

# User Guide: Sub-Users

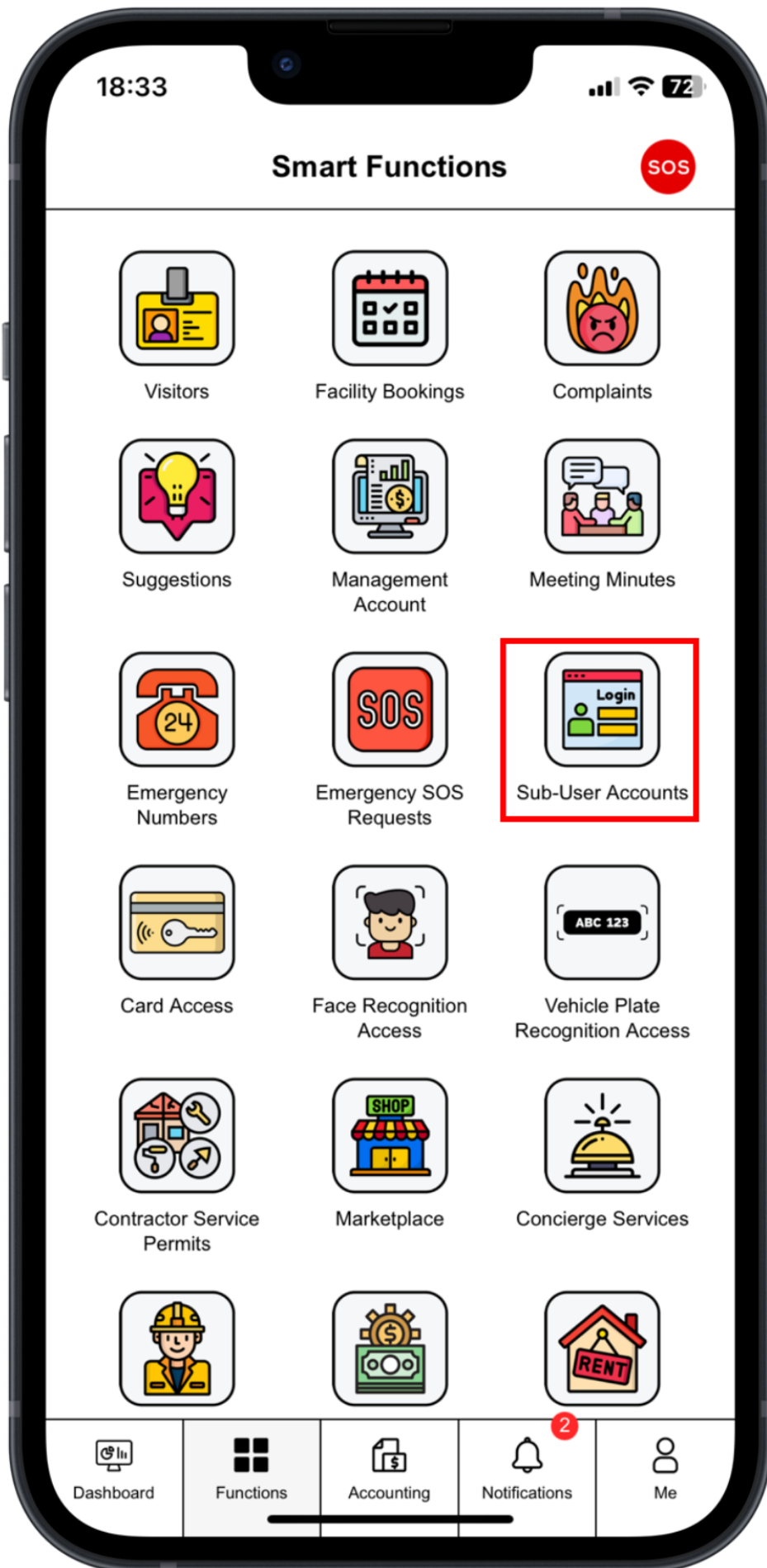
## 1. Introduction

## 2. Sub-Users

### Step 1: Create Sub-Accounts

Click "Sub-User Account" to create accounts for family members or tenants.





## **Step 2: Fill In Sub Accounts Details**

Fill in Sub-user Name, NRIC / Passport No., Mobile Phone No. and Email Address.





Click "Add" to create.

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WhatsApp No.

Primary Email Address (HOMESERVA Login Username)

Alternative Email Address

Date of Birth

Gender

Male  Female

Profile Picture

NRIC (Front)

NRIC (Back)

Passport

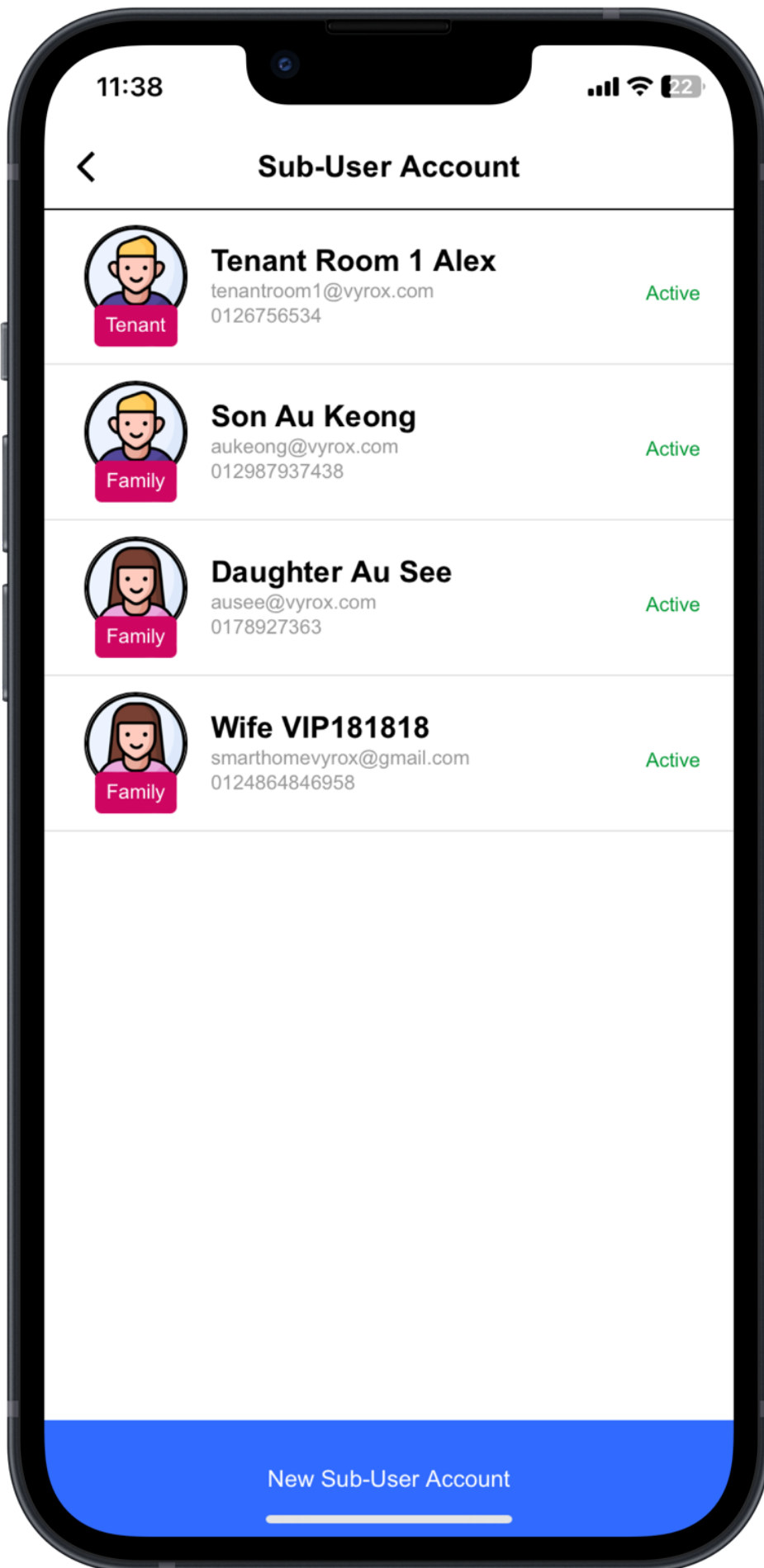
Visa

New Sub-User Account

### **Step 3: Check new created account status**

New created sub accounts will be listed in this page.





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