

How to add an Accountant to your Gusto account

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The primary admin on the account is the only person who can add, remove, or edit the permissions of the other admins. In order to add Salt & Main as the accountant on your Gusto account, follow these steps:

- [Sign into Gusto](#) as the Primary administrator.
- Head to the **Settings** section.
- Click the **Permissions** tab.
- Click **Add or edit admins** in the "**Gusto Admins**" card.
- Click **Add new admin**.
- Select the following options on the next screen:
 - Set our employment status as **not an employee**
 - Select **Accountant** from the drop down menu under "Who are they?"
 - Select the best option under the "What will they help you with?"
 - Enter the First and Last name of your account manager
 - Enter our email of Admin@SaltAndMainAccounting.com
 - Select **Full Access** under "Which roles will the admin need...?"
- Click **Add Admin** at the bottom.

And that's it! We will receive an email to finish setting things up on our end.

Reference: [Gusto Help Center - Manage administrator permissions](#)
