

Granting Access to an Authorized User(s)

TO GRANT ACCESS FOR AN AUTHORIZED USER

Menu Path: My Account > Authorized Users > Add Authorized User

- Enter the email address of the person you are granting access to
- Select Yes or No as applicable to the questions that follow
- Click Continue

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• The following screen will appear - Click 'I Agree' and then Print or Continue

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• Note: An e-mail notice will be sent to authorize users providing instructions on how to log in.





TO UPDATE AUTHORIZED USERS

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