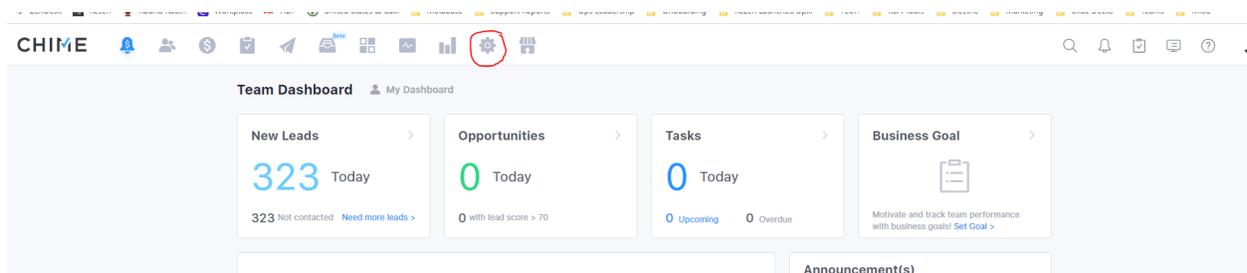


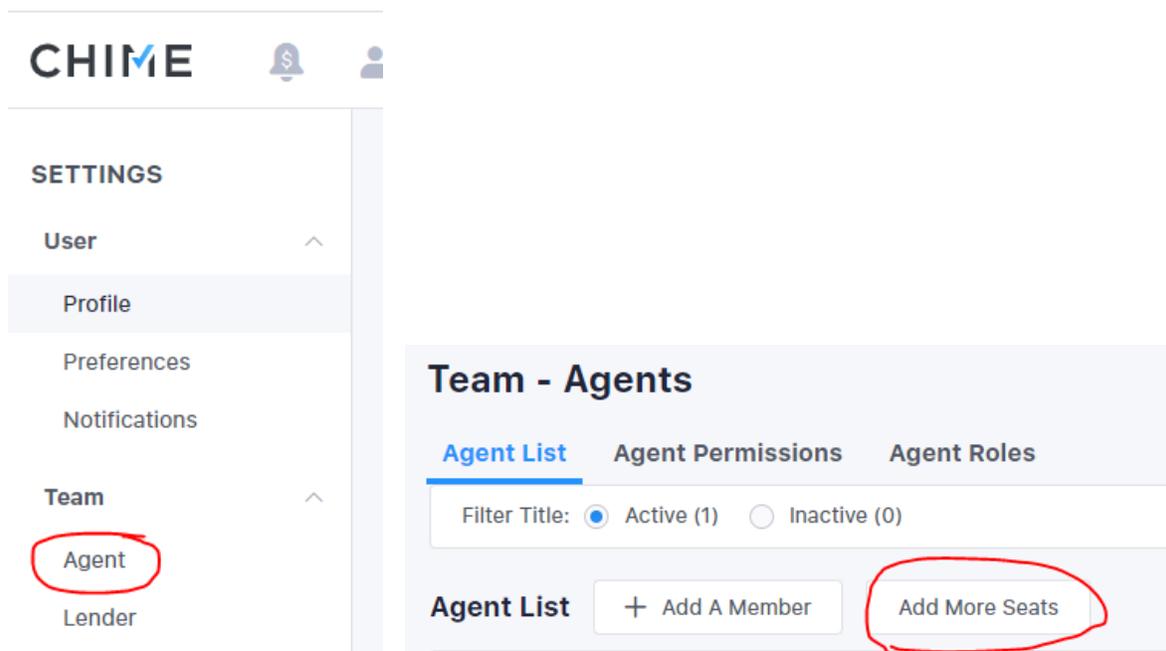
# Chime: How to Add Seats and Agents to My Account

**As a Chime user, you can easily add other users to your account. This is usually used in a team or mentoring scenario.**

- Log into your Chime Account.
- Click on the Settings Cog at the top of the page.



- On the menu on the left, under Team, click on Agent.
- Click on Add More Seats.



- Add in the number of seats that you wish to add
- Verify the credit card that will be charged
- Note the total amount that you will be charged (this will be the monthly charges you will incur going forward)
- Click on Place order

### Additional CRM Seats

Select the number of seats you would like to add to your subscription:

Current CRM Plan	Number of Seats
Real Brokerage Package	- 1 +
<b>Monthly Total: \$25/mo</b>	

### Payment Info

Your credit card number is stored securely.

Card Holder	Card Type	Card Number
John Buoninfante	VISA	**** * 5219

If you would like to update your credit card, please contact us: support@chimeinc.com.

Today's Charge: **\$0**

The monthly amount for additional seats will be added to your bill starting on the next billing period.

I have read and agree to the Chime [Terms and Conditions](#) and [Privacy Policy](#).

**Place Order**

- Once you have the seats added, you will be able to add Team Members.
- Go back under Team and Agent.
- Click on Add A Member.

## Team - Agents

[Agent List](#)   [Agent Permissions](#)   [Agent Roles](#)

Filter Title:  Active (1)    Inactive (0)

**Agent List**   **+ Add A Member**   Add More Seats

- Fill out the information on the member that you are adding.
  - NOTE: You can skip adding in the seats prior to adding a member if you are doing them at the same time. Some agents like to add seats and then add their members later.
  - If you haven't already added the seats, the seat can be added at the time you are adding the agent.
  - If you have already added the seats, you will not be prompted to be charged here.
- Click Add

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**First Name**

**Last Name**

**Email Address**

**Phone Number**

**Sending Email Address** ?

@ chime.house

Allow this individual to change their own sending email d...

**Permission**

Add Private Leads, Delete Leads, Export Leads, Edit ...
▼

**Payment info**

Card Holder	Card Type	Card Number
John Buoninfante		**** * 5219

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**Today's Charge:** \$0 Details ▼

I agree to add one additional seat to my subscription and I have read and agree to the Chime [Terms and Conditions](#) and [Privacy Policy](#).

Cancel Add