## Account Access: Other Accounts

Sometimes to do the best work we may need to access someone else's Moxi Works account. We may be an assistant or on a team, but the information we need might be in another person's account. Follow to instructions below to learn how to gain access to someone else's account!

## Gain Access to Other's Accounts

- 1. From your Roster select Passwords & Access.
- 2. Select Account Access.



3. Select Manage under Other Account Access.

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

4. Select **Request** to search for other people in your Office.

- a. NOTE: You can see the other people that have requested you have access to their account (Circled in red).
- b. NOTE: You can see all the people that you have requested access to (Circled in blue).

			REQUEST
Pending Invites Invitations from others to access their account.		Accessible Accounts Accounts you can access	
Person Agent Jones Corporate Headquarters Decl	ine Accept	0 People	
Requests			
Requests you've sent to access other accounts which are pending I Person			
Daniel Bailey Corporate Headquarters	Cancel Request		

- 5. Search for the person you would like to access.
- 6. Select Request.

Search		Concel Request
	wy Q	
	Carponi Hadquites Renov	

- 7. Once you have permission to access someone's account, select the agent drop-down menu in the top left corner (See below).
- 8. Select Switch User.

Q <sub>search</sub>	
<b>Tom Shively</b> 815 Western Ave Seattle, WA (919) 671-1496	
Switch User »	
My Account	
Hub Admin	
Account Manager Admin	
Presentation Reports	
Presentation Admin	
Agent Website	
External Links	
My Purchases	
Sign Out	

9. A connected panel will slide out from the right side of the screen. Choose which person you would like to access.



10. You'll see a **Switching** loading screen.

Pending Requests Requests from others to access your account O People	
Invitations Receive you have truthed to access your account	Agent Jones Corporate Headquarters
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11. Access Granted.

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