

How to share access with the EZView App

1. Have the other person download EZView and create an account
 - a. They *must* create an account before you share access
2. Open EZView on your phone
3. Open the menu by tapping the three bars at the top left
4. Tap “Devices”
5. Tap the device you wish to share
6. Tap “Share”
7. Tap the Device name at the top of the page to share all cameras, or tap individual cameras if you wish to only share some.
8. Type the person’s email or username in the “Share to” section
 - a. ***This section is case sensitive***
9. Select a date and time in the “Valid Period” section
 - a. This date and time is when the person will lose access
 - b. Date format: YYYY MM DD
 - c. Time format: HH MM SS
10. Select sharing permissions
 - a. We recommend sharing “by role”
 - b. Unless special configurations were made, “admin” is your only option
11. Tap “Share” at the bottom
12. You should see a pop-up that says “Shared Successfully”

