

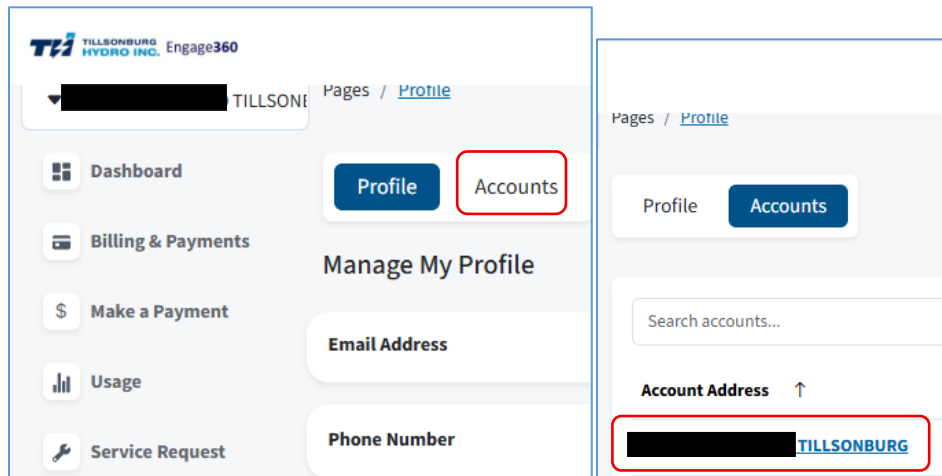
Granting Guest Access


You need to grant guest access in Engage360 if you would like to have your bill made available to another person/e-mail address in your company or to friends or family to allow them to assist in managing your account.

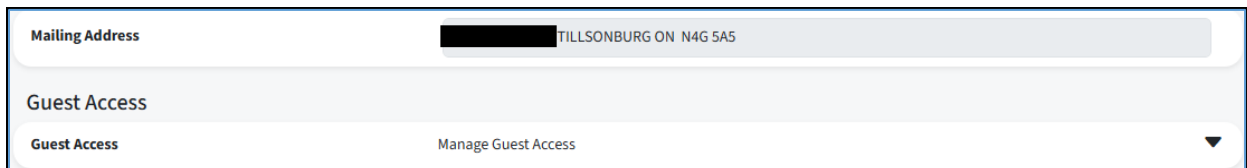


Choose Accounts Tab

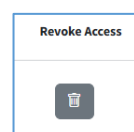
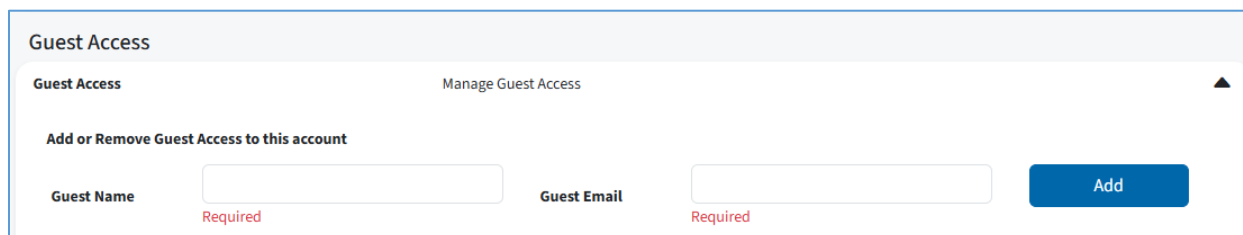
Click on desired address to share guest access.



Scroll down to the bottom of the page and click on the  to display this section.



Enter the guest name (this will appear in the e-mail that will be sent to them) and their e-mail address. Then click on the **Add** to complete the request.



After adding a guest, you can click anytime on the garbage can icon to revoke access.

An e-mail will be sent to the guest letting them know that you have revoked their access.