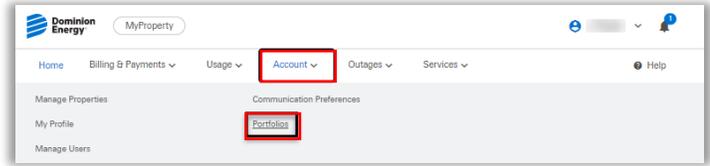


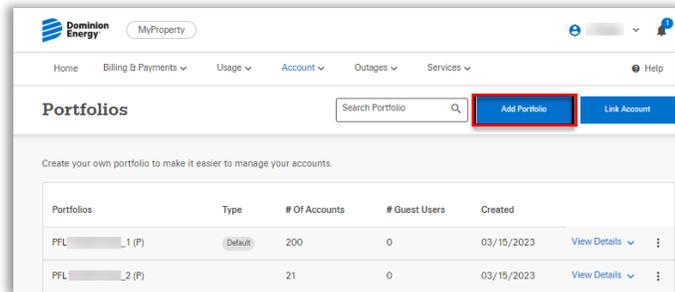
Delegating Access to Additional Users

For Property Managers to add additional users to help manage properties, please follow the steps below to delegate access to additional users for your online account.

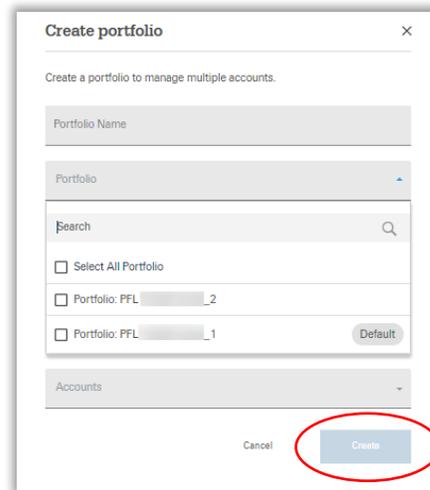
1. Once you are signed into your account, click 'Account' at the top of the screen, then select 'Portfolios'. Please note: before you can invite a user you must create a new portfolio.



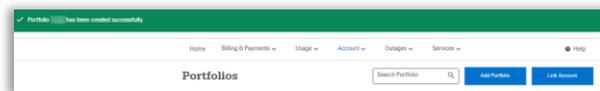
2. Click 'Add Portfolio' in the top right-hand corner.



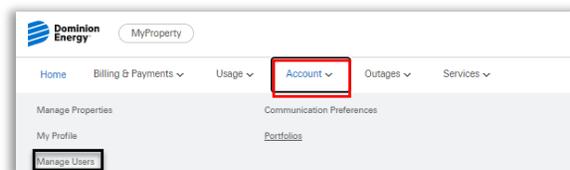
3. Enter a personalized portfolio name. Select the portfolio from the dropdown list. Select the accounts you would like to add, then click 'Create'.



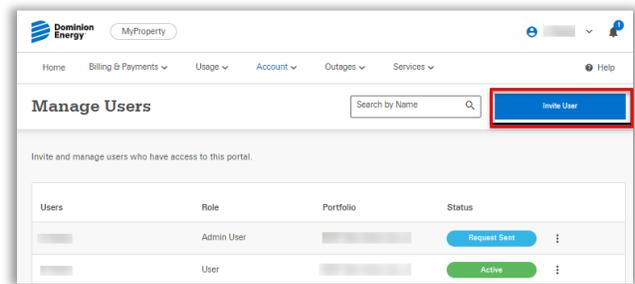
4. You will receive a message that your portfolio has been successfully created.



5. Click 'Account' at the top of the screen, then select 'Manage Users'.



6. Click 'Invite User' in the top right-hand corner.



7. Enter the invited user's name and email address. Select the portfolio from the dropdown list and select the invited user's role.

- You can select a date you would like their access to expire. Leave blank if there is no expiration date.
- If the invited user will be supporting more than one portfolio, click 'Add Additional Portfolios'.

Click 'Invite'.

A screenshot of the 'Invite user' form. The form title is 'Invite user' and it includes a close button (X) in the top right corner. The form contains several input fields: 'First Name', 'Last Name', 'Email Address', 'Portfolio' (a dropdown menu), 'Role' (a dropdown menu), and 'Access Until' (a date picker). Below the 'Access Until' field is a link that says 'Add Additional Portfolios'. At the bottom of the form, there are two buttons: 'Cancel' and 'Invite', with the 'Invite' button highlighted by a red circle.

8. You will receive a message that you have successfully sent the invitation. The invitation link will expire in 7 days. If the user does not accept it within that time frame, you will need to re-invite the.