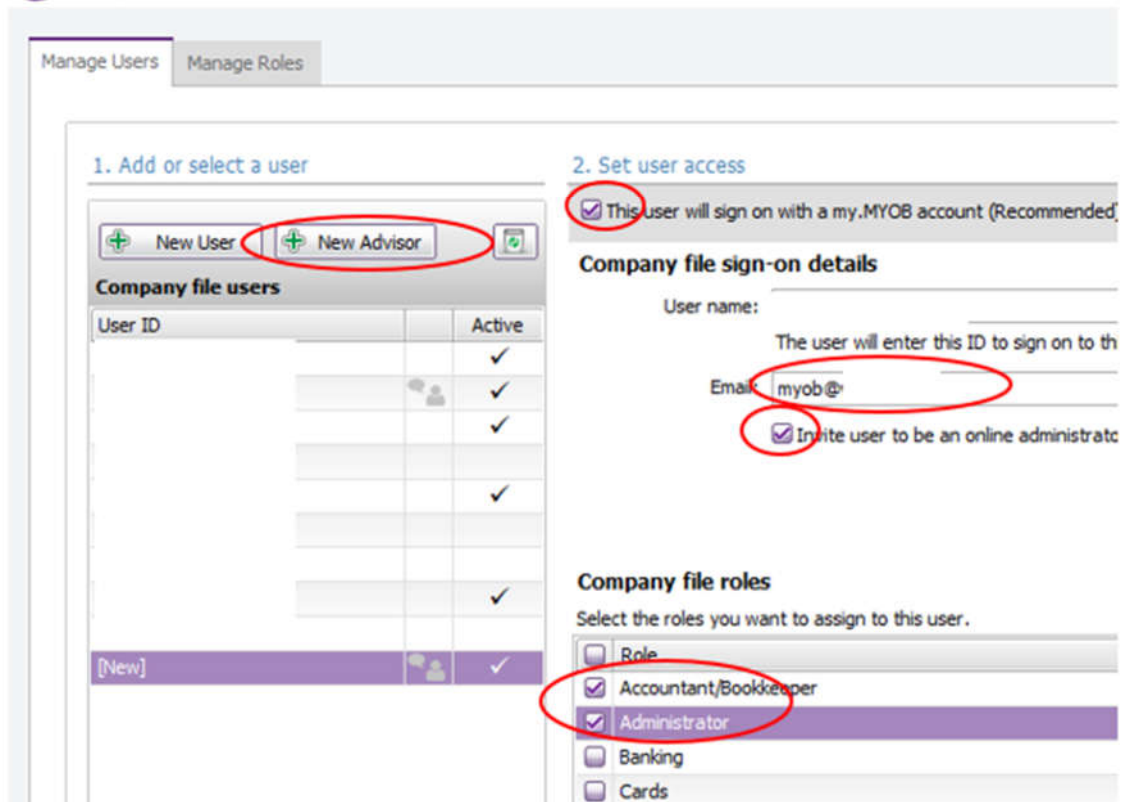


Manage online access



Manage online file access

From here you can manage which practice users can access each company file.

Select the company file in the left column, then select or deselect users to add or remove access.

Click **Update** to save your changes.

Undo the selection you've made by clicking **Revert**.

Click **Switch** to manage which files each user can access.



Company files

Search:

Show All Unassigned

Company File	Access
2018	Access



Practice users

Search:

Check that your practice already has an active advisor in the file with the practice domain name. If not, the invited practice users will be listed individually and visible in the file. [Learn more.](#)

<input type="checkbox"/>	
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	