## Account Access: My Account

We are all busy people and you may want other people to have access to your account to help with the workload. Whether those people be assistants or team mates, there may come a time where someone else may need to access parts of your Moxi Account. Allow other people in your office to have access to your account. Follow the steps below to learn how you can grant access to other people.

## Grant Access to my Moxi Account

- 1. From your Roster select Passwords & Access (See below).
- 2. Select Account Access (See below).



3. Select the Manage button on the My Account Access Tab (See below).

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My Account Access	Other Account Access
Control access to your account	Control access to other accounts
Manage	Manage

- 4. Invite people to access your account my selecting the **Invite** button.
  - a. NOTE: You can see the people that have requested access to your account (circled in red).
  - b. NOTE: You can see the people that you invited to have access to your account (circled in blue).

Control who can access your account. Users that have access to your account will b	e able to access all products available to you.
Perioding Requests equests from others to access your account Person           Agent Jones         Decline         Accept	Approved Access People you have granted access your account O People
Invitations exple you have invited to access your eccount Person Daniel Bailey Corporete Headquarters Cancel Invitation	