

# Add & Manage Offices In Your Organization

Access your Enterprise Portal to oversee all accounts within your Enterprise.

**Who Can Do This?** Enterprise Admins.

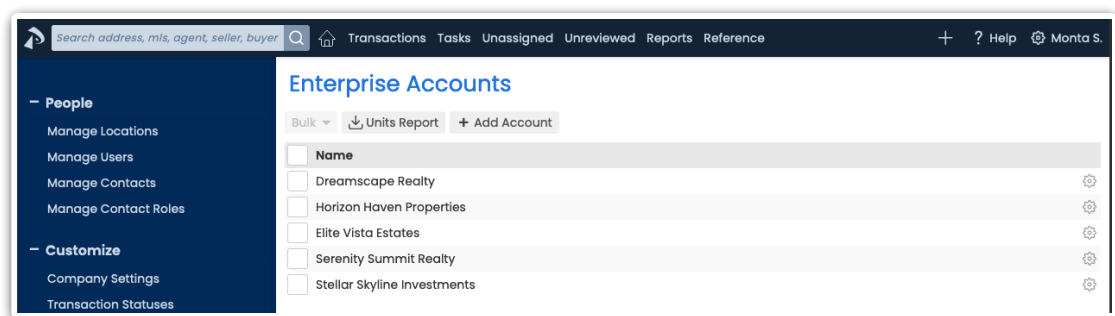
To access accounts in your Enterprise:

**1 Go to Your Enterprise Portal :**

- From your Enterprise Admin profile, click your name in the upper right corner, then [Admin / Settings].
- Select [Manage Accounts] from the *Enterprise Portal* section of the left menu.

**2 View Accounts:**

- You'll see a list of accounts belonging to your Enterprise.



## Add a New Account to Your Enterprise

Add a new Paperless Pipeline account to your Enterprise to expand your business into a separate account.

**Who Can Do This:** Enterprise Admin can add a new account to their Enterprise.

To add a new account:

**1 Go to Your Enterprise Portal :**

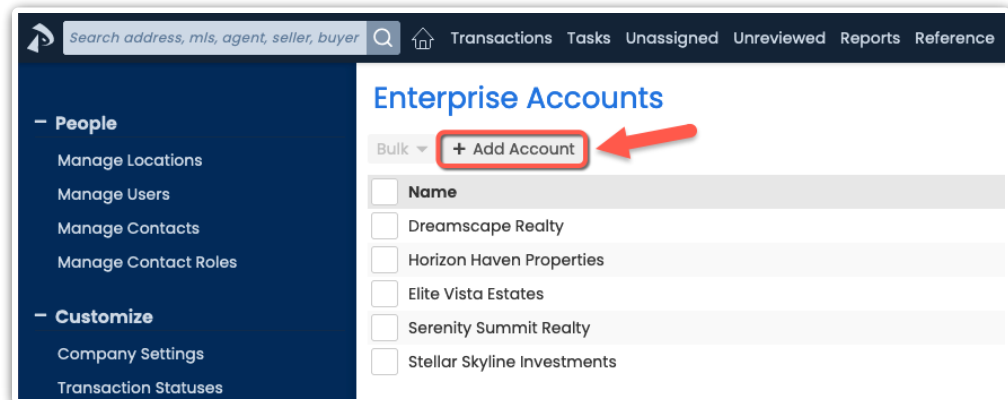
- From your Enterprise Admin profile, click your name in the upper right corner, then

[Admin / Settings].

- Select [Manage Accounts] from the *Enterprise Portal* section of the left menu.

## 2 Add Account:

- Click [Add Office Account].



## 3 Complete & Submit Form:

- Fill in the necessary information about the new account, including the name, address, and other relevant details.
- Submit the form.



The new account will appear in your Enterprise Portal where you can:

- Access the account directly (described below).
- Continue setting it up. [Learn how to Set Up Paperless Pipeline](#)→

## Access an Account In Your Enterprise

Access an individual account in your Enterprise to login and manage details, updates, or perform specific tasks.

**Who Can Do This:** Enterprise Admin can access accounts within an Enterprise.

To log into an account:

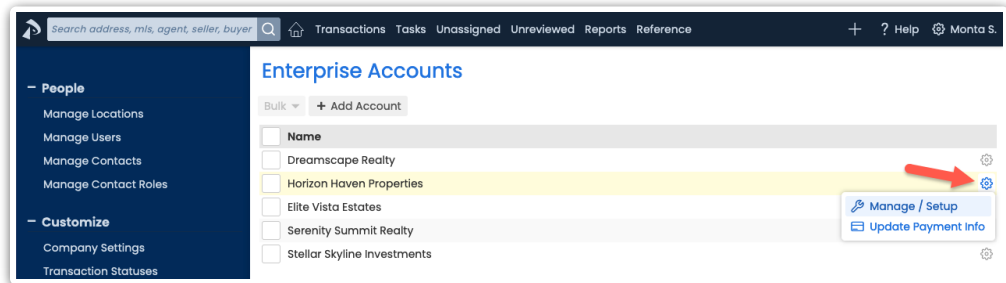
## 1 Go to Your Enterprise Portal :

- From your Enterprise Admin profile, click your name in the upper right corner, then [Admin / Settings].

- Select [Manage Accounts] from the *Enterprise Portal* section of the left menu.

## 2 Find & Select Account:

- Find the account you wish to access in the list.
- Click the account's gear, then [Manage / Setup].



## 3 Log In:

- Select your *Email* from the list, then enter your *Password*.
- Click [Log In].

### Manage / Setup: Horizon Haven Properties

Select which profile to log in to.

Email

- Choose log in email -

horizonhavenstaff@paperlesspipeline.com
horizonhavenadmin@paperlesspipeline.com

Cancel
Log In

You'll be logged into the account, allowing you to manage Admin Settings, access transactions, run reports, and more. [Learn how to Use Paperless Pipeline→](#)

## Return to the Enterprise Portal

While accessing an account from your Enterprise Portal, return to your Enterprise Portal to switch back to your overview of all accounts.

**Who Can Do This:** Enterprise Admin can return to the portal from an individual account.

To return to the portal from an individual account:

## 1 Go to Settings Menu:

- Click your name in the upper right corner **while accessing an account from your Enterprise Portal**.

## 2 Return to Portal:

- Click [Return to Your Offices]. You'll be taken back to the portal.

