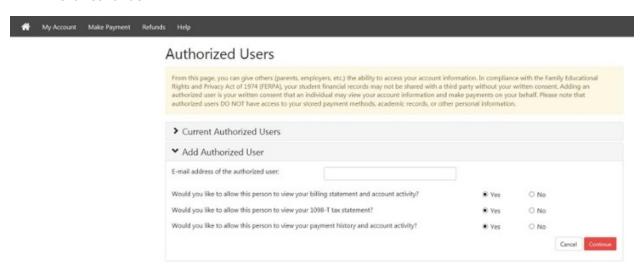**Granting Access to an Authorized User(s)**

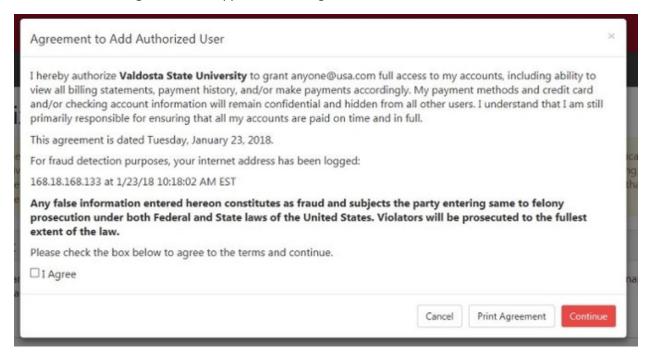**TO GRANT ACCESS FOR AN AUTHORIZED USER**

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

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

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

TO UPDATE AUTHORIZED USERS

Menu Path: My Account > Authorized Users

- Select "Current Authorize Users" to view, edit or remove existing authorize user
- Select "Add Authorized User" to add new authorized users