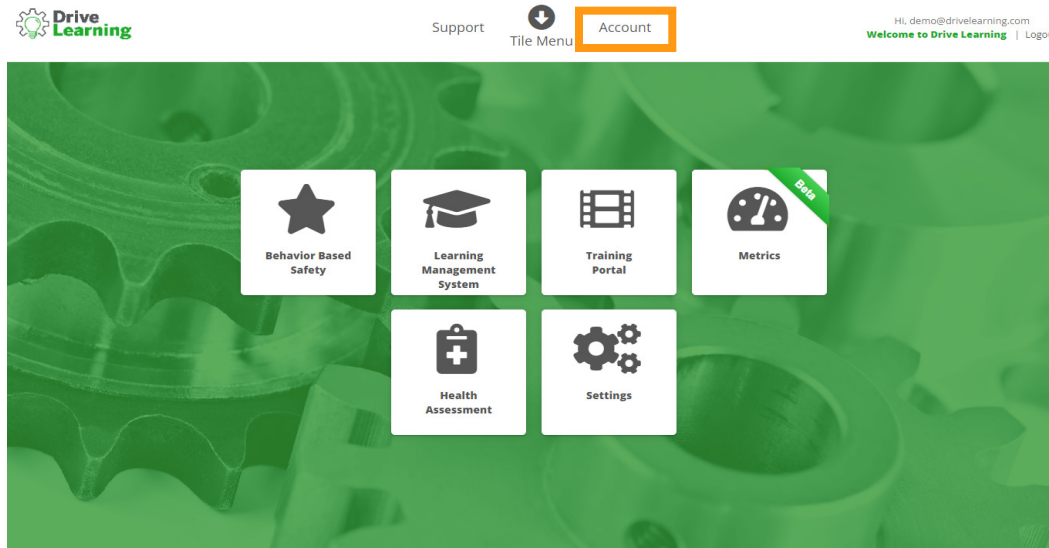


ACCESSING THE SUB ACCOUNT SIGN UP LINK



From any page within Drive Learning, click on the *Account* link in the upper menu bar.



The screenshot shows the 'Account' page. At the top, there is a navigation bar with 'Home', 'Subscriptions', 'Payments', 'Company Settings', and 'Logout', with 'Subscriptions' highlighted by an orange box. Below the navigation bar, it says 'Welcome to *Drive Learning*'. The main content area contains a profile form with the following fields: 'First Name:' (John), 'Last Name:' (Doe), 'Email:*' (johndoe@example.com), 'Location:' (USA), 'Department:' (Administrative), and 'Job Classification:' (President). At the bottom of the form, there is a 'Save Profile' button and a 'Change Password' link.

From the *Account* menu, click on the *Subscriptions* tab.

Home **Subscriptions** Payments Company Settings Logout

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.	
Custom mp-txn-5e38af6cab0cc	Lifetime Free forever with coupon IPQLWBG7TV	Yes	February 3, 2020		Sub Accounts

In the *Subscriptions* menu, click on the *Sub Accounts* button.

Corporate account for Jason Fry

29 of 1000 Sub Accounts Used

Page 1 of 3 (29 Sub Accounts)

USERNAME	EMAIL	FIRST NAME	LAST NAME	LAST LOGIN	LOGINS	
jdoe@example.com	jdoe@example.com	John	Doe	June 15, 2022	25	Remove
hjones@example.com	hjones@example.com	Henry	Jones	February 3, 2020	36	Remove
mlopez@example.com	mlopez@example.com	Michael	Lopez	February 4, 2020	44	Remove
abaker@example.com	abaker@example.com	Ashley	Baker	March 11, 2021	13	Remove
spatel@example.com	spatel@example.com	Samia	Patel	May 21, 2020	52	Remove
jlewis@example.com	jlewis@example.com	Jordan	Lewis	May 21, 2020	28	Remove
janedoe123@example.com	janedoe123@example.com	Jane	Doe	October 6, 2022	8	Remove
hhills@example.com	hhills@example.com	Hannah	Hills	October 5, 2020	22	Remove
jfry@example.com	jfry@example.com	Jason	Fry	June 23, 2020	16	Remove
ehamilton@example.com	ehamilton@example.com	Emmet	Hamilton	February 26, 2020	32	Remove

Next Page >>

Export Sub Accounts

Signup URL

People signing up with this link will be automatically added to your account

Copy the sign up URL at the bottom of the page and send it to all employees you would like to add to your account. Any user who signs up with this link will be automatically added to your account.

NOTE: You can also remove a user at any time by clicking the *Remove* link in the sub account user table