# How to Add Users and Access Your Documents through *CSA OnDemand*TM

Adding or assigning users or admins to your purchased documents is easy. Just follow these three simple steps:

1. First, click on "My Account" located in the top right corner of the browser window.
2. Next, click on "User Management" on the left side menu to add your user or admin accounts *(First Name, Last Name and email is required)*.
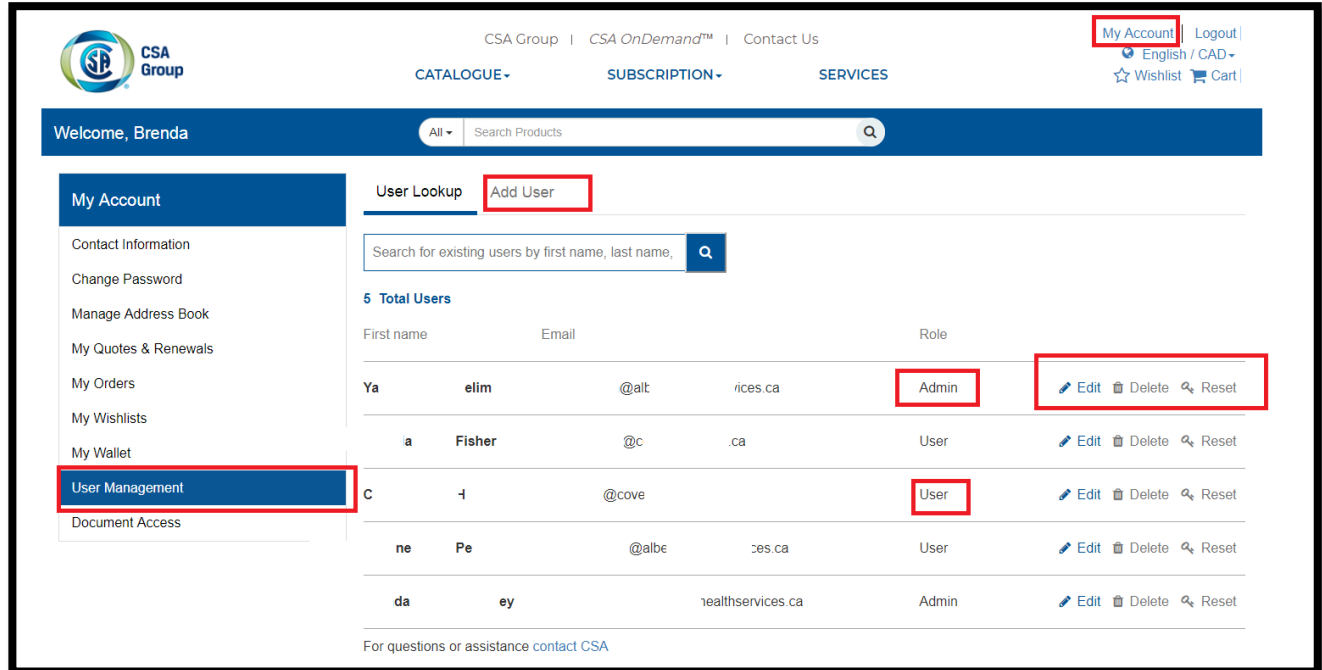
3. Finally, click on "Document Access" (located on the left side menu) to add or remove user access to your purchased PDF.
   - From this screen you can access your purchased documents and manage your users

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