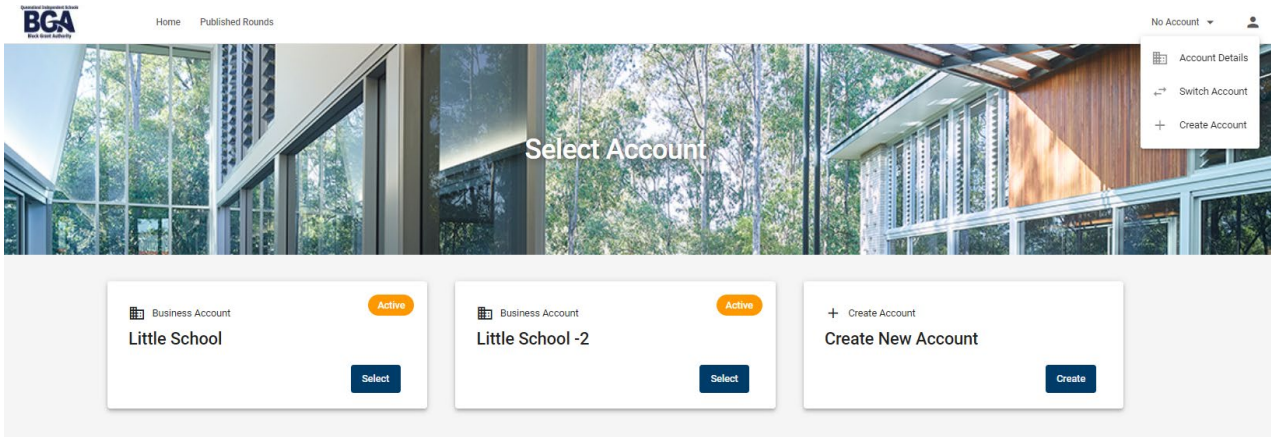


Multiple Business Accounts

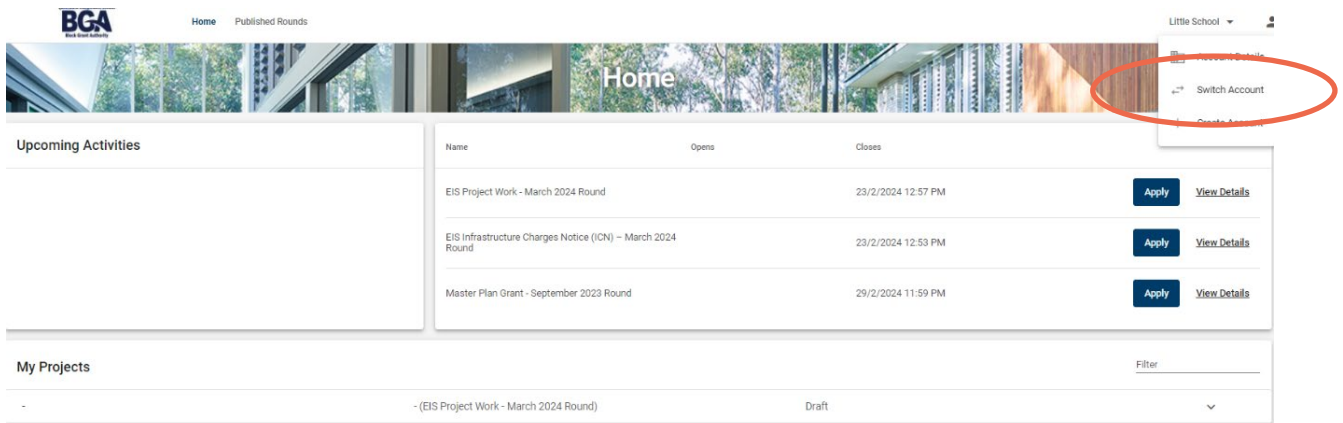
Users across multiple campuses may require access to multiple Business Accounts.

SPECIAL NOTE: For schools with multiple campuses, please **DO NOT** invite the same user to multiple business accounts in the Client Portal. Instead contact QIS BGA who will arrange access for all relevant people to all relevant accounts.

- Once user access has been established within each Business Account, the user will see all accessible Business Accounts on the Home Page when logging into the Client Portal.



- Users can move between the Business Accounts by selecting *Switch Account*.





3. Simply select the Business Account required.

