



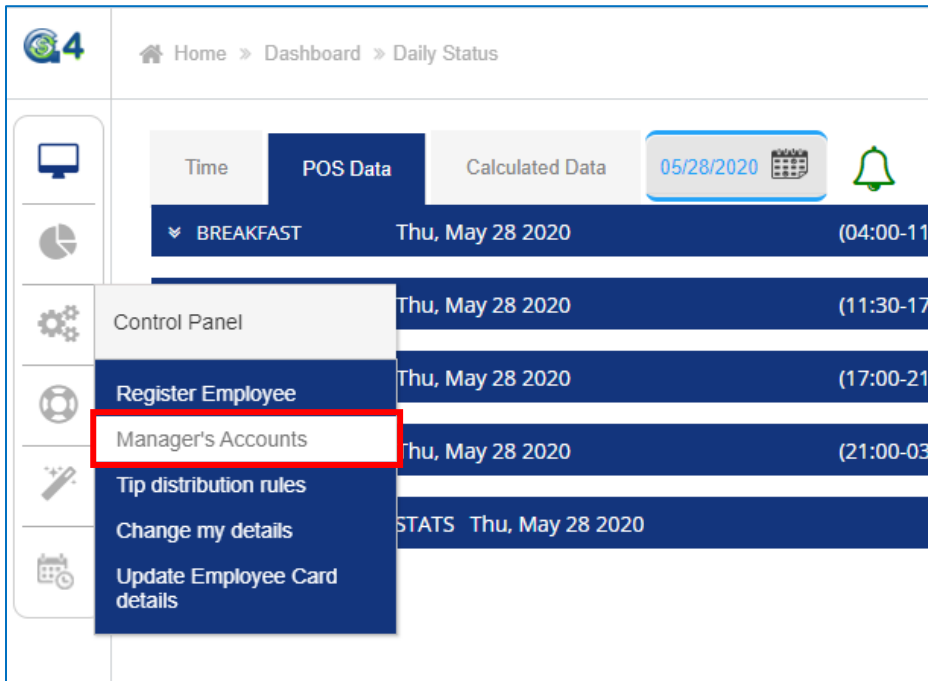
How to Add a Manager



1. Log on to your Account

- Go to the GratShare Portal: www.gratshare.com and log on to your account using your credentials

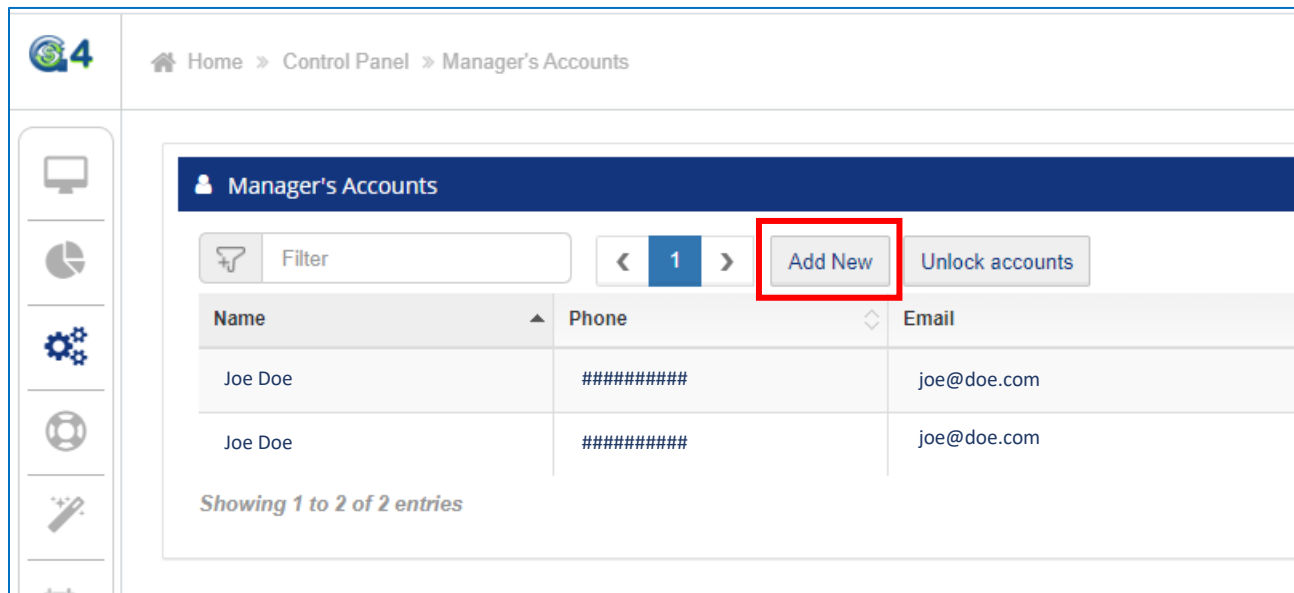
3. 2.From the Navigation Bar, top left of the portal Select “Control Panel” and choose “Manager’s Accounts”



The screenshot displays the GratShare Portal interface. At the top, there is a breadcrumb trail: Home > Dashboard > Daily Status. Below this, there are tabs for 'Time', 'POS Data', and 'Calculated Data', along with a date selector set to '05/28/2020' and a notification bell icon. The main content area shows a list of items for 'Thu, May 28 2020', including 'BREAKFAST' (04:00-11:00), 'Control Panel' (11:30-17:00), 'Register Employee' (17:00-21:00), 'Manager's Accounts' (21:00-03:00), and 'Tip distribution rules'. A dropdown menu is open from the 'Control Panel' item, listing options: 'Control Panel', 'Register Employee', 'Manager's Accounts' (highlighted with a red box), 'Tip distribution rules', 'Change my details', and 'Update Employee Card details'.



3. On the next page, select **"Add New"**



The screenshot shows the 'Manager's Accounts' page. At the top, there is a breadcrumb trail: Home > Control Panel > Manager's Accounts. Below this, a dark blue header bar contains the text 'Manager's Accounts'. Underneath the header, there is a control bar with a 'Filter' input field, a pagination indicator showing '1', and two buttons: 'Add New' (highlighted with a red box) and 'Unlock accounts'. Below the control bar is a table with three columns: 'Name', 'Phone', and 'Email'. The table contains two rows of data, both with the name 'Joe Doe', a masked phone number '#####', and the email 'joe@doe.com'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'.

Name	Phone	Email
Joe Doe	#####	joe@doe.com
Joe Doe	#####	joe@doe.com



4. Create a new account by filling the different fields

- First Name, Last Name, Phone Number are required (use a cellular phone's number because a text message will be sent to that phone with an activation code to complete registration)
- Select Role: There are 3 different roles you can choose from. Each role has a different access level:
 - Pay Out Manager can only view Data
 - Manager can do everything except register another manager and make any manual adjustments
 - General Manager has full control
- Once the Username and Password have been picked and inserted, click on "**Register**"

Create new account ×

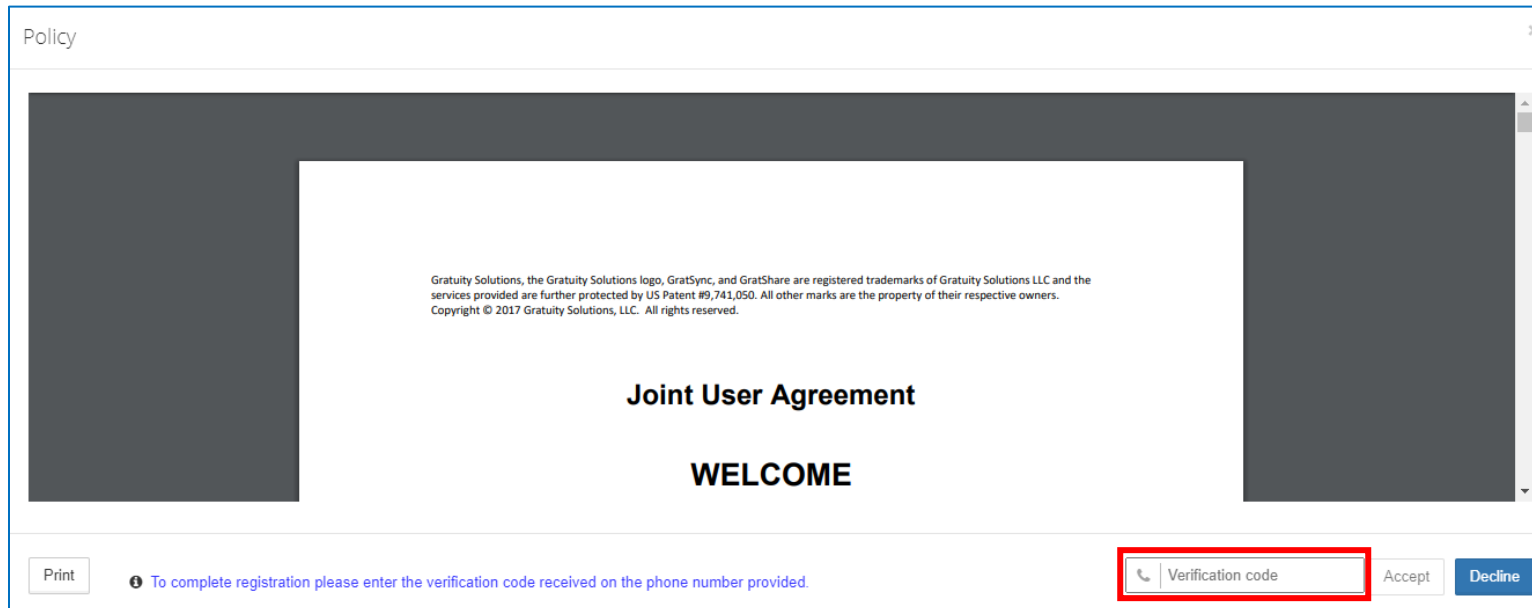
Important notice:
If you already have Manager level access to other locations within your Organization, please enter your existing credentials (user name/Password) and your account will merge under one record, which will allow you access to multiple locations within your Organization with a single sign on.

A message has been sent to your registered mobile number with an activation code which will be used to complete your account registration.



5. Insert **“Verification Code”** and click on **“Accept”**

- Please read our Joint User Agreement
- Verification Code was sent via text message to the cellular phone’s number registered on the previous page

A screenshot of a web browser window titled 'Policy'. The main content area is a white box with a dark grey border. At the top of this box, there is a small line of text: 'Gratuity Solutions, the Gratuity Solutions logo, Gratsync, and Gratshare are registered trademarks of Gratuity Solutions LLC and the services provided are further protected by US Patent #9,741,050. All other marks are the property of their respective owners. Copyright © 2017 Gratuity Solutions, LLC. All rights reserved.' Below this text, the words 'Joint User Agreement' and 'WELCOME' are centered in a large, bold, black font. At the bottom of the white box, there is a 'Print' button on the left, a small information icon followed by the text 'To complete registration please enter the verification code received on the phone number provided.', a text input field with a telephone icon and the placeholder text 'Verification code' (highlighted with a red border), an 'Accept' button, and a 'Decline' button.



6. Success

- Once the success page pops up, click on “Ok”

