



# **Edit User Name Fields Guide**

## **GROUP ADMIN DOCUMENTATION**

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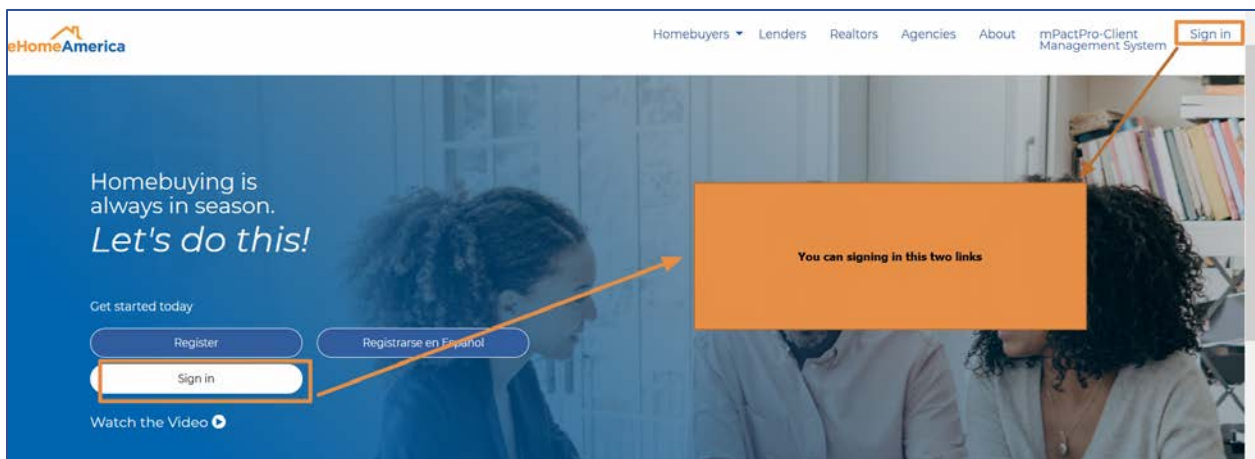
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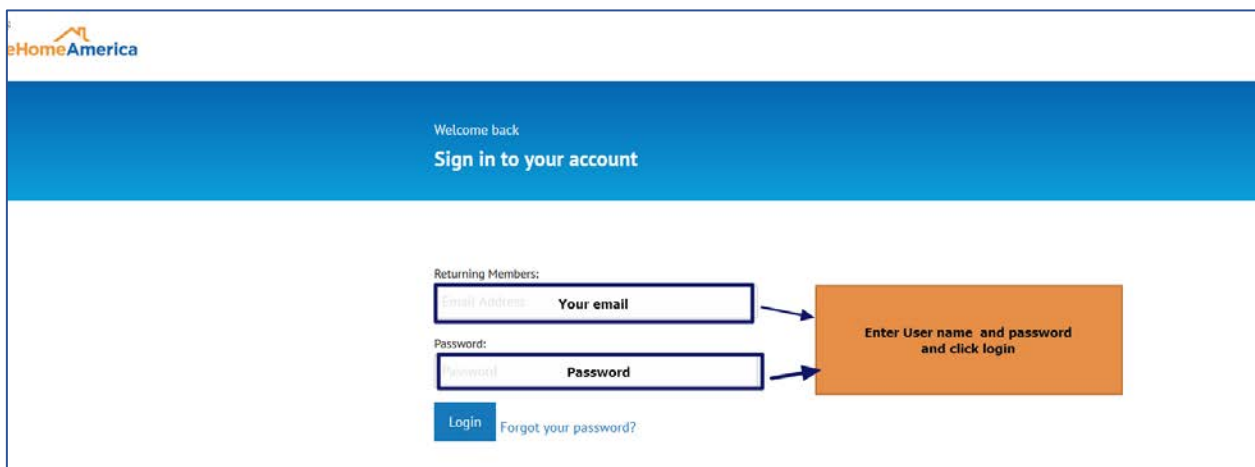
## GETTING STARTED

- **ADMIN LOGIN**

When you become a partner of eHome America, you will be given a log in name (Your email address and password).

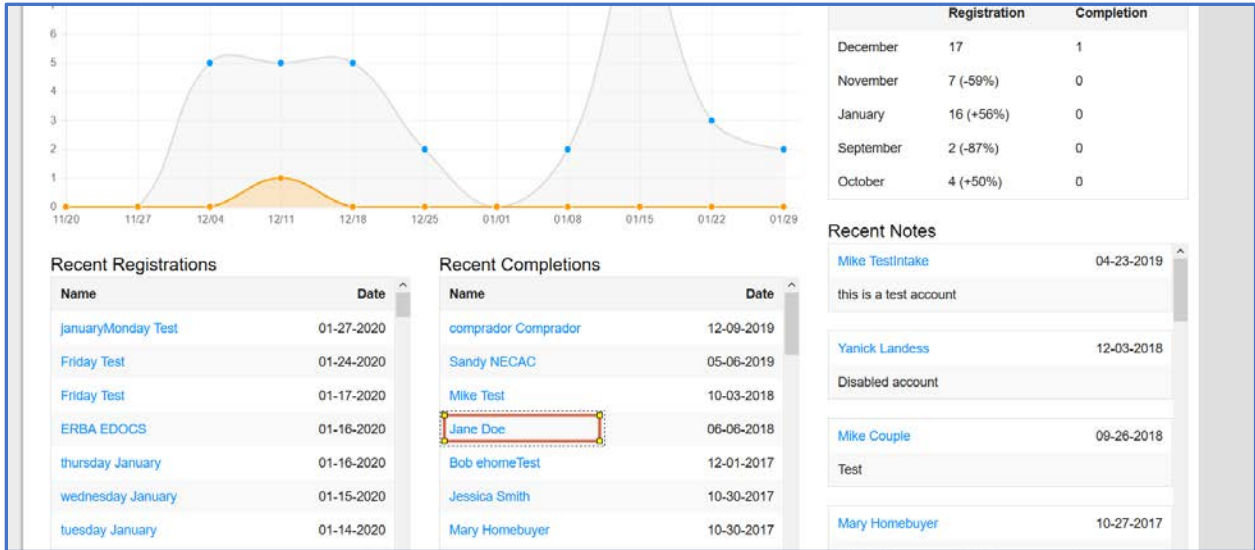


Go to [www.ehomeamerica.org](http://www.ehomeamerica.org) and log in at the top of the page and Click on the Link Sign in.



- **YOUR DASHBOARD**

From your dashboard click on the name of the customer you wish to change.



- **User Account:** Click on the user name fields and edit those as needed, once you have edit the fields click save.

The user account edit page is divided into several sections:

- User Data:** A sidebar menu with options like General, Intake Questions, User Documents, Tests, Worksheets, Completion Msg, Sent Emails, User Administration, API Information, Print User Details, View Home Page, and Cosigner Information.
- Contact Information:** A form with fields for User Name (Mary Smith), 2nd User Name (Mary Smith), Email (sluhte@gmail.com), Phone (555-555-5555), Address (1215), City (cncodjk), State (Nebraska), County (Adams), and Zip (55555). A red box highlights the 2nd User Name field, and a red arrow points to the "Save Details" button with the text "CLICK HERE".
- Recent Notes:** A section with the text "There are no notes." and an "Add Note" button.
- User Logins:** A table showing login and logout times for various dates.

PLEASE NOTE: if the certificate is being generate you can delete the certificate and create the certificate and both names should be on it.

Thank you for being part of eHome America.