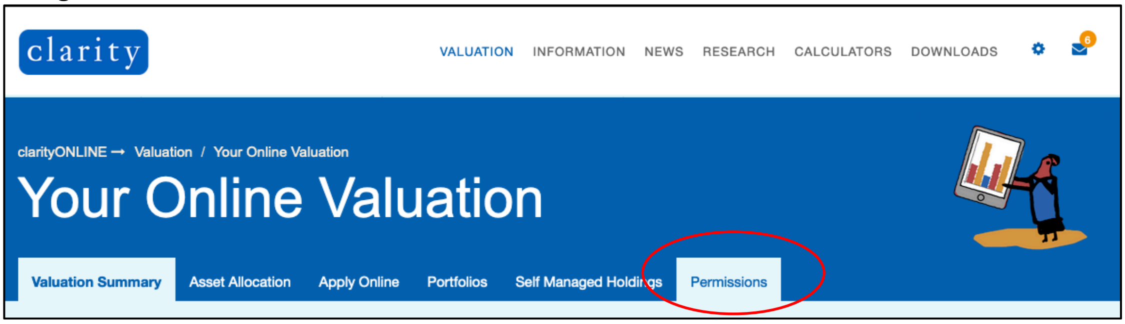
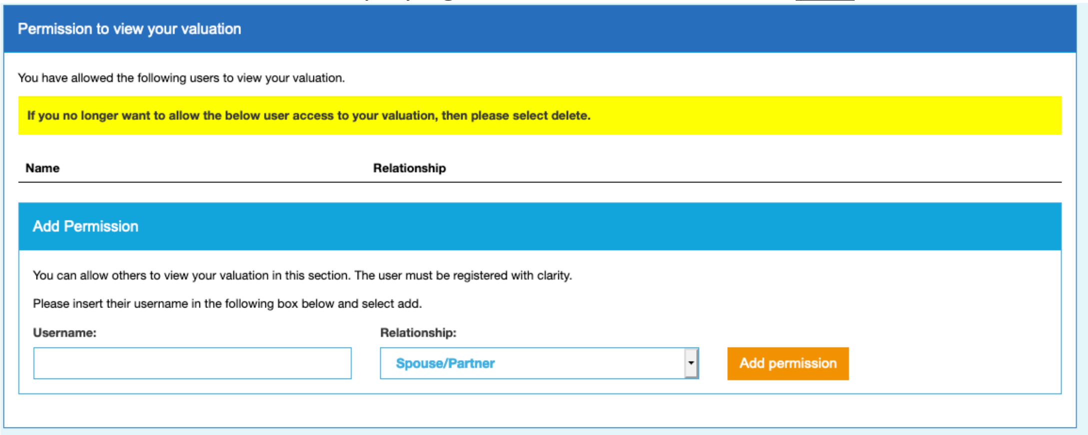
Give permission for other users to view your valuation

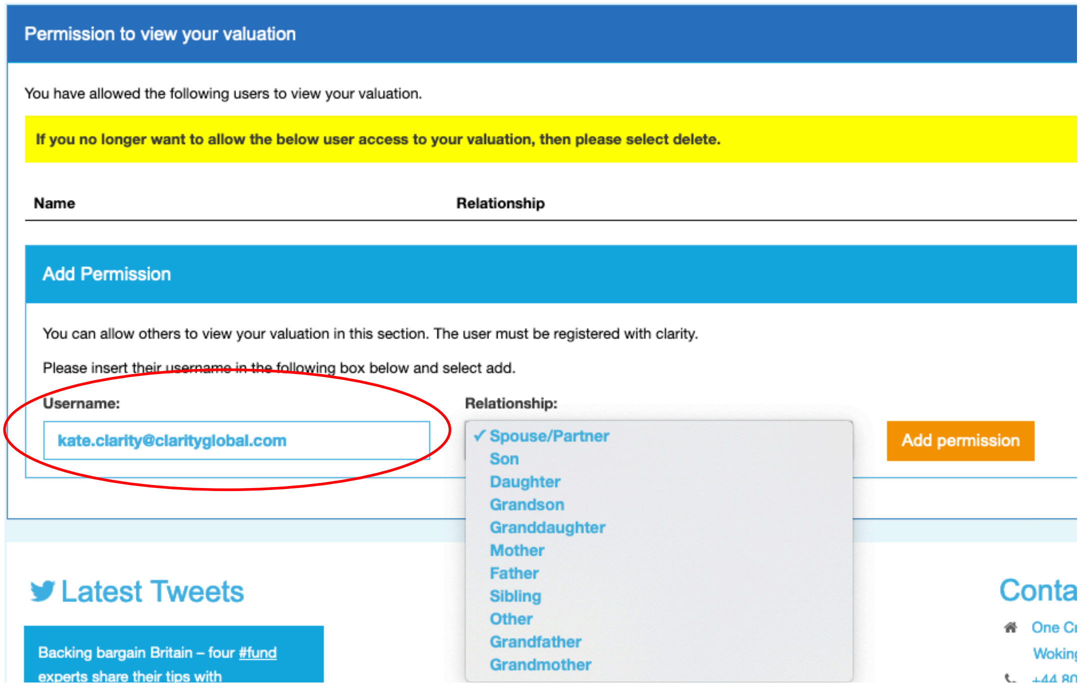
If you wish to give permission for another user to view your valuation, after logging in navigate to Permissions.



The permissions page will appear as shown below. This page displays valuations that <u>you</u> have access to as well as displaying users that have access to <u>your</u> valuation.



To grant users access to your valuation, in the box highlighted below, type their clarityONLINE username (the username they use to log into clarityONLINE) and select their relationship to you.



After this, click **Add permission.** Following this you will see confirmation that they have been added to your valuation. To remove, simply click **Delete Permission** in the box that displays their name.