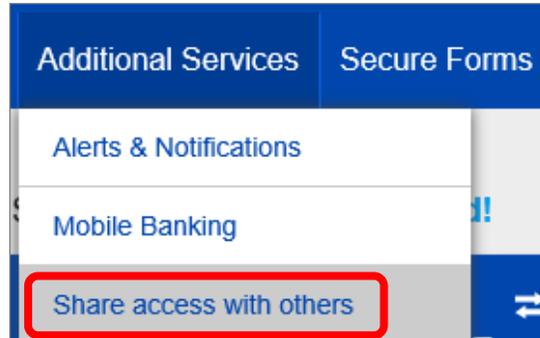
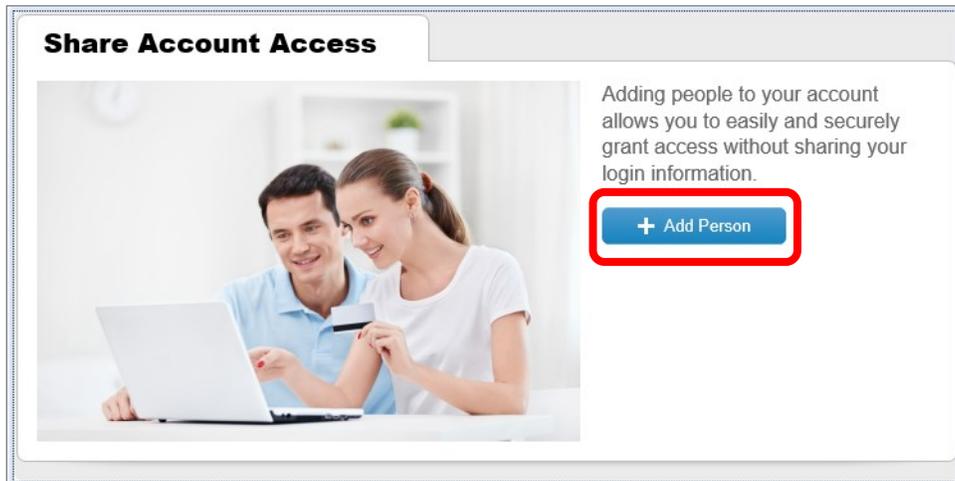


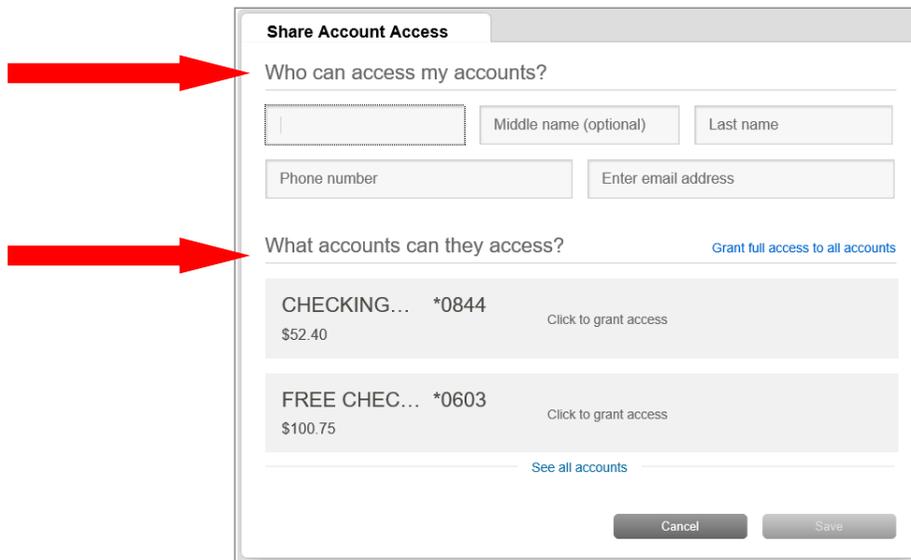
1. Hover over the Additional Services tab and click “Share access with others.”



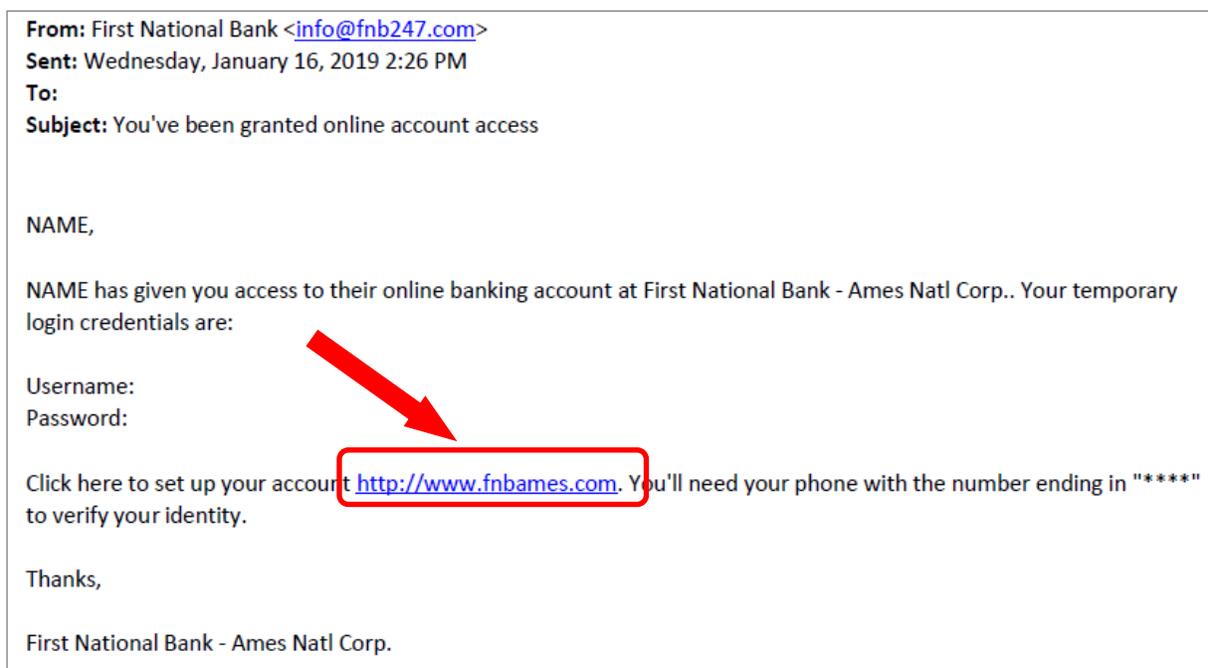
2. Click on “+ Add Person.”



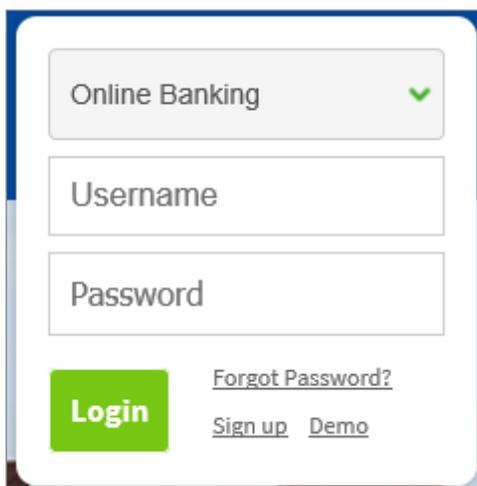
3. Fill out: Who can access my accounts? What accounts can they access?



4. The sub-user will receive following e-mail with instructions on how to login for the first time. Click the link to be taken to our web site.



5. Refer to the e-mail for the Username and Password, then click "Login."



6. Read the Terms and Conditions, then click "Accept" to gain access.

