

Procedure:

How to Link Accounts

- 1 You can add multiple accounts to your online portal account.
- 2 You must be logged into your online portal account to make this change, **AND** have the Account Number and CID for each account you want to add
- 3 Linking the accounts
 - .1 In the upper right corner, next to your account name, click the arrow for a drop down menu
 - .2 Select "**Account List**"
 - .3 You will see your main account listed
 - .4 To the right of your main account, there is a box with "**Add an Account**"
- 4 **Add An Account** section
 - .1 **Account Number**: Add the account number for the account you want to link
 - .2 **CID**: Enter the CID number for the account you want to link
 - .3 Click the green box with **Add Account**
- 5 This will take you back to the **Account List**
 - .1 The account is now listed under your main account
 - .2 Follow Step #4 for each account you want to link