Xplorer guidance document

HOW TO SWITCH ACCOUNTS

Access Xplorer:

You can access Xplorer in various ways. To access via direct link, click on:

If you do not already have an existing Xplorer profile account, please see our *"how to create a profile"* guidance document on how to create a profile.

- **If you are unsure how-to login, please see our *"how to log into an existing profile"* guidance document.**

If you have created a secondary account as per the *"how to create a secondary account"* guidance document, in order to do complete actions on your secondary account's behalf, you need to switch accounts.

Switch accounts:

1. On your profile, click on the **"Switch Accounts"** link under you NZ ID.

2. The **"Switch Accounts"** pop up will appear. Select the user you would like to action on behalf. This will automatically change the profile you are in.

3. Check the top banner, to make sure you are working in the correct profile. You'll note your secondary user has their own NZR ID.