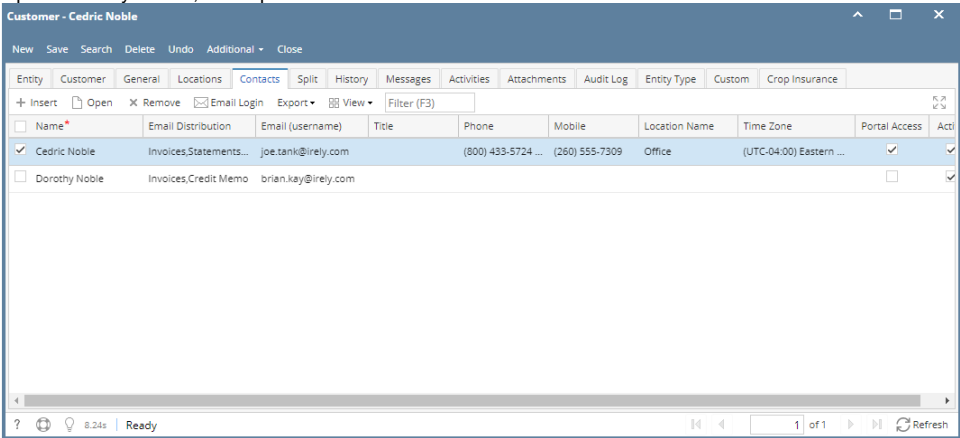


How to Assign Portal Access to Multiple Companies for Same Contact E-mail Address

A Portal Contact e-mail address can only be enabled for Portal Access on one Entity. You can setup the contact to have access to additional companies with the following instructions.

To Assign Portal Access to a Contact for Multiple Companies:

- 1. Log in as an Admin/internal user
- 2. Open an entity record, then open the **Contacts** tab



- 3. Select and open the desired contact record to have multiple-company portal access
- 4. Click the **General** Tab
- 5. Add a new Row to the Linked Customer Grid to link additional Entities to this Portal Login

