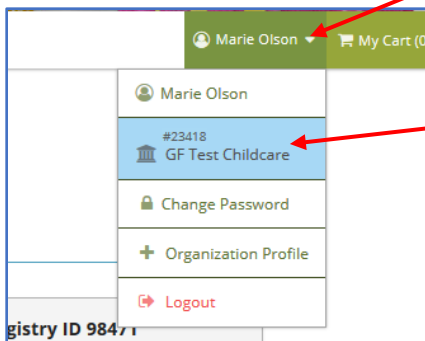


August 2021

How to Access Your Organization Account

Access the organization account from your individual account:



Log in to your individual account. Use the drop-down menu below your name (found at the top right) to access the organization profile.

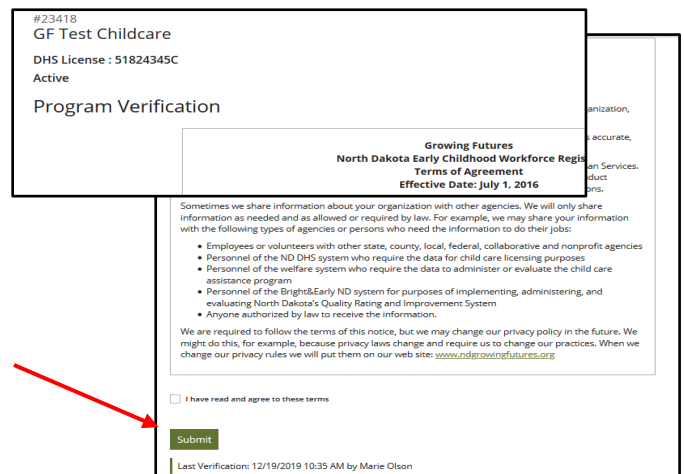
Click on the name of your organization. (It has the building icon.)

If you have multiple organizations, you will have My Organizations. Click My Organizations to see the list of organizations and then choose the one you want to view.

TIP: If this is a new account you may need to log out and log back in for the organization's name to appear in the drop-down menu.

You may need to read and agree to the terms and conditions if this is the first time you have accessed the account or if you have not accessed it for a while.

Click Submit after checking the box.



You are now in your organization account.

The name of your business is displayed at the top, along with a license number if you are a DHS licensed program.

See [How to Manage the Organization Account](#) for details on using the account.