   Zip:

Hire Date:  Country:

Driver's Licence:  Income Type:

Signature:

Digible for Commissions

Bonuses  Timekeeping

No work shift defined.

**Other Information**

Age:  Skype ID:

Birthday: