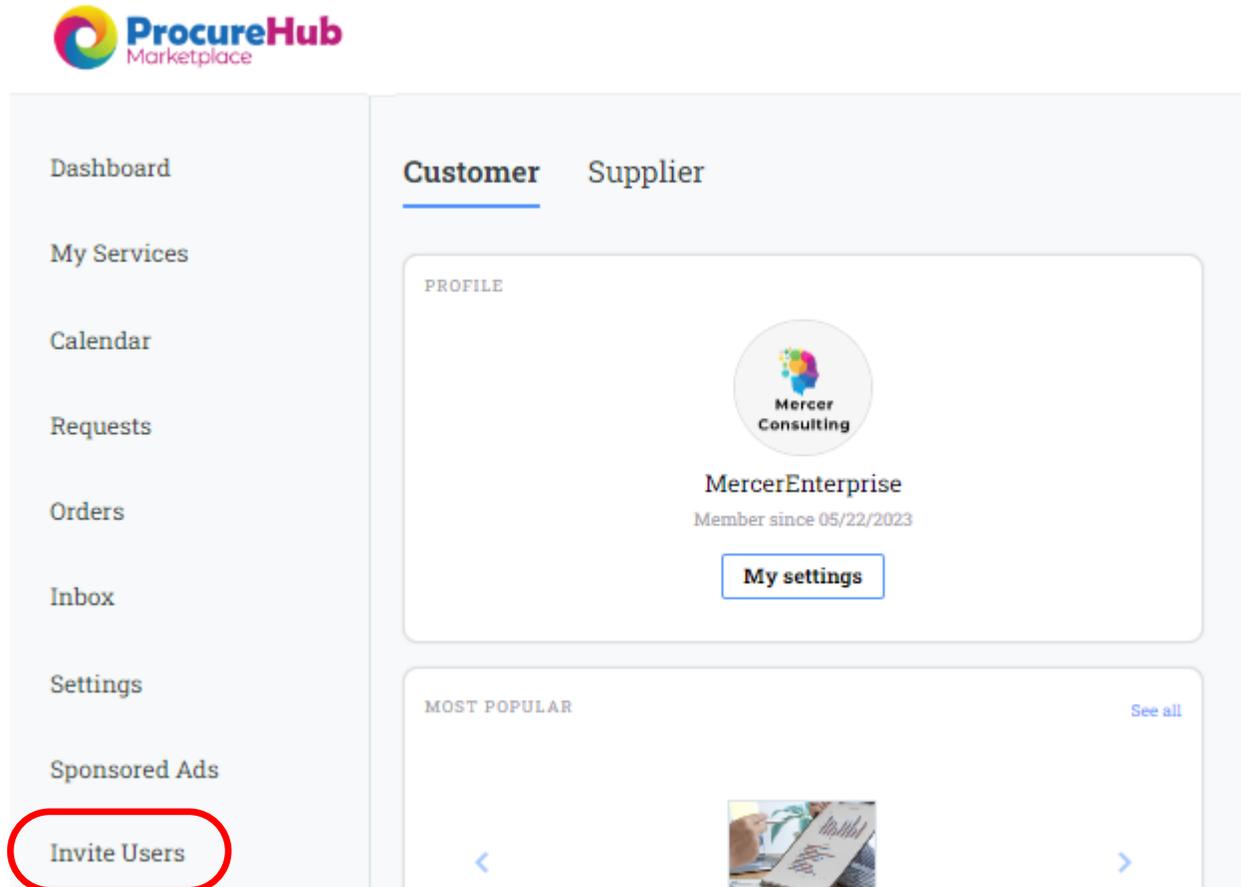
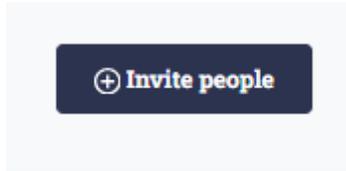


User Guide – How to Invite Other Users

- Begin by logging in to your ProcureHub account
- From your dashboard select 'Invite Users'



User Guide – How to Invite Other Users



Click on Invite People.

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Invite users to join ProcureHub

Send email invitations to business colleagues, potential customers or suppliers to sign up and become members. You can send to multiple email addresses. Just add a comma between each email address.

E-mails

Subject

Message

Send invite

Or share link

procurehub.ca **Copy**

Add the email addresses of those you'd like to invite. Type in a subject and your message.

When you're ready click send invite.

Reminder: A supplier can also be a customer!

You can also share <https://procurehub.ca/Account/Register> for new users to sign up directly