


# Invite Users

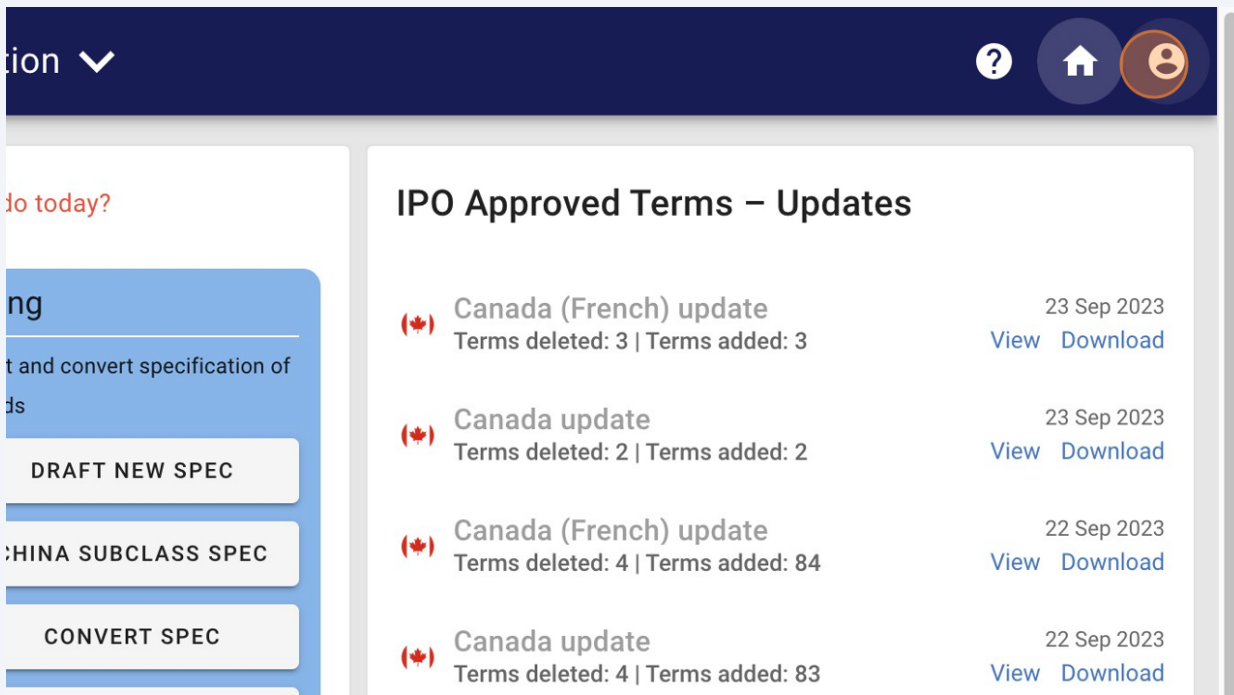


This guide explains how to invite multiple users to the Sortify application. It provides step-by-step instructions on how to navigate to the invite users section, enter email addresses, and check the status of invited users.

 Tip! You can only invite new users if you are the admin user for your organization.

1 Navigate to <https://app.sortify.tm>

2 Click the menu in the top right hand corner of your dashboard.



3 Click "Account"

The screenshot shows a user dashboard with a dark blue header. The header contains navigation links for 'ion' and 'Registration', along with icons for help, home, and user profile. The user profile icon is highlighted, and a dropdown menu is open, showing options: 'Account', 'My sortify', 'Settings', 'Feedback', and 'Logout'. The main content area is divided into two columns. The left column has a 'Filing' section with buttons for 'DRAFT NEW SPEC', 'CHINA SUBCLASS SPEC', 'CONVERT SPEC', and 'DRAFT GLOBAL SPEC'. The right column is titled 'IPO Approved Terms - Updates' and lists several updates with their respective dates and term counts. The 'Account' menu item is highlighted with an orange circle.

4 Under the 'Invite Users' section, click the "Enter email" field.

The screenshot shows a dashboard section for 'Invite users'. It includes a 'CANCEL SUBSCRIPTION' button and a list of user roles and their associated actions. The 'Invite users' section has a sub-header 'You can add undefined more users' and a form with an 'Enter email' input field and an 'INVITE' button. The 'Enter email' field is highlighted with an orange circle. Below the form, there is a table listing users: Admin, Zane Adams, and zanea+testing123@sortify.tm.

5

Enter the email address of the user you'd like to invite to join your organization's subscription.

6

Click "INVITE"

Standard  
YEARLY subscription  
Started on 25, Sep, 2024

Includes:

- **Fix:** 20 fixes per month  
(Converter, Reclassifier, Objection Manager)
- **File:** 80 search queries per month  
(Class Finder, Approved Goods Finder, Drafters)
- **Find:** Unlimited use  
(Dashboard, Quick Class, Quick Goods)

Next payment scheduled on 25, Sep, 2024 / Invoice

[CANCEL SUBSCRIPTION](#)

**Invite users** You can add undefined more users

Enter email  
jackjones+testing123@sortify.tm [INVITE](#)

Admin	Zane Adams	zanea+testing123@sortify.tm
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7

You can check the status of the invited users here.

Sortify.tm Pre-Filing Filing Examination Registration

Account  
Manage account  
My sortify  
Settings

Standard [UPGRADE PLAN](#)

YEARLY subscription  
Started on 25, Sep, 2024

Includes:

- **Fix:** 20 fixes per month  
(Converter, Reclassifier, Objection Manager)
- **File:** 80 search queries per month  
(Class Finder, Approved Goods Finder, Drafters)
- **Find:** Unlimited use  
(Dashboard, Quick Class, Quick Goods)

Next payment scheduled on 25, Sep, 2024 / Invoice

[CANCEL SUBSCRIPTION](#)

**Invite users** You can add undefined more users

Enter email  
jackjones+testing123@sortify.tm [INVITE](#)

STATUS	NAME	EMAIL	ACTIONS
PENDING		jackjones+testing123@sortify.tm	
ACTIVE	Zane Adams	zanea+testing123@sortify.tm	

Rows per page: 10 1-2 of 2

8 Type "[fonadoyle+testing123@sortify.tm](mailto:fonadoyle+testing123@sortify.tm)"

9 Repeat the above steps to invite additional users.

The screenshot displays a software interface with two main panels. The left panel shows subscription details for a 'YEARLY subscription' that started on 25, Sep, 2024. It lists included features: 20 fixes per month (Converter, Reclassifier, Objection Manager), 80 search queries per month (Class Finder, Approved Goods Finder, Drafters), and unlimited use of the Dashboard, Quick Class, and Quick Goods. A 'CANCEL SUBSCRIPTION' button is visible. Below this is an 'Invite users' section with a text input field containing 'fonadoyle+testing123@sortify.tm' and an 'INVITE' button. The right panel shows a table of users with columns for status, name, and email. The first row is 'PENDING' for 'jackjones+testing123@sortify.tm'. The second row is 'ACTIVE' for 'Zane Adams' with email 'zanea+testing123@sortify.tm'. A pagination control shows 'Rows per page: 10' and '1-2 of 2'.

Status	Name	Email
PENDING		jackjones+testing123@sortify.tm
ACTIVE	Zane Adams	zanea+testing123@sortify.tm

10

Click here.

The screenshot displays a user account management interface. On the left, a sidebar shows 'je account' with expandable sections. The main content area is divided into two columns. The left column contains subscription details for a 'Standard' 'YEARLY' subscription, including a list of features (Fix, File, Find) and a 'CANCEL SUBSCRIPTION' button. The right column features a table with columns for 'STATUS', 'NAME', and 'EMAIL'. The table lists three users: two with 'PENDING' status and one with 'ACTIVE' status. Below the table is a 'Rows per page' dropdown set to 10, showing '1-3 of 3' items. At the bottom of the interface, there is an 'Invite users' section with an input field for an email address and an 'INVITE' button.

STATUS	NAME	EMAIL
PENDING		jackjones+testing123@sortify.tm
PENDING		fonadoyle+testing123@sortify.tm
ACTIVE	Zane Adams	zanea+testing123@sortify.tm



Tip! New users will receive an email invite with a link to create activate their [Sortify.tm](#) Attorney account.

Once they have created their account the status in the Account menu will change to "Active"