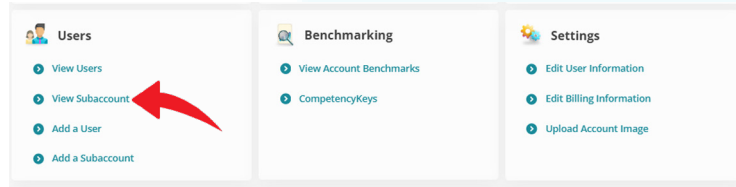
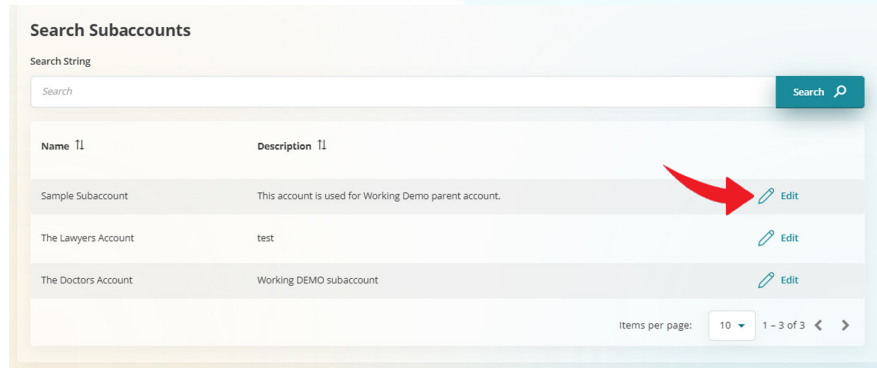


EDIT A SUBACCOUNT

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

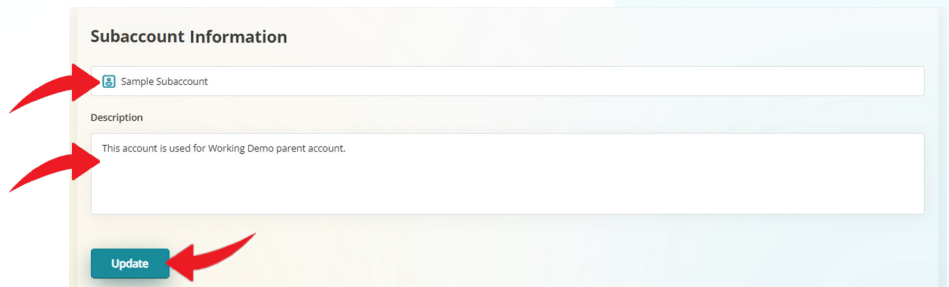


2. From the list select the subaccount from the list and click **Edit**.

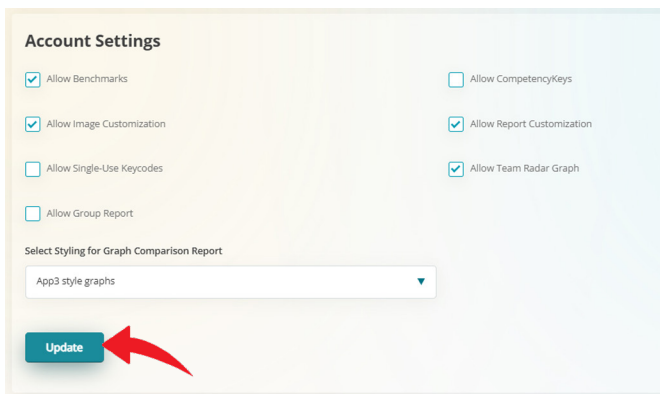


3. You can update subaccount **Name** and **Description**.

Make sure you click **Update** to save changes.



4. Use the Account Settings 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 subaccounts.



Allow Benchmarks - Allow your subaccount to use performance benchmarks.

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

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

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

Allow Single-Use Keycodes - Allow your subaccount to search using the Spiritual Gifts Inventory results.

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

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

Select Styling for Graph Comparison Report - Allows you to select the graph style for this feature.

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