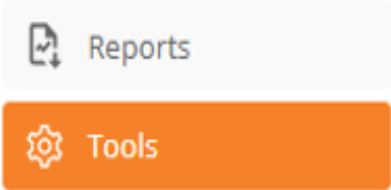
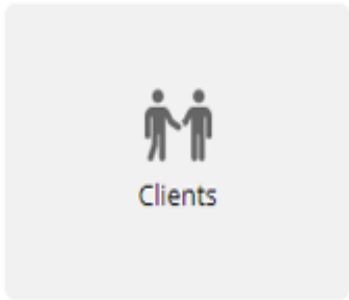
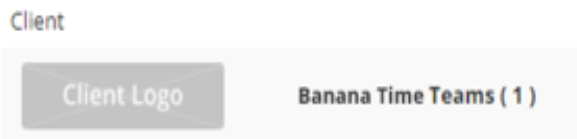





Adding yourself to a Client Team

Step 1	Click on Tools	
Step 2	Click on Clients	
Step 3	Find the Client that you want to add yourself 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 Edit Team pop-up window	
Step 6	Click on Add Self to Team to add yourself to the Client Team	
Step 7	Click on Save & Close to complete adding to the Client Team	