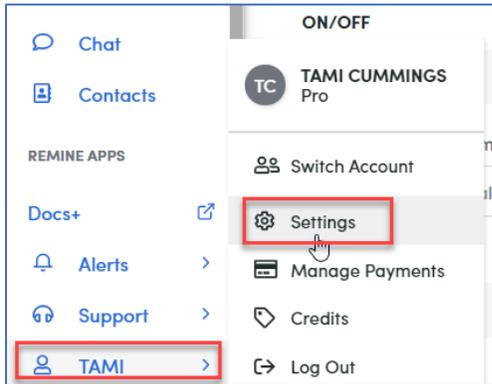


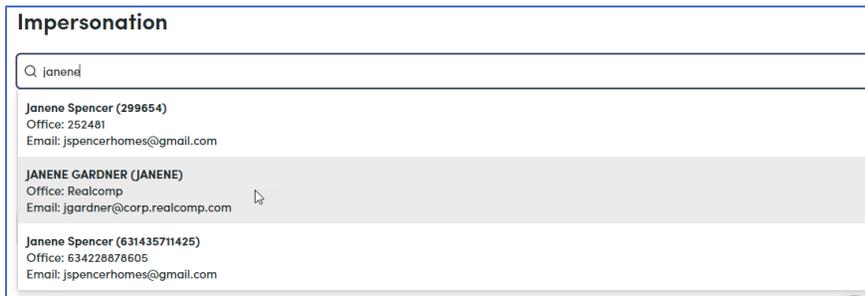
How to Authorize a Team Member to Impersonate You and How to Impersonate Others in Remine

You can give other agents access to your account by impersonating you. This will allow the other agent to work as you in Docs+.

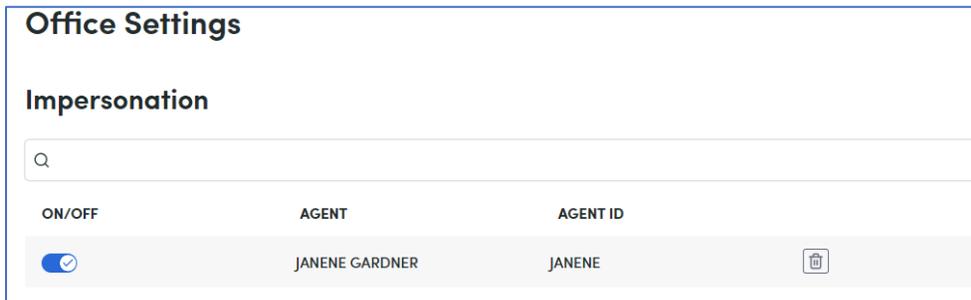
1. To give them access, go to Remine Pro (not Docs+), click on your name in the left-side menu and then select Settings.



2. Scroll down to Impersonation. Enter the agent's name or ID to whom you'd like to give access to your account in the search field. Click on the agent's name.

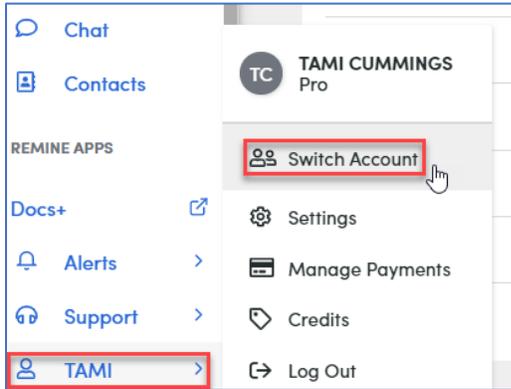


3. By default, the access is automatically turned on when the person is added. You can also turn off the access from here or delete this person from your Impersonation list.

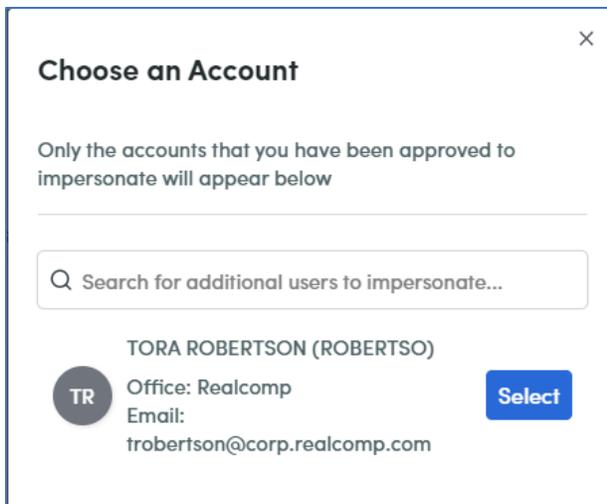


Accessing Another Agent's Account in Remine

1. To access another agent's account after they have authorized you, go to Remine Pro (not Docs+), click on your name in the left-side menu and select Switch Account.



2. The list of agents that you are authorized to log in as will display. Click the Select button next to the desired agent. If the agent that you want to log in as is not in this list, they will need to follow the steps above to give you access to their account.



3. When you are impersonating the other agent, you will have access to all of their transactions, forms, etc. When finished go to the top of the page and click Switch to My Account to go back to your own Remine account.



If you have additional questions, please contact Customer Care at (866) 553-3430.