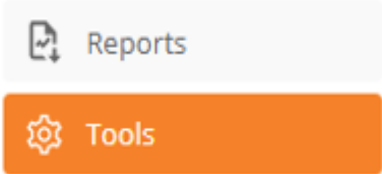
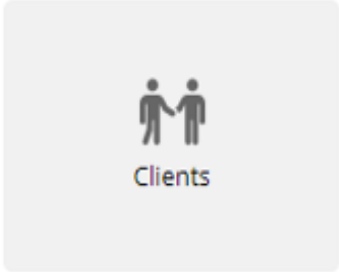
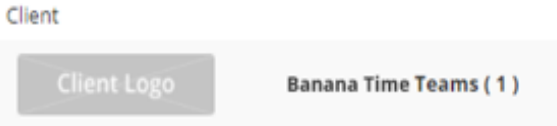






Adding a Team Member to a Client Team		
Step 1	Click on <b>Tools</b>	
Step 2	Click on <b>Clients</b>	
Step 3	Find the Client that you want to add the Team Member to	
Step 4	Click on the pen icon to show a list of the Client Teams	
Step 5	Click on the pen icon to show the <b>Edit Team</b> pop-up window	
Step 6	Click on <b>Add Team Member</b> to add the Team Member to the Client Team	
Step 7	Type in the name of the Team Member you want to add	
Step 8	Click on <b>Save &amp; Close</b> to complete adding to the Client Team	

## Creating a new Client Team

Step 1	Click on <b>Tools</b>	
Step 2	Click on <b>Clients</b>	
Step 3	Find the Client that you want to add the Team Member to	
Step 4	Click on the pen icon to show a list of the Client Teams	
Step 5	Click on <b>Create New Client Team</b> to show the pop-up window	
Step 6	Click on <b>Add Team Member</b> to add the Team Member to the Client Team	
Step 7	Type in the name of the Team Member you want to add	
Step 8	Click on <b>Save &amp; Close</b> to complete adding to the Client Team	