

# Adding Users

Topbar users can be managed through your web browser. User can be added and configured provided you are a user with administration rights. During the setup of Topbar an administrator user is setup for each clinic. To access the clinic's details please use:  
<https://users.pencs.com.au>  
Log on with your Topbar username and password. This will allow you to add other users and reset passwords for yourself and others if you are administrator or just reset your own password for standard users.

MyPEN

Online StoreMy OrgSearch UsersSearch Orgs

st locumLogout

Organisation - Your Organisation

Organisation NameYour Organisation

Cross Reference Numberref number

Street Address10000000 Long Long Street

SuburbLittle Suburb

StateNew South Wales

Postcode2000

Phone99999999

Faxfax

Clinical Software- not set -

Billing/Appointment Software- not set -

Save changes

UsersSecondary UsersClient OrganisationsMembership and LicensingCreditReports

Add New

Name (Username)	Self-Reg Status	Active	Permission Level
Test Locum (st.locum) <span>Yes</span>	N/A	Yes	Basic
Matthias Merzenich (matthias.admin)	N/A	Yes	Admin
test Reception (st.reception)	N/A	Yes	Basic

Image 10: PENCS User Portal