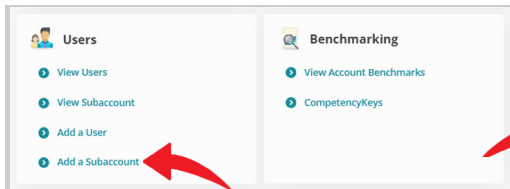


CREATE A SUBACCOUNT

1. From your home page, look for the **Users Box** and click **Add a Subaccount**.

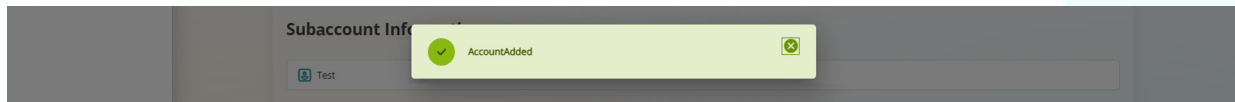


2. Under Subaccount Information enter the subaccount name in the **Account Name** box. Enter additional information in the **Description** box.

3. Click Copy Benchmarks to provide your current benchmarks to your subaccount

4. When ready, click the **Create** button.

5. You have now created a subaccount. Look for the confirmation message near the top of the page. Use Account Settings (now visible) to enable or disable the features of your subaccount.



The following is a list of optional features that may not be available in your account or sub-accounts.

Allow Benchmarks - Allows your subaccount to use performance benchmarks.

Allow Image Customization - Allows your subaccount to upload their own account image.

Allow Single-Use Keycodes - Allows your subaccount to create and distribute single-use codes.

Allow Group Report - Allows your subaccount to generate a Group Dynamics report.

Allow CompetencyKeys - Allows your subaccount access to the CompetencyKeys survey.

Allow Report Customization - Allows your subaccount to upload their own cover page.

Allow Team Radar Graph - Allows your subaccount to use the Radar Graph feature.

6. If you make any changes to the Account Settings make sure to click the **Update** button to save your changes.