

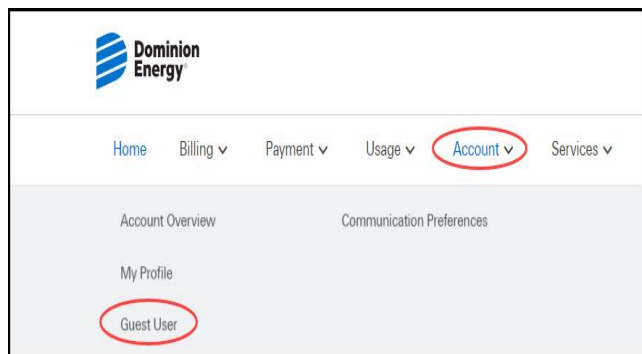
Adding a Co-Applicant or Guest User

Co-Applicants: A second person on the account, like a roommate or spouse, who is also responsible for the proper use and payment of the account. The co-applicant must be 18 years or older.

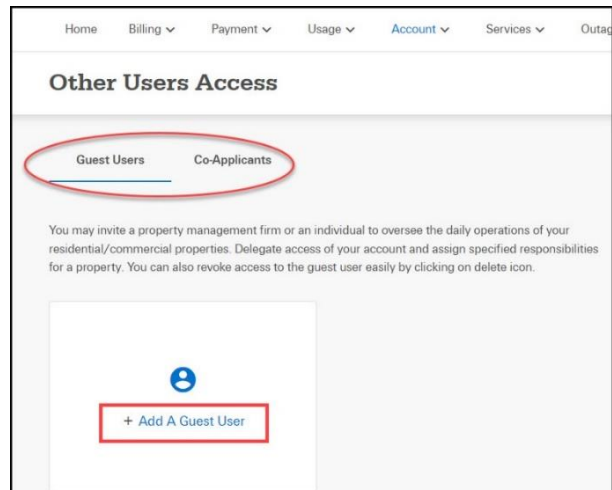
Guest Users: A property management firm or an individual who can oversee the daily operations of your residential/business properties, delegate access of your account and assign specified responsibilities for a property.

Follow the steps below to add a co-applicant or guest user to your account.

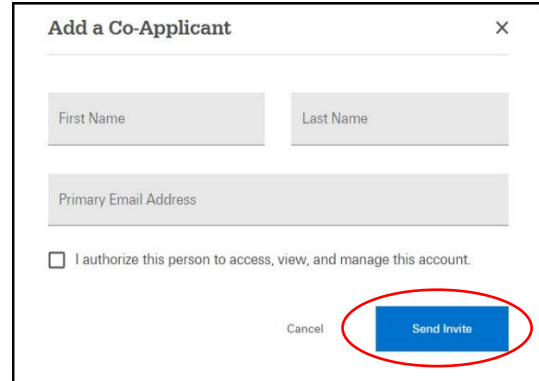
1. Once you are signed into your account, click 'Account' at the top of the screen, then select 'Guest User'.



2. Select either 'Guest Users' or 'Co-Applicants'. Then click the plus sign (+) to add.



3. To add a co-applicant, fill out the required fields and check the box 'I authorize this person to access, view, and manage this account'. Then click 'Send Invite'.



Add a Co-Applicant [X]

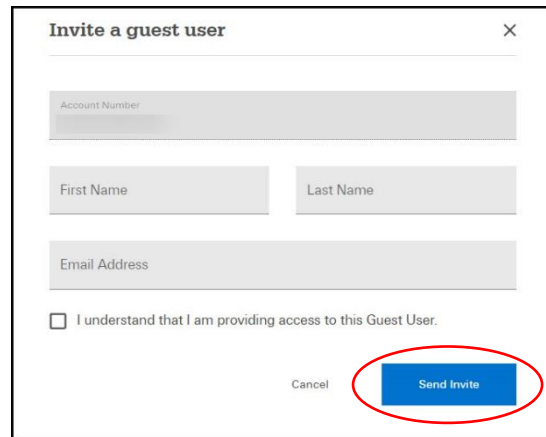
First Name [] Last Name []

Primary Email Address []

I authorize this person to access, view, and manage this account.

Cancel [] **Send Invite** []

4. To invite a guest user, fill out the required fields and check the box 'I understand that I am providing access to this Guest User'. Then click 'Send Invite'.



Invite a guest user [X]

Account Number []

First Name [] Last Name []

Email Address []

I understand that I am providing access to this Guest User.

Cancel [] **Send Invite** []

5. You will receive a success message after sending the invitation.

