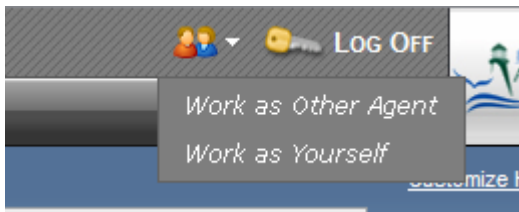


ID SHARING INSTRUCTIONS

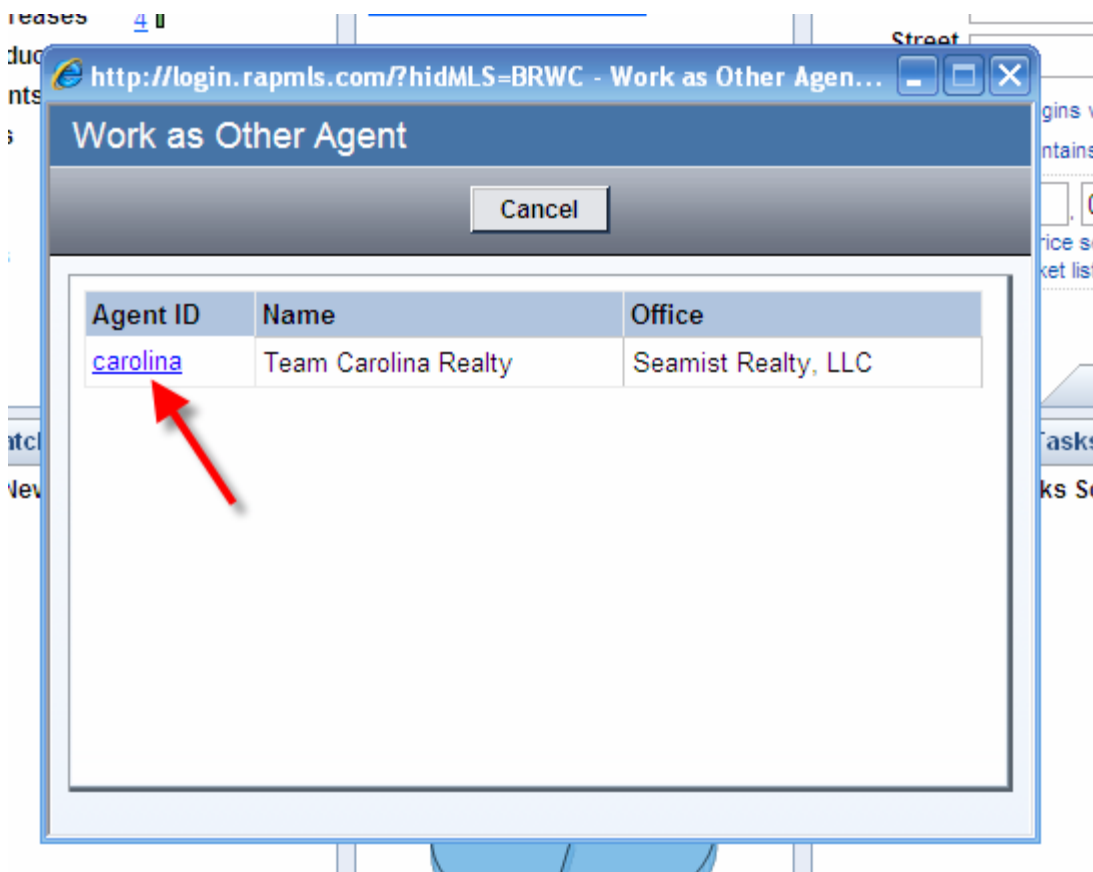
When you are logged in, look at the top bar of the screen. It will show an icon of two people with a down facing triangle next to it:



Single click on the icon and you will get a drop down menu to select *Work as Other Agent*



You should see the ID you have been granted sharing access to - select it and you are now working as the other ID.



When you want to work as yourself again, perform the above but select Work As Yourself

