

Section 7 – Reallocate access

1. Go to the Members Area
2. Click on the Sign in Button
3. Enter your username and password and click “Sign In”
4. This will take you to your section of the database
5. Click on your username at the top right corner to take to your info page
6. Change the email address to the new user and refer the user to Section 1 - First time logon to the database

Signed in as **Username**

 Sign Out

Hello

Your info

Email Address

Full Name

Address

City

State