

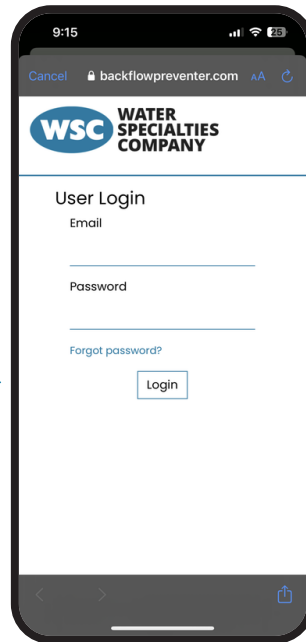


# HOW TO USE ACCOUNT ADMINISTRATION ON THE WATER SPECIALTIES APP

**Please Note:** Account Administration is for App users who are Administrators for their account. Each Account has one contact listed as the Account Administrator. Once that contact downloads, registers and logs into the App, they can assign other contacts under their account to become administrators. They can also contact their account manager to mark a different contact under their account as the Account Administrator. If they wish to remain an Account Administrator, they can control the level of access their contacts have when using the Water Specialties App.

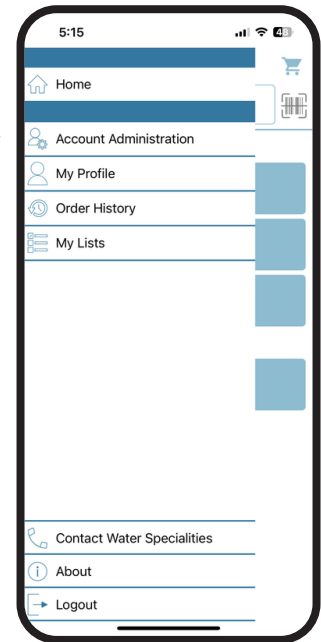
## Step 1

Open your Water Specialties App, log in, and proceed to the App menu.



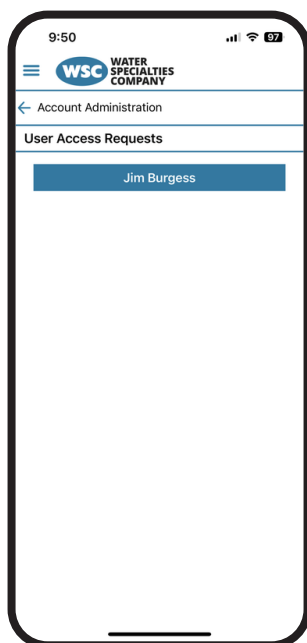
## Step 2

Click on the Home icon and select "Account Administration".



## Step 3

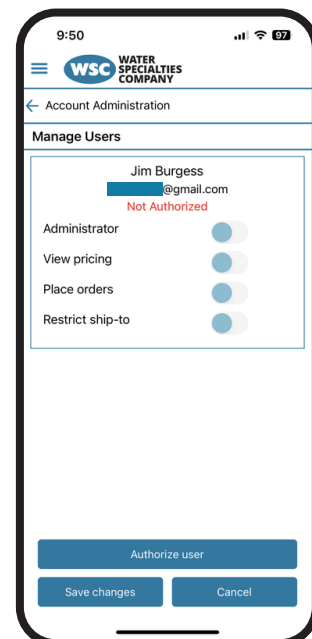
You will find a list of users that have registered to use the App but are currently not authorized to use it under your account. Click individual users to manage their access.



## Step 4

You can select a user and grant access to view pricing and/or place orders. You can also restrict the ship-to or authorize the user full administrator access.

- Select "Authorize".
- Toggle on the access you want for each user.
- Save your changes.



**WSC App Technical Support Contact:**

Email: [Support@backflowpreventer.com](mailto:Support@backflowpreventer.com) | Toll Free Phone: (888) 349-5317