

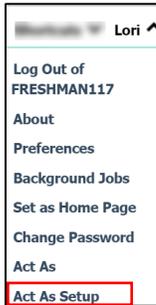
Managing Act As User Profiles

Market: Federal/State/Local, House, Senate

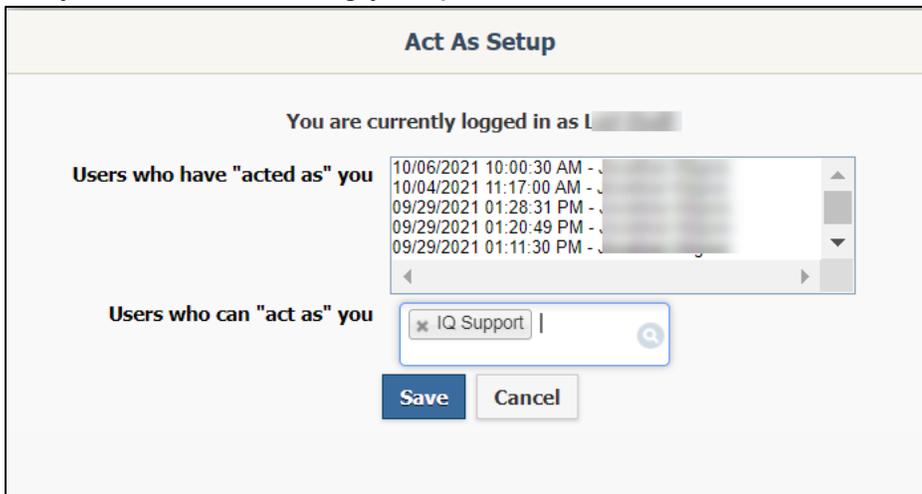
Description: These instructions teach users how to identify which other users are authorized to use their profile in IQ and how to use other user profiles.

Set Up Act As Profiles

1. Navigate to your user name and select **Act As Setup**.



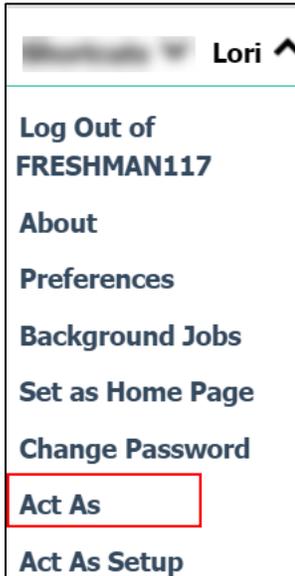
2. A window is displayed on the screen. The top information displays all IQ users in your office that “acted as” you and have used your profile. The bottom information allows you to enter the names of IQ users that you authorize to “Act As” you and use IQ using your profile.



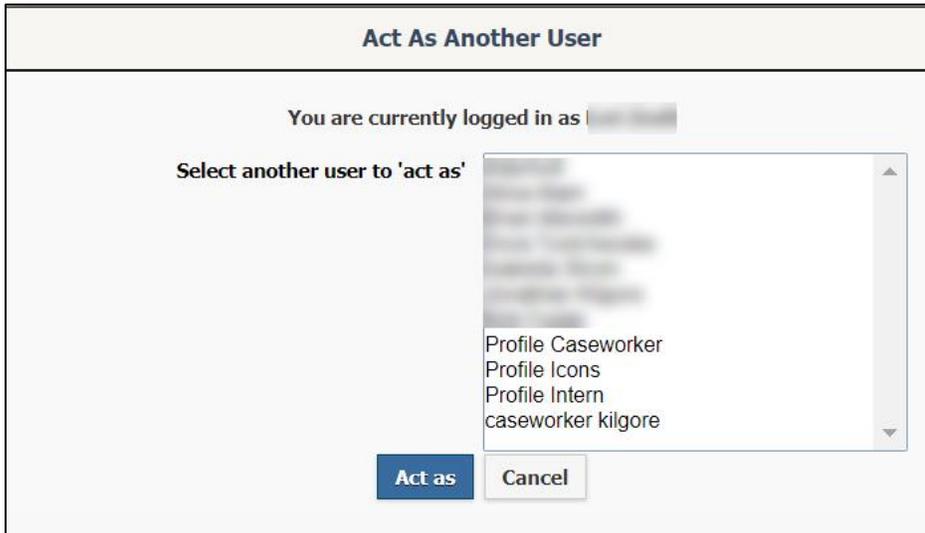
3. Click **Save**.

Use Act As

1. Navigate to your user name and select **Act As**.



2. Select the name of the person you wish to "Act As".



3. Click **Act As**.