

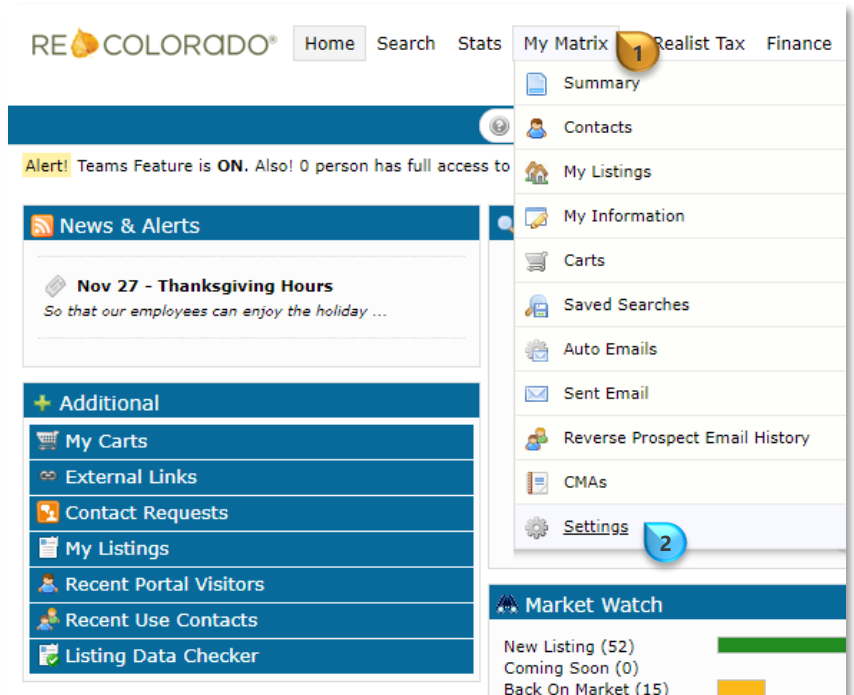
# Set-Up Impersonation/Work on Behalf of Privileges

Users who you give the ability to **Impersonate** or **Work on Behalf of** you will have access to all of your *Matrix* functionality and information; this includes your **Contacts**, **Saved Searches**, **Auto Emails** and the ability to add or edit your listings.

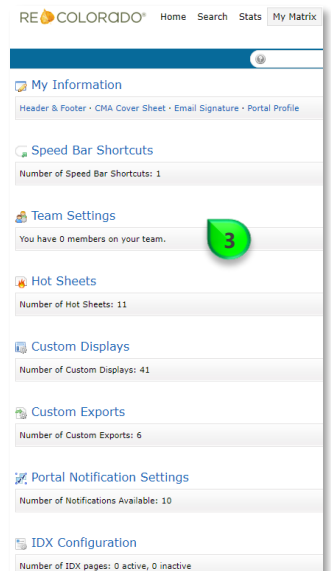
**Note:** **Impersonation** and **Work on Behalf of** privileges can only be granted to agents and admin who are in your office and are *REcolorado* members

Hover over **My Matrix** 


Select **"Settings"** 



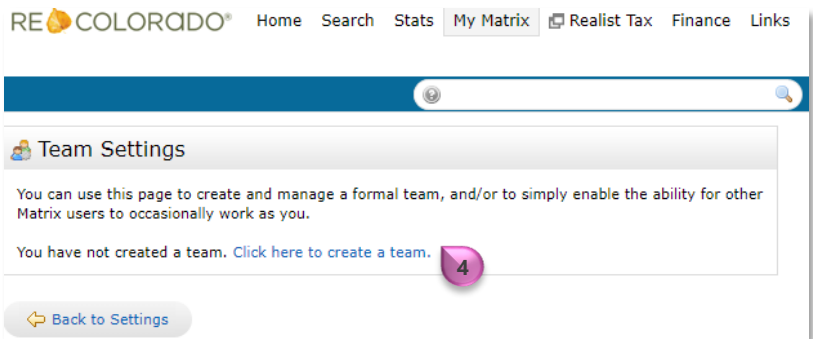
Select **"Team Settings"** 




# Set-Up Impersonation/Work on Behalf of Privileges

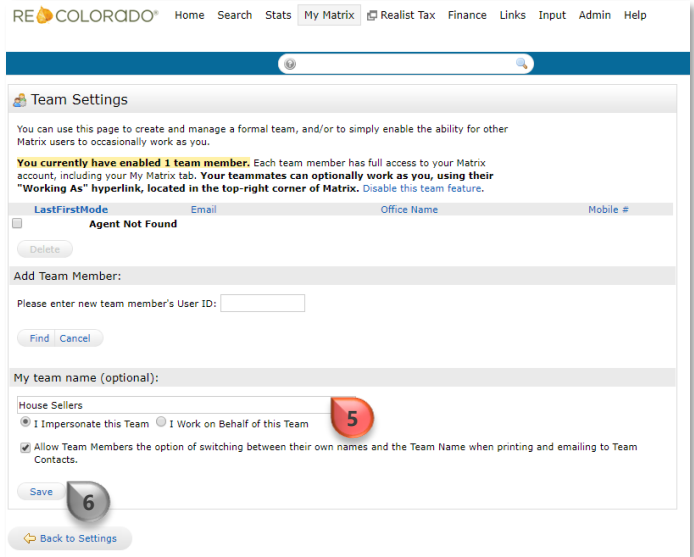
Click **“Click here to create a team”** 


**Note:** **“Click here to create a team”** will only appear when adding the first person. Use the **“Add”** button for all subsequent users



Enter the desired *Team Name* 

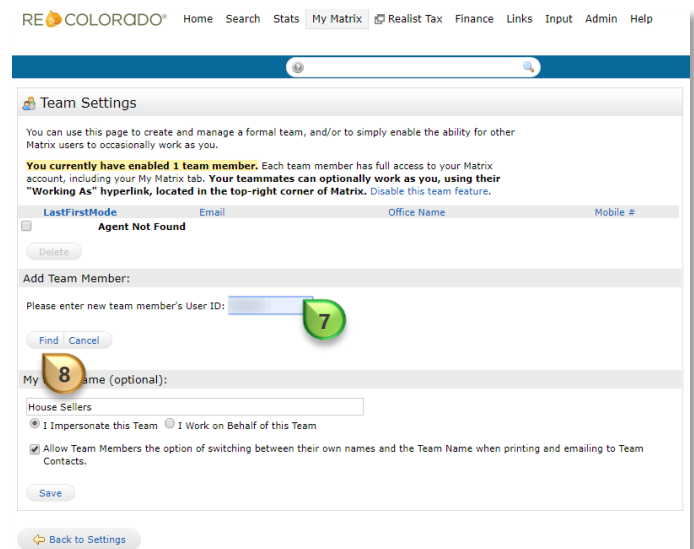
Click **“Save”** 



Enter the desired *Agent ID* in the **“Add team Member”** field 

Click **“Find”** 

**Note:** Please see *How to Find an Agent ID*



# Set-Up Impersonation/Work on Behalf of Privileges

The desired agent's information will present

Click the *radio button* next to the option of interest **"Have this member Impersonate me"** or **"Have this member Work on Behalf of me"**

Click **"Add"** (The desired user information will present)

**Note:** Please see *How to Understand the Difference between Impersonation and Work on Behalf of* for additional information

Click **"Add"** to grant permission to another user or **"Back to Settings"** to complete the process

**Note:** permission can be granted for up to 25 users