



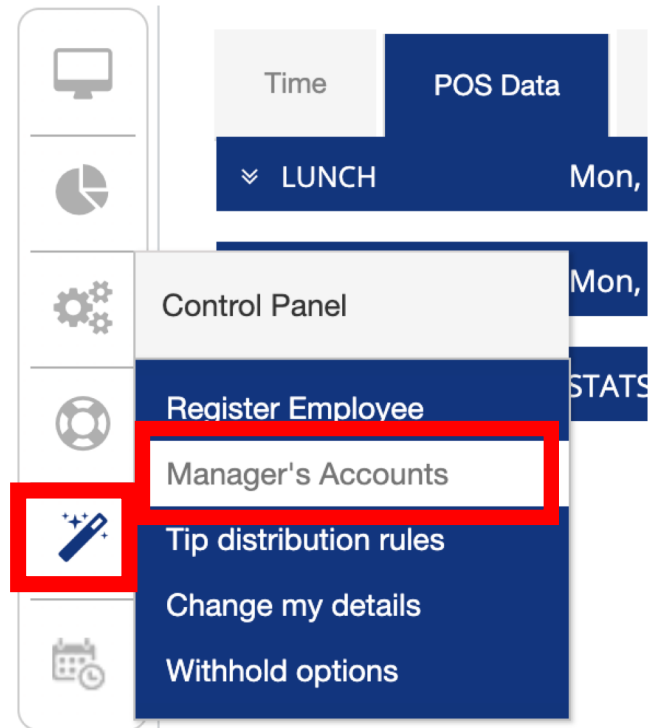
# How to review managers with an access

## 1. Log on to your Account

- Go to the GratShare Portal: [www.gratshare.com](http://www.gratshare.com) and log on to your account using your credentials

## 2. From the Navigation Bar, top left of the Portal

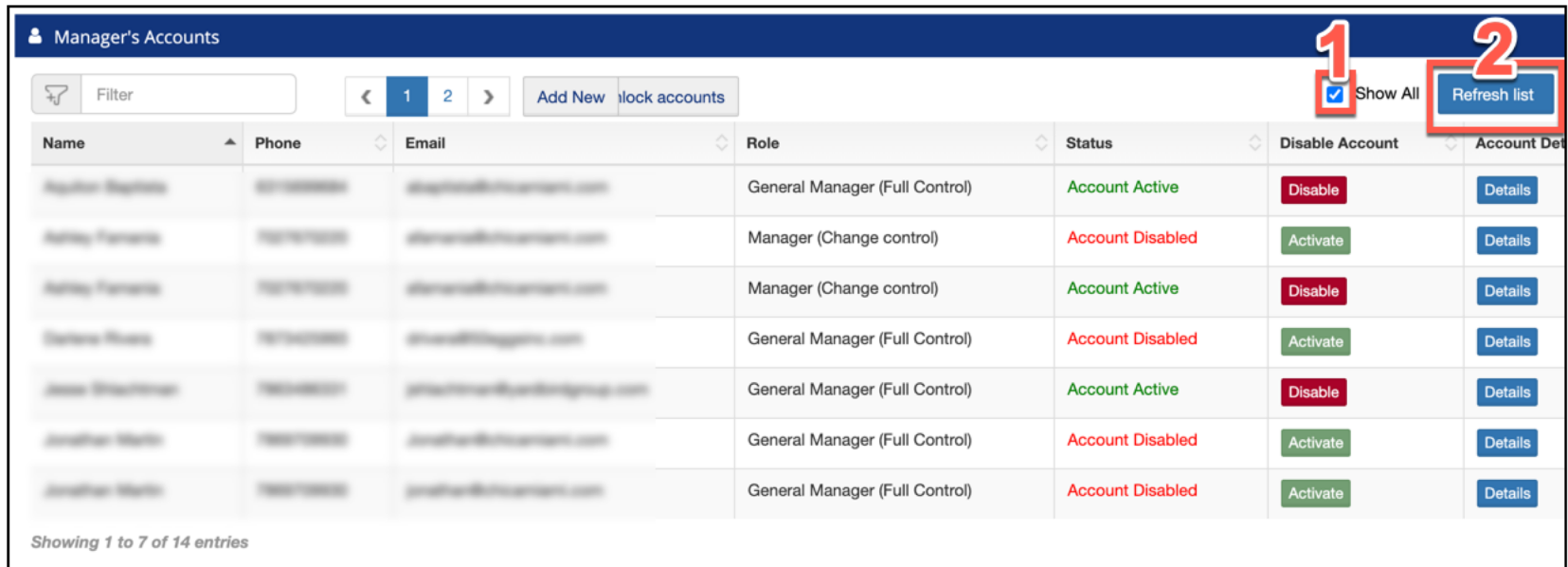
Select **“Control Pannel”** and choose **“Manager’s Account”**



### 3. The following page will be shown:

In order to see all Managers registered firstly check box "Show All"(1.) then "Refresh List"(2.) /screenshot below/

*\*Please note that any Manager who hasn't accessed GratShare Portal for more than 60 days will be automatically be locked out and once reactivated they will have to login back in on that same day in order to reset the counter and not get locked out the next day.*



Name	Phone	Email	Role	Status	Disable Account	Account Det
Richard Rogers	507-228-8888	rrichard@gratuity.com	General Manager (Full Control)	Account Active	Disable	Details
Anthony Thomas	507-228-8888	athomas@gratuity.com	Manager (Change control)	Account Disabled	Activate	Details
Anthony Thomas	507-228-8888	athomas@gratuity.com	Manager (Change control)	Account Active	Disable	Details
Charles Stone	507-228-8888	cstone@gratuity.com	General Manager (Full Control)	Account Disabled	Activate	Details
James Strickland	507-228-8888	jstrickland@gratuity.com	General Manager (Full Control)	Account Active	Disable	Details
Jonathan White	507-228-8888	jwhite@gratuity.com	General Manager (Full Control)	Account Disabled	Activate	Details
Jonathan White	507-228-8888	jwhite@gratuity.com	General Manager (Full Control)	Account Disabled	Activate	Details

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