

By default, EZLynx gives every new user access to **ALL** applicants within their own office.

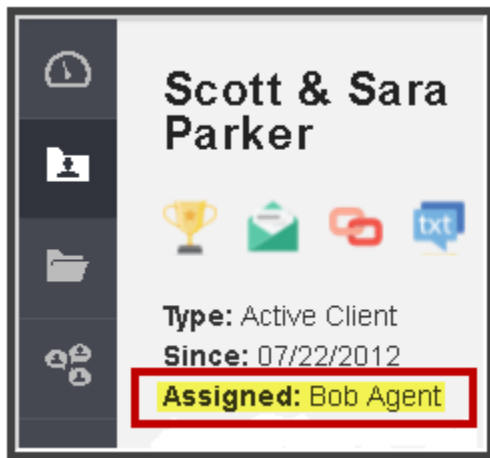
Your to-do:

1. Review a list of your agency's users; it's important to know if they're setup in different branches.
EZTip: An agency with more than one physical location *may or may not* be setup in EZLynx with branches.
2. Is the default access appropriate for all of your agency's users? If any should one of the special access levels below, contact support@ezlynx.com.
 - **No Peer Access:** user is restricted to only their own applicants.
 - **Admin Application Manager** (available to main office users only): user has access to all applicants at the main office and any branch offices.

Wondering how applicant access works?

EZLynx provides applicant access based on the one Assigned User - see screenshot.

Assigned User can be changed on an applicant's Lead Info tab.



Questions? Contact support@ezlynx.com.