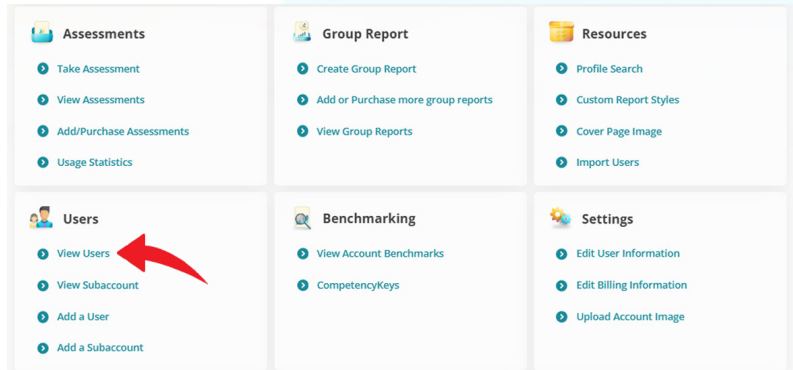
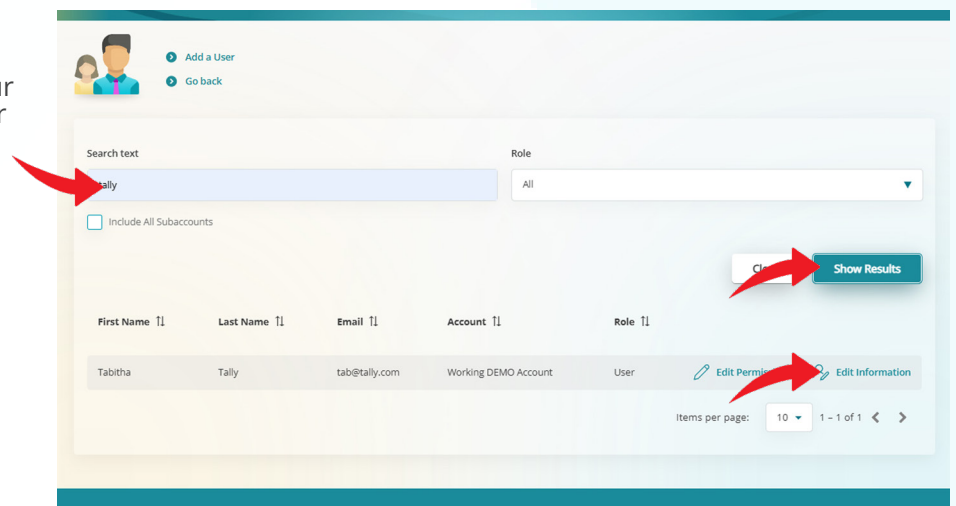


CHOOSING YOUR DEFAULT ACCOUNT

1. From your home page, look for the **Users Box** and click **View Users**.

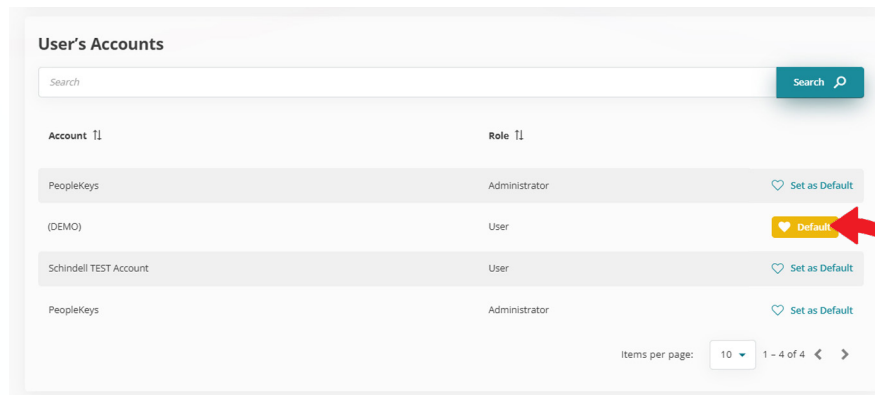


2. On the View users page you can use the search bar to locate your user by first name, last name, or email address then click **Show Results**.



3. Select the user from the list and click **Edit Information**.

4. Scroll down until you see **User's Accounts**. Select the default account by clicking **Set as Default**.



This will now be the account you will be taken to each time you log in using your current email and password.