Creating an Authorized User in eSuite

1. Log in and Click the “Authorized Users” button.

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.
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.

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.