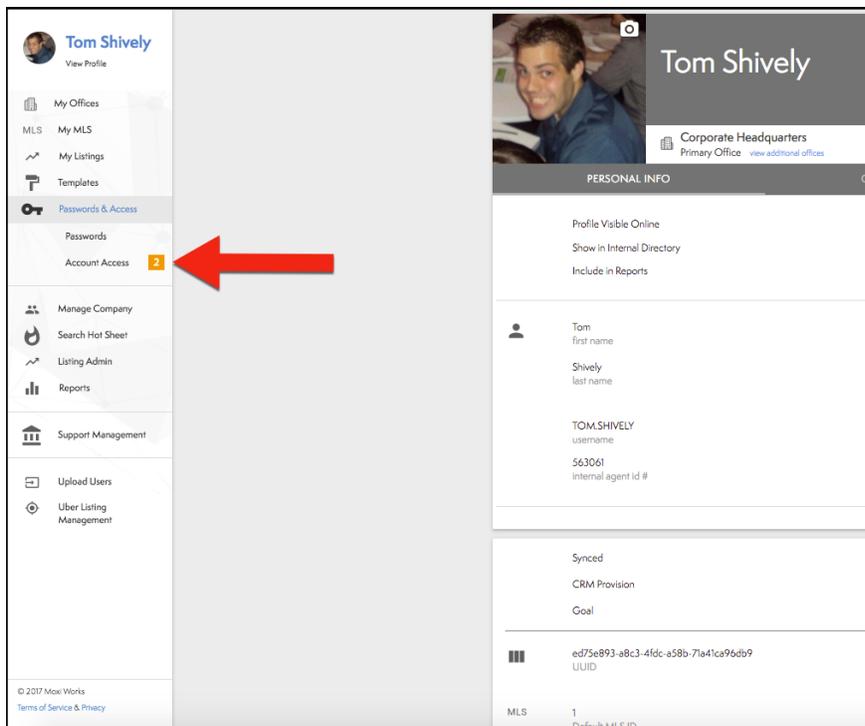


# Account Access: My Account

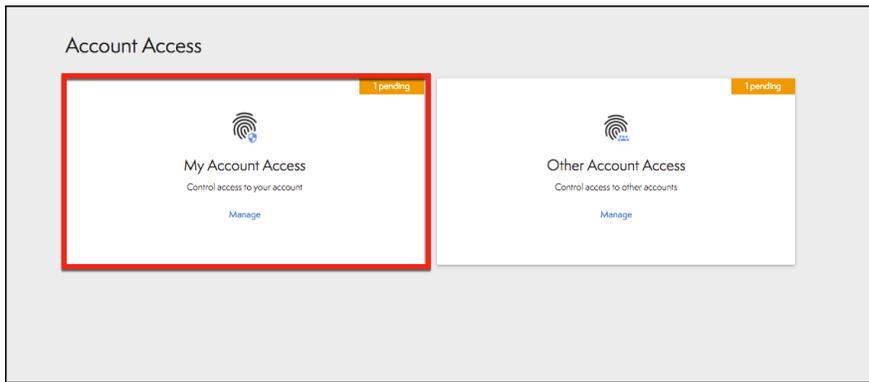
We are all busy people and you may want other people to have access to your account to help with the workload. Whether those people be assistants or team mates, there may come a time where someone else may need to access parts of your Moxi Account. Allow other people in your office to have access to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



4. Invite people to access your account by 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).

