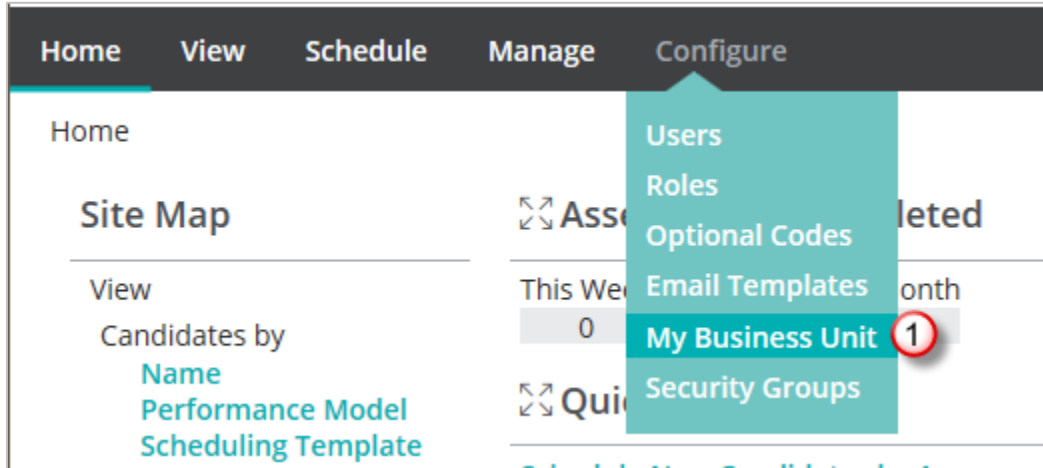


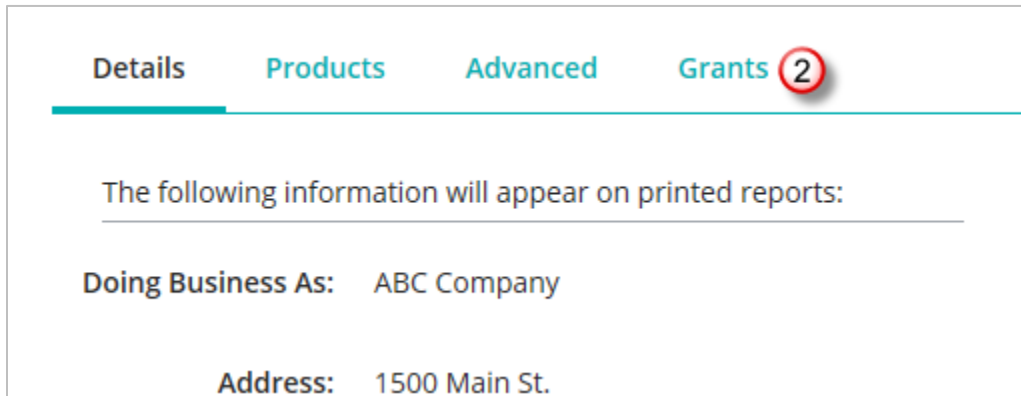
ISSUING A GRANT IN PAC

A “grant” in the Profiles Assessment Center (PAC) allows your servicer to work in your account on your behalf.

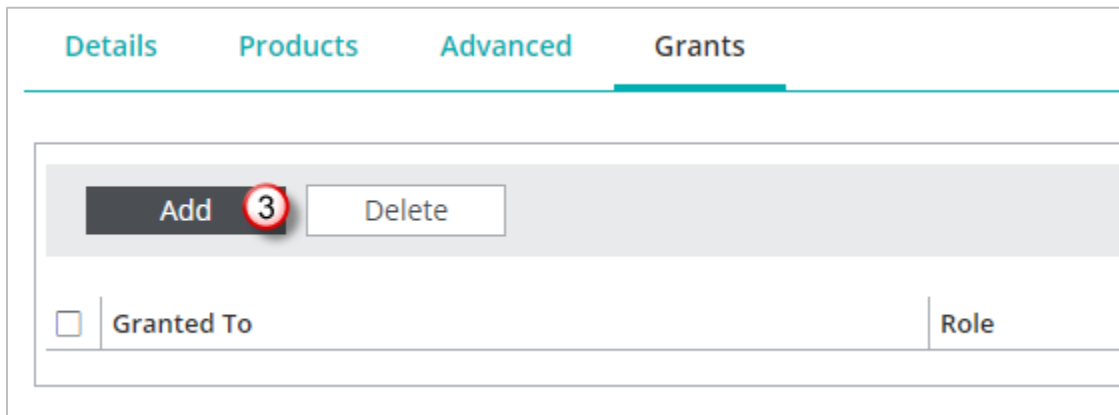
1. Click **My Business Unit** on the *Configure* menu.



2. Click **Grants**.



3. Click **Add**.



4. Select your servicer from the *Grant Access To* dropdown.
5. Select the appropriate Role from the *Using Role* dropdown. This option determines the level of access the servicer will have in the site.
6. Select the length of time the servicer will have access to your site from the *Grant Expires* dropdown. Selecting ""Does not expire"" from the dropdown will setup a permanent grant for the servicer.
7. Click **OK**.

Add a Grant

Grant Access to: Smith & Associ **4**

Using Role: Administrator **5**

Grant Expires: Select an expiration. ▾ **6**

- Select an expiration.
- 1 hour
- 2 hours
- 5 hours
- 10 hours
- 1 week
- Does not expire**

7 Ok

After completing the steps above, you will see the details on the Grants tab.

Details			Products	Advanced	Grants
<input type="button" value="Add"/> <input type="button" value="Delete"/>					
<input type="checkbox"/>	Granted To		Role		Grant Expires
<input type="checkbox"/>	Smith & Associates		Administrator		None