

Getting started and signing in to Alchemer Voice

Alchemer Voice helps you capture, analyze, and act on customer conversations at scale. This article covers how to sign in to Alchemer Voice and how to grow your team by inviting new members.

Go to fourfour.ai to access Alchemer Voice.

Before you sign in

New to Alchemer Voice? Ask an existing team member with Admin permissions to invite you, see [Inviting a new team member](#) below. Once you've been invited, you're ready to sign in.

Signing in to Alchemer Voice

1. Go to fourfour.ai.
2. Click **Log in** in the top navigation.
3. Enter your email address and click **Log in**.
4. Choose either sign-in method. Both lead to the same account:
 - **Log in with Alchemer:** sign in with your Alchemer account credentials.
 - **Log in with Email:** we'll send a one-time login link to your email address. Open the email and click **Login** to continue (the link expires after one hour).
5. Once you're signed in, you'll land on your Alchemer Voice **Dashboard**.

Inviting a new team member

Grow your Alchemer Voice team by inviting new members. Any existing Admin can send an invite.

1. In the left navigation, click **Admin**.
2. Select the **Team** tab.
3. Click **Invite team member**.
4. In the **Add team member** window, enter the person's **Name** and **Email**.
5. Select one or more **User roles** for them:
 - **Admin:** Can manage team members, set permissions, and connect integrations.
 - **Creator:** Can manage conversations, labels, topics, workflows, and insights.
 - **Viewer:** Can read conversations, labels, topics, and insights. This role is selected by

default.

6. Click **Invite**.

The new team member will show up in the **Current team members** list with a status of *Invite not accepted* until they sign in for the first time. Once they do, they can use either sign-in method described above.

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