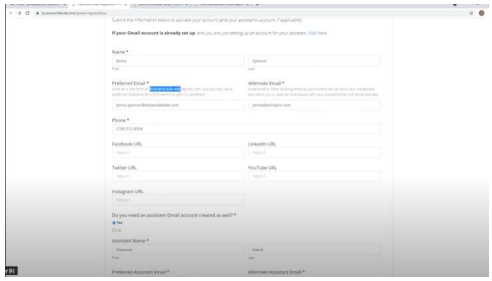
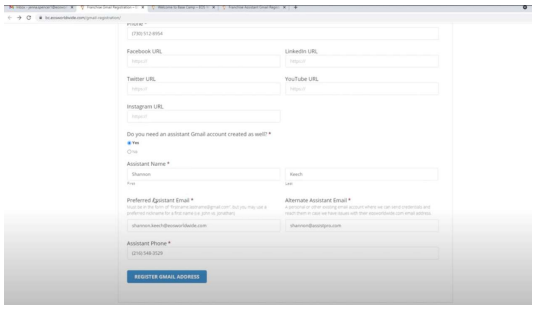
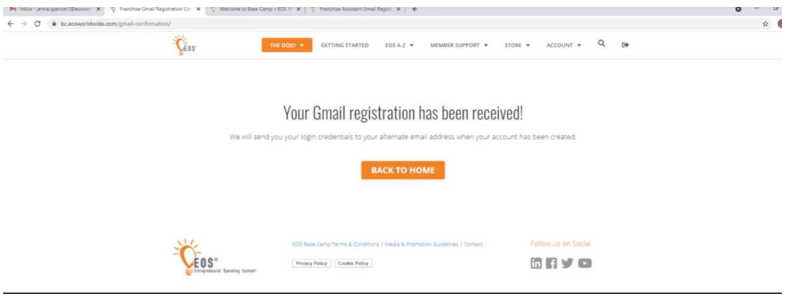
Delegated Email Access

1. Fill out requested information on the registration page-first and last name, preferred email, alternate email, phone number, and social links. Please note that on preferred email it must be listed in the form of firstname.lastname@eosworldwide.com.



2. Register your assistant gmail account. Enter your assistant first and last name, preferred and alternate email, and phone number here.

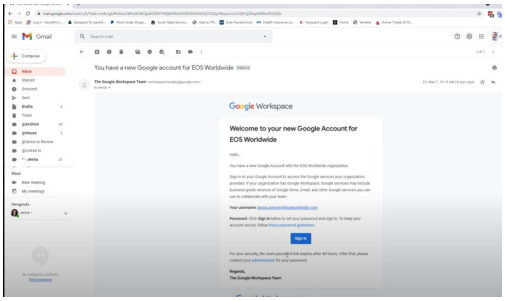


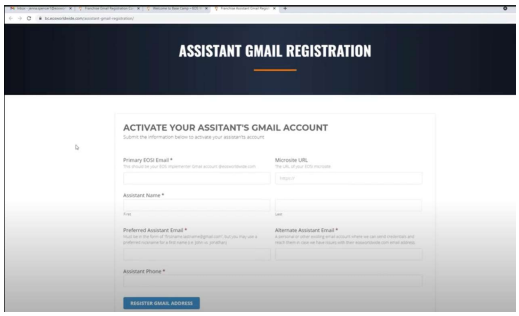

**Commented [1]:** @shannon@assistprollc.com can you make sure this whole email address is hyper linked or none at all? Looks like it automatically tried to link part of it
_Assigned to Shannon Keech_

**Commented [2]:** @shannon@assistprollc.com Can you put a bit more space between this section and the header? The text is almost overlapping the EOS logo
_Assigned to Shannon Keech_

3. Go to your personal account where you will see that you have a new google account for EOS Worldwide registered. Click sign in and set up your password. If you have an EOS Worldwide email address already, there will be a secondary form available to you where you can register your assistant gmail by itself.




4. Enter your EOS Worldwide email address, your microsite URL, first and last name of your assistant, their preferred EOS Worldwide email address, their current personal or business email address, and their phone number. Click Register.




5. Confirm that they received an email notification showing their new google account for EOS Worldwide has been set up.