How do I move the controller back to customer's account?

In some cases as the contractor, you may have to add the controller into your personal business account without knowing the customer's email address. The customer may not have access to this controller until you ADD them to your account, then **MOVE** the controller so both of you can access it.

NOTE: If your customer is not in your account under MY CUSTOMERS, then you will need to first add them using the steps in the <u>article found here.</u> [1]

Please view the steps below to make these changes:

Step 1

Step 2

Click on the MULTI-SITE MANAGER icon on Scroll down to my customer's section and the upper right-hand side, then MY **CUSTOMERS.** If using a PC, click on the MULTI-SITE MANAGER _ icon on the upper right-hand side, then MY CUSTOMERS.

select YOUR ACCOUNT NAME.

Step 3

Step 4

Click on the controller name you would like to move and click the DOT ICON. Select MOVE TO NEW ACCOUNT.

Select the account to which you're moving the controller and click **MOVE.**

The controller is now assigned to a new account and you both have access.