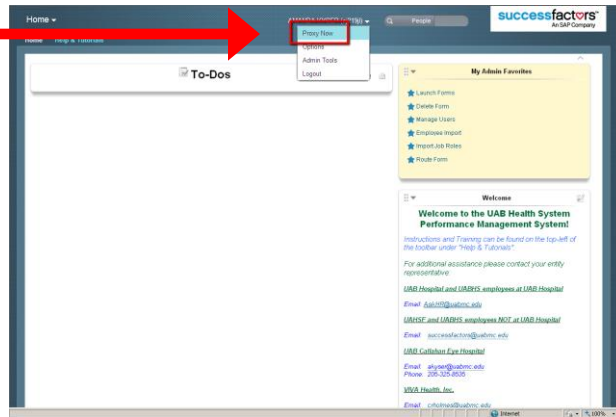
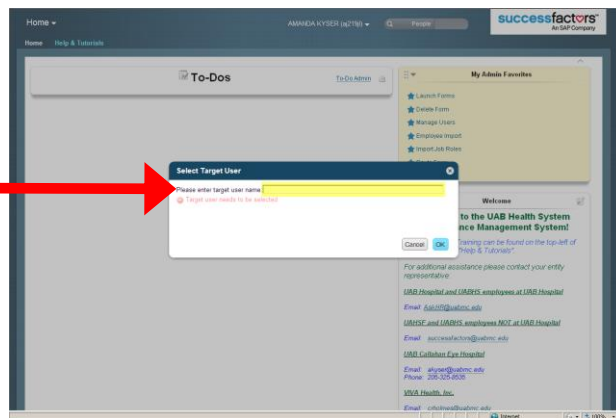


Proxy Access:

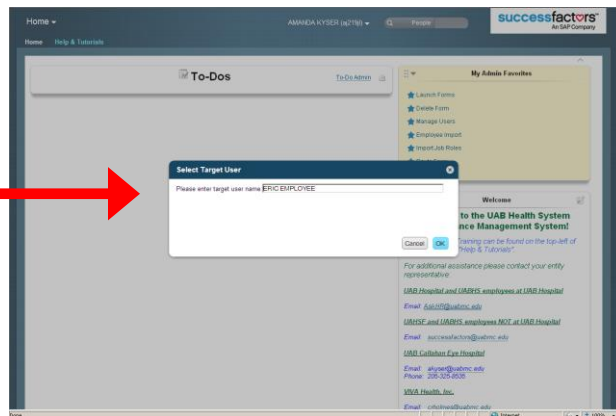
1. From the Home page, find your name in the center and click. A drop down menu will open. Select “Proxy Now.”



2. Begin typing the name of the person for whom you wish to Proxy.



3. Select the appropriate name from the list and click “OK.”



4. After allowing the page to refresh, you will now see the “home” screen for the person for whom you are acting as a proxy.

NOTE: You can move back to your own home page by clicking at the top and selecting “Become Self.”

