# Add and Manage Users

Before You Begin:
*Each **employer** user must <u>create their own state credentials</u>.*
*If you are a **TPA/PEO** user, use this link to <u>create your own state credentials</u>.*
After a user establishes their unique credentials, they can access the system from the LaborFirst tile on <u>https://my.delaware.gov</u>.

Once logged into the LaborFirst Employer Portal, an account administrator can add and maintain additional user access by selecting "Account Services – Add/Manage Additional Users" from the menu.
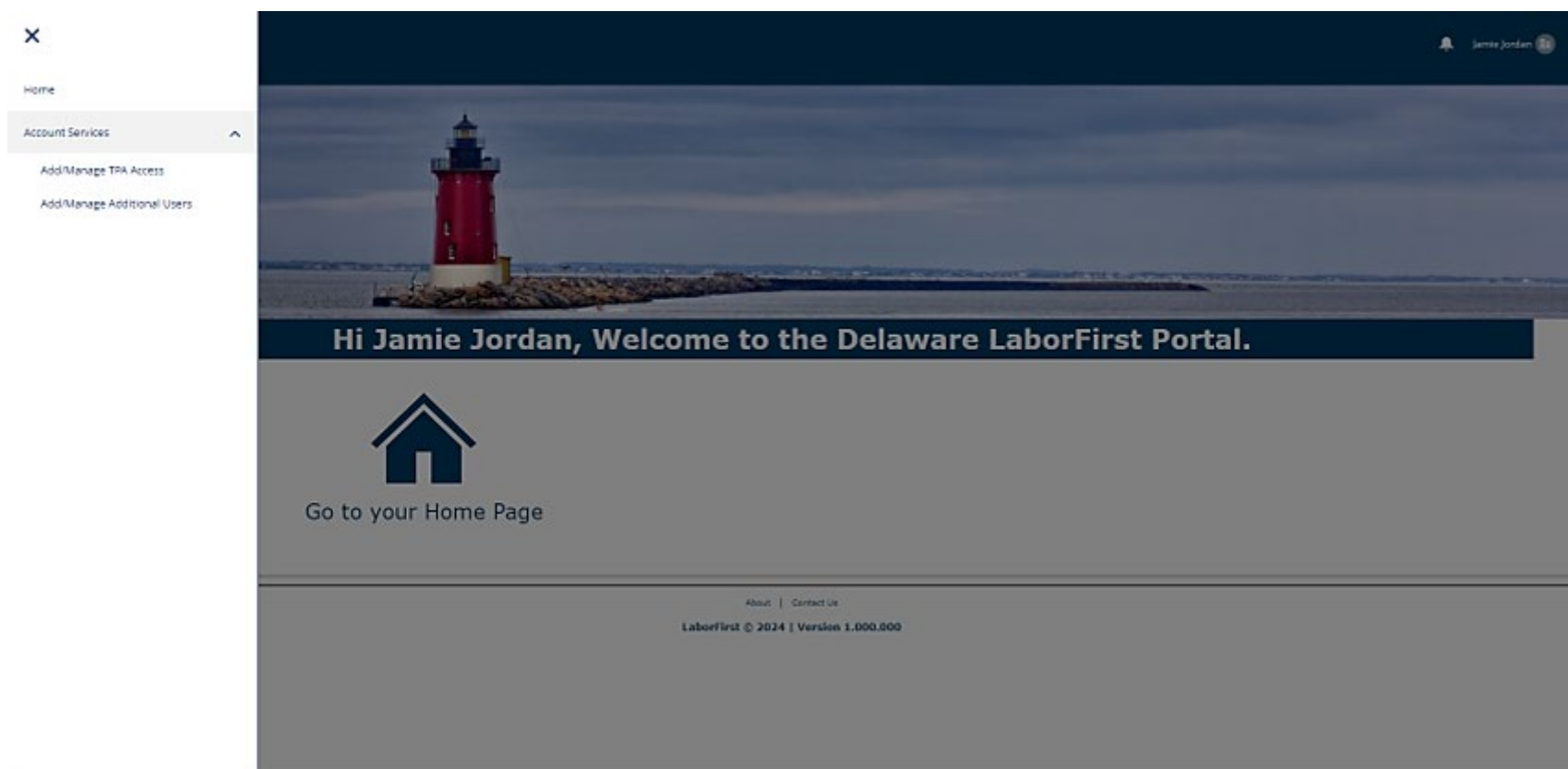
Adding Users: To add users, enter the contact details. The user will receive an email to create their My Delaware account. Once have an account in My.Delaware.gov, they will be able to access the account.

Removing Users: To remove a user, select on the icon next to the user's "Active" status and select "Inactive" then select "Save". That user will no longer have access to the account.