Creating an Authorized User in eSuite

Microsoft Edge and Firefox browsers are highly recommended
Step 1: Click the “Authorized Users” button
Step 2

Enter the e-mail address of the person you are authorizing, and choose which site options you are authorizing. Then, press “Continue” to go to the next step.
Step 3

Review the agreement to add the authorized user, check the “I Agree” box, and click the “Continue” button. Note that you can also print this agreement here.
Step 4

You will next receive a screen confirming that you have successfully added the user. Two e-mails will be sent to that user with login instructions. You can edit or delete users here, or add more users.