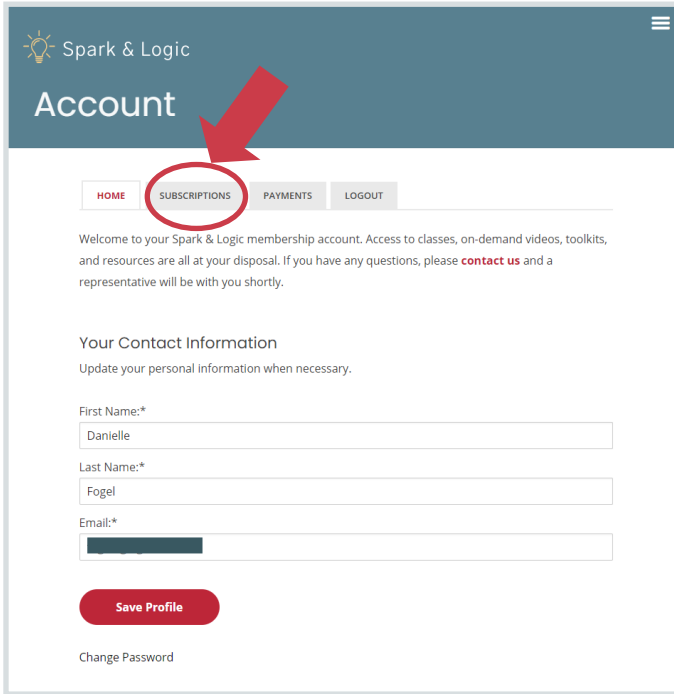




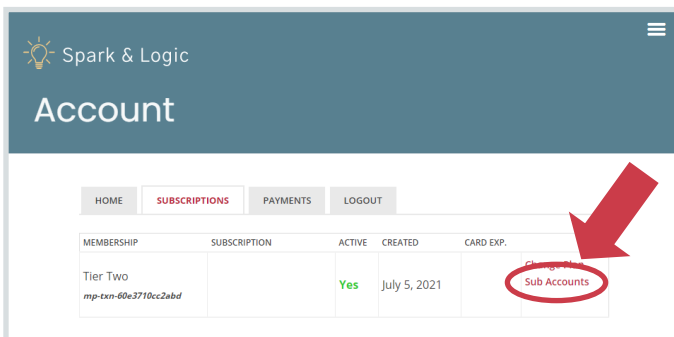
Managing Your User Accounts

Adding Users to Your Account

STEP 1: Log in to your account and select the **SUBSCRIPTIONS** tab.

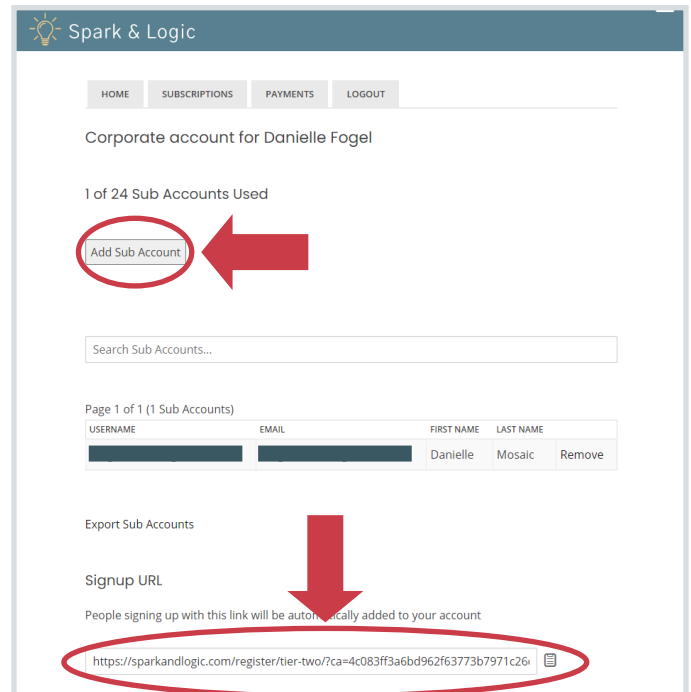


STEP 2: Select **Sub Accounts**.



STEP 3: Click the **Add Sub Account** button and add the new user's name and email address in the boxes that appear.

Or, copy the **Signup URL** and paste it into an email. This URL is unique to your company's membership and allows users to sign up on their own.



Removing Users

On the same **Sub Accounts** page where you add users, click **Remove** next to the name you would like to eliminate from your account.

