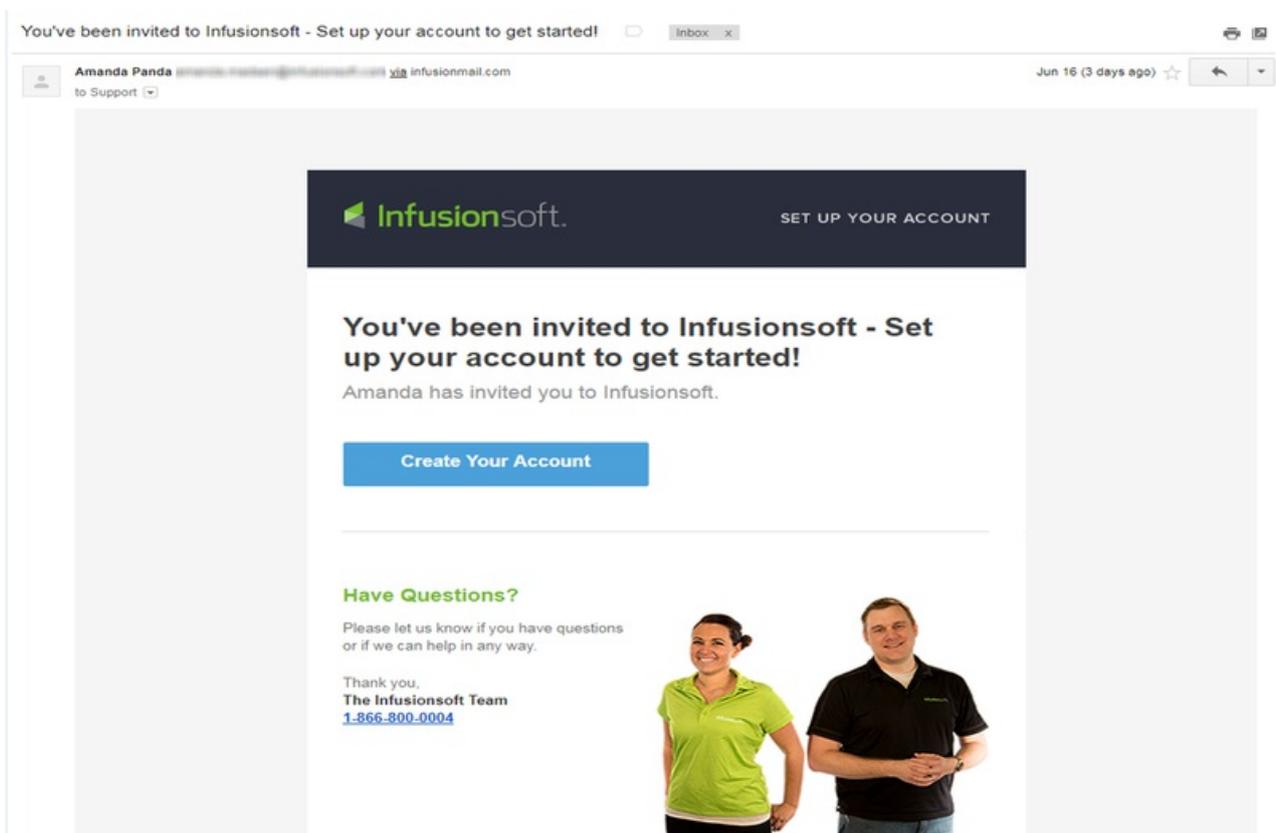


# New User Invite Process

This is the experience your users will have when being invited to your Infusionsoft account. If you need to learn how to invite a new user, check out [this article](#) . This includes brand new users and those users that already have an Infusionsoft ID on another Infusionsoft account.

## Invite Email

Be sure that they check their junk/spam folder if they don't see it in their inbox



## Create Your Infusionsoft ID

If this is your first time creating a Infusionsoft ID continue to complete the form.



## Create your Infusionsoft ID

Let Infusionsoft help you launch powerful strategies to grow your business.

Already have an ID? [Log in](#)

<input type="text" value="Lee"/>	<input type="text" value="Last name"/>
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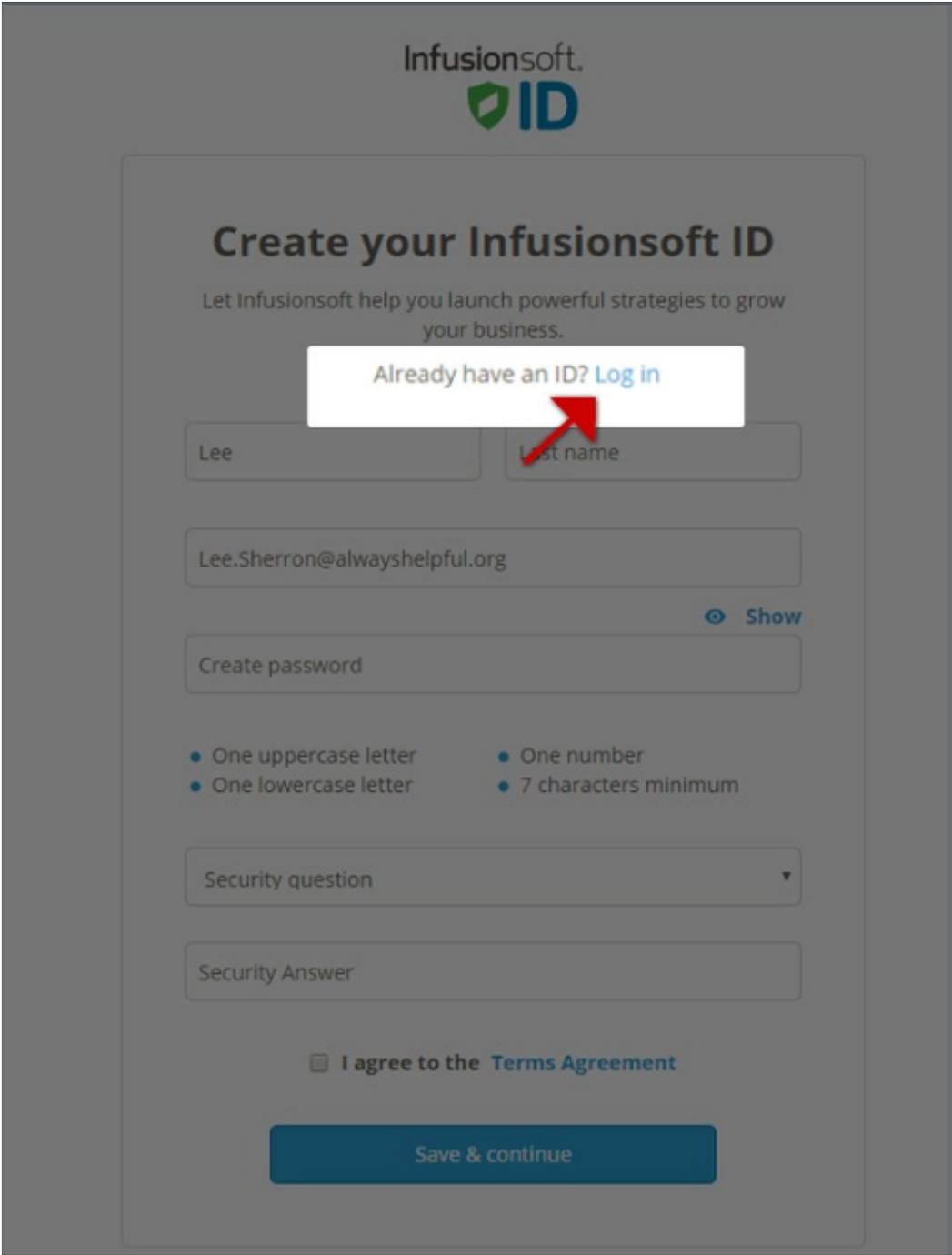
[Show](#)

- One uppercase letter
- One lowercase letter
- One number
- 7 characters minimum

I agree to the [Terms Agreement](#)

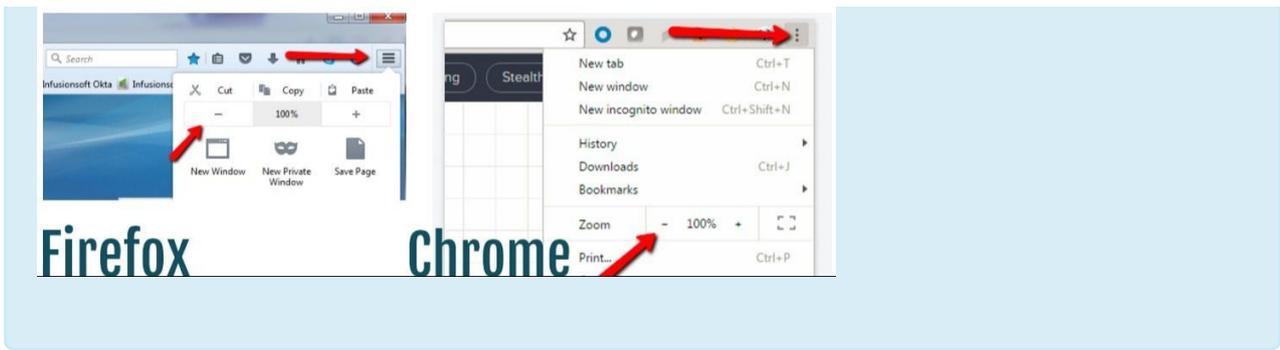
## Sign in With an Existing ID

If you already have an Infusionsoft ID click the "Log in" next to the "Already have an ID?" and then login with your existing password.

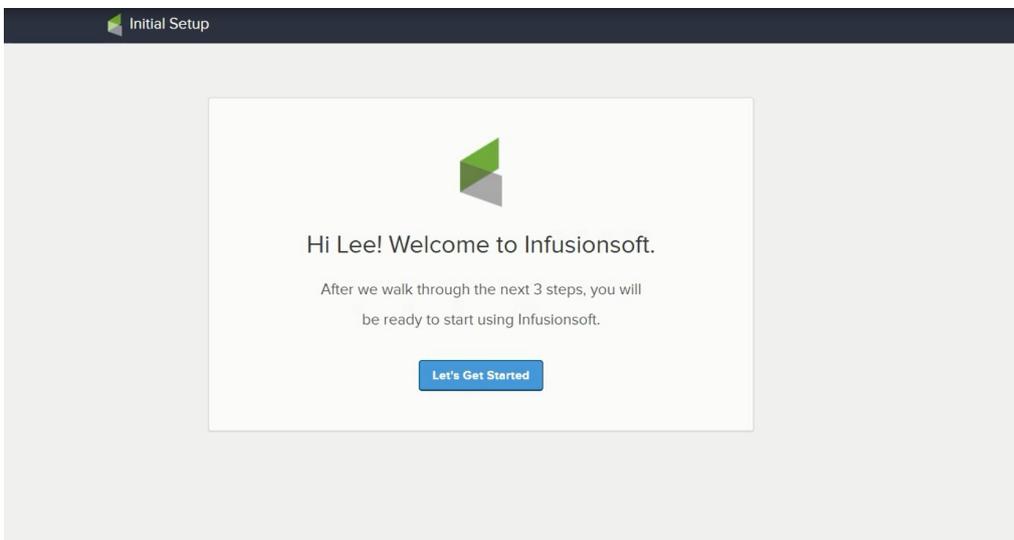


The image shows a screenshot of the Infusionsoft ID creation interface. At the top, the Infusionsoft logo and 'ID' are displayed. Below this, the heading 'Create your Infusionsoft ID' is followed by the text 'Let Infusionsoft help you launch powerful strategies to grow your business.' A white callout box with a red arrow points to the 'Log in' link in the text 'Already have an ID? Log in'. The form includes input fields for 'First name' (containing 'Lee') and 'Last name', an email field (containing 'Lee.Sherron@alwayshelpful.org'), a 'Show' toggle, a 'Create password' field, and a list of password requirements: 'One uppercase letter', 'One lowercase letter', 'One number', and '7 characters minimum'. There are also fields for 'Security question' and 'Security Answer', a checkbox for 'I agree to the Terms Agreement', and a 'Save & continue' button at the bottom.

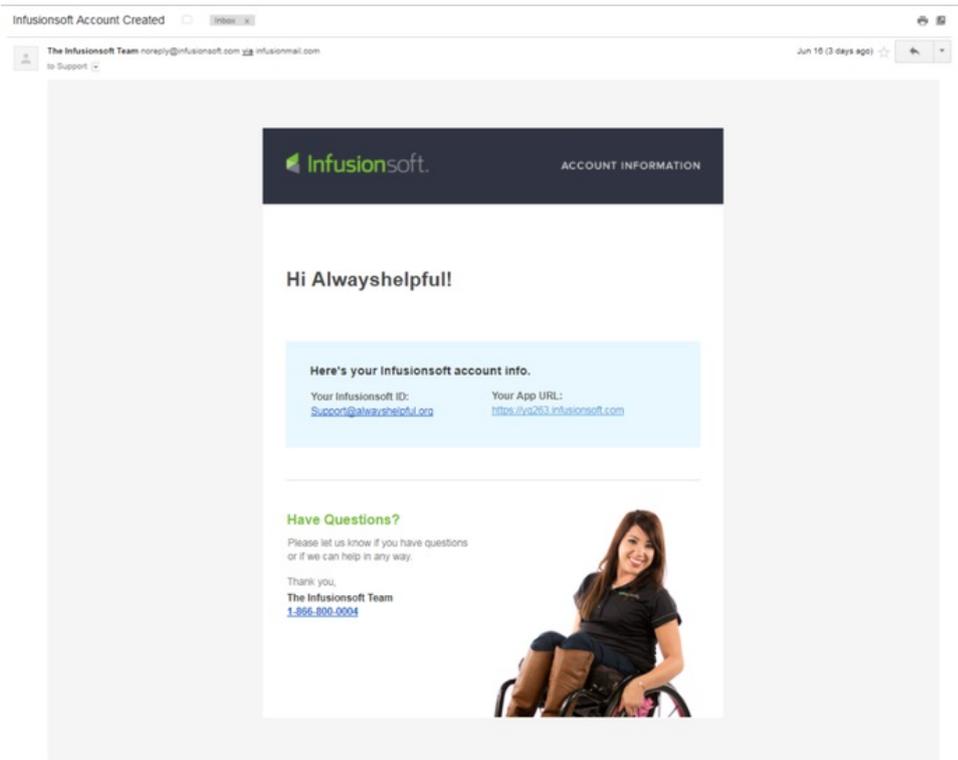
**Pro-Tip:** If you are not able to see the **Save & Continue** button after you click the **Terms Agreement** and **Accept** scroll down or decrease your browser zoom. Even if your page looks normal decreasing your browser zoom will allow you to locate the **Save & Continue** button.



Once you click **Save & Continue** you will be logged into your New Account and prompted to create your User Profile. This includes creating an Email Signature, add a Logo, and more.



Don't forget to check your email for your Account Information. Your Infusionsoft application is referred to as an **App** not to be confused with a mobile app.



In the URL, you have your APP ID which is just like an Account Number. Support will ask for this number to locate your Account. It's also used when connecting plugins.

