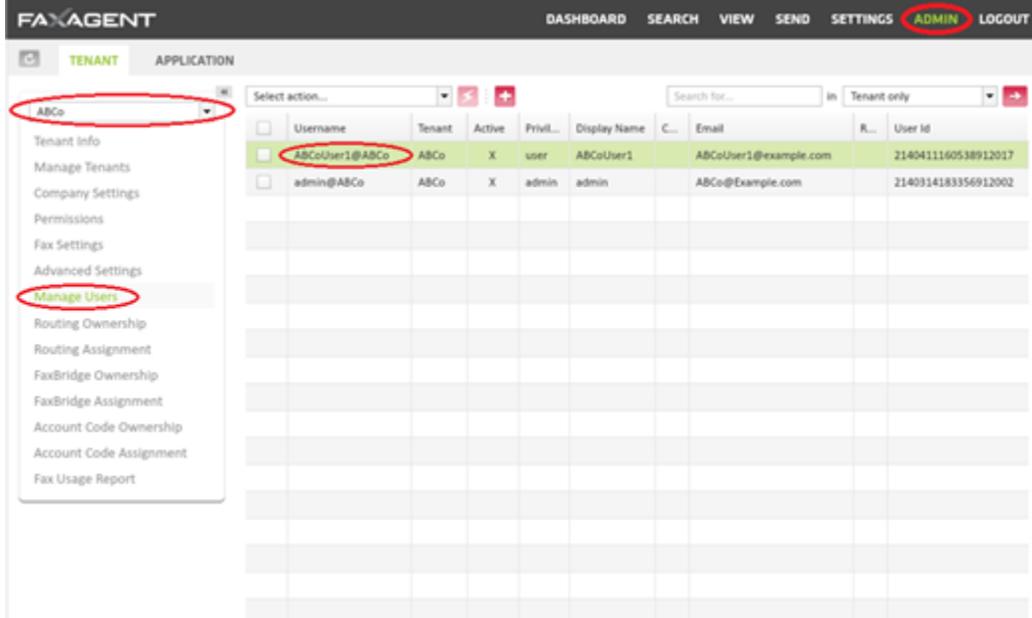# Creating a Folder or Type - Service Provider

1. Log in as an Admin to FaxAgent
2. Go to the Admin tab
3. Dropdown should say the name of the Company/Tenant that the User belongs to
4. Select "Manage Users" from the list
5. Double click on the User for whom you'd like to create a filter

6. This will take you to the Settings page for this particular users
7. From the Settings page select the Filters tab
8. Under the preferred filter select the Type or Folder you want to create a sub filter for
9. Place your curser in the "Add a new…" box
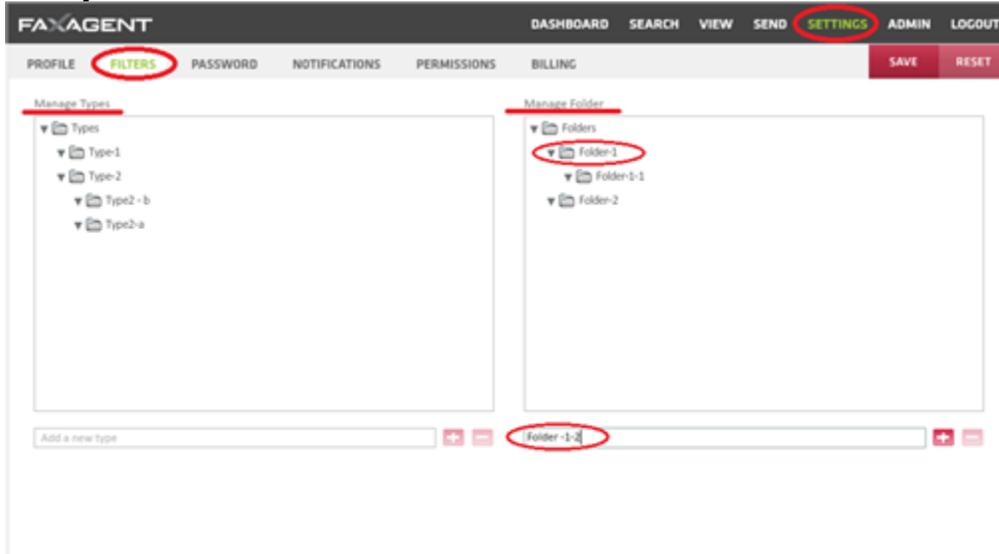
10. Title your filter and select the "+" plus sign
11. Hit the "Save" button
12. Your filter has now been added