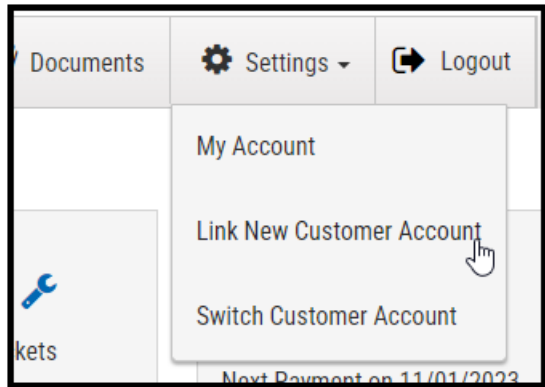


# Linking Multiple Accounts to one SedonaWeb Login

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Once a SedonaWeb 2.0 login is created, the user can go under Settings and select **Link New Customer Account**.




The Link New Customer screen is nearly identical to the screen to create a new account.


You will need the customer number and registration code for the new customer account to be linked.

A screenshot of the 'Link New Customer' form. The title 'Link New Customer' is at the top left, and a 'Create Link' button is at the top right. Below the title, a subtitle reads 'Enter the information of the customer you want to link to this account'. The form is divided into two main sections: 'Authentication' and 'User Information'. The 'Authentication' section has a note: '\*Copy the information from your invoice or the email you received requesting the authentication information to the following fields.' It contains two required fields: 'Customer Number \*' and 'Registration Code \*', each with a text input box. Below these is a link for 'Email authentication information'. The 'User Information' section has a note: '\*The below information does not need to match our records.' It contains five required fields: 'First Name \*', 'Last Name \*', 'Phone', 'Extension', and 'Mobile', each with a text input box. The 'Phone' field has a small icon to its right.

Once the correct information is entered, the user will have access to the new account

They can switch between accounts using the menu selection under the Settings menu, as well as when initially logging in.

 Settings ▾

 Logout

My Account

Link New Customer Account

Switch Customer Account

Account Name

bspickens1@twc.com

Contact Name

ARI

Last Login

5/2/2022 11:09:00 AM

Switch Customer Account