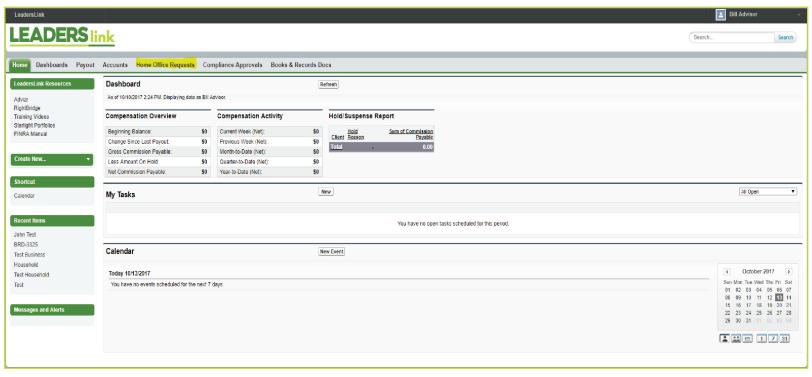
LEADERSlink tutorials:

UPDATE AUTHORIZED USER

Please reach out to Tate Krumwiede at 303-797-9080 x125 to request support staff access.



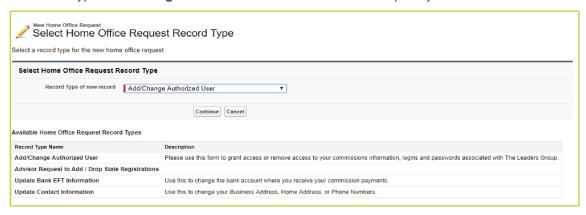
Log in to LEADERSlink. If you have any questions, please email **support@leadersgroup.net**. Navigate to the **Home Office Requests** tab:



Click Create New Home Office Request:

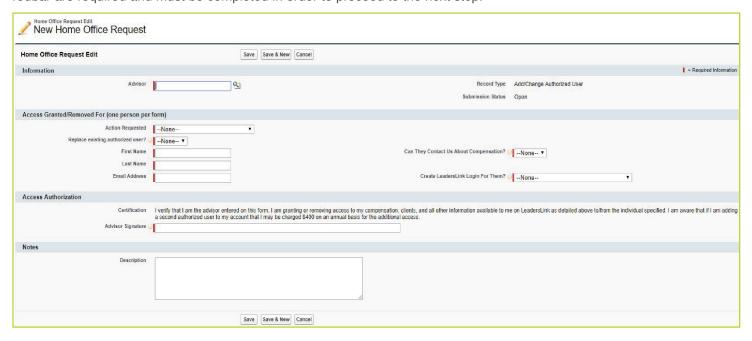


Select the type Add/Change Authorized User of home office request you would like to submit:



Click Continue.

The following will appear on your screen, complete the necessary fields. Please keep in mind any fields marked with a redbar are required and must be completed in order to proceed to the next step.



You can either have a log in created for this person or not. You can also grant them access to your compensation information or you can give them access only to your client records, without compensation details.

Once the fields are completed, click Save.

Click Submit for Approval.