





How do I move the controller back to customer's account?

In some cases as the contractor, you may have to add the controller into your personal business account without knowing the customer's email address. The customer may not have access to this controller until you **ADD** them to your account, then **MOVE** the controller so both of you can access it.

NOTE: If your customer is not in your account under **MY CUSTOMERS**, then you will need to first add them using the steps in the [article found here](#). [1]

Please view the steps below to make these changes:

Step 1

Click on the **MULTI-SITE MANAGER**  icon on the upper right-hand side, then **MY CUSTOMERS**. If using a PC, click on the **MULTI-SITE MANAGER**  icon on the upper right-hand side, then **MY CUSTOMERS**.



Step 2

Scroll down to my customer's section and select **YOUR ACCOUNT NAME**.



Step 3

Click on the controller name you would like to move and click the **DOT ICON**. Select **MOVE TO NEW ACCOUNT**.

Step 4

Select the account to which you're moving the controller and click **MOVE**.

□

□

The controller is now assigned to a new account and you both have access.