

# TitanFile for Administrators: Quick Start Guide

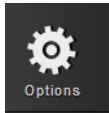
## 1. Log in to TitanFile

Go to <https://app.titanfile.com>

Enter your email address as your User Name

Type in the password you set for your account

Your login is complete!



The following actions will all be done through your [Options tab](#) in the left side panel please go there now.



## 2. Set your logo

Go to the [branding tab](#). Click on the existing logo (TitanFile) and choose your company logo from your files. The optimal size is 105px by 25px (w x h).

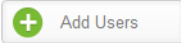


## 3. See how many licences you have at your disposal

Go to the [manage users](#) tab to find information on how many licences you have used and how many are still remaining.




## 4. Add a user to your subscription

Go to the [manage users](#) tab. Click  Fill in their name and email address. They will receive a notification in their email to confirm their information.




## 5. Remove a user from your subscription

Go to the [manage users](#) tab to find a list of users for your account. Remove a user by clicking the  button beside their name. They will receive a notification in their email.



## 6. Trigger a password reset

Go to the [manage users](#) tab to find a list of users for your account. Trigger a password reset by clicking the  button beside their name. They will receive a notification in their email.



[Need More Support?](#)

Check out our resource pages at <https://support.titanfile.com>

**Call us** at 1-888-315-6012 | Monday – Friday | 8AM – 6PM EST

**Email us** Any time at [support@titanfile.com](mailto:support@titanfile.com)