



## Assigning appropriate permissions

Within your personalized Astrean URL, enter in your Email and Password. Head on over to the menu dropdown – you’ll find this by clicking on the “Hamburger Icon” in the top left corner. Select “Admin”. All of your team members that have signed up within your personalized Astrean URL will be listed here. You can disable them if you don’t want them to have access, make them a co-admin, or if they are a notary, just flip the switch. We’ve really made it that easy!

