

OWNER ACCOUNT

1. You can log into DECAL KOALA account with your Director ID (CCLC-?????).
www.decalkoala.com
2. On the home page, select the edit symbol (pen on paper icon) on the Contact Information or select Facility Update/Contact Information



3. Scroll down to the owner information, and enter in the following fields:
 - a. Owner contact first name
 - b. Owner contact last name
 - c. Owner phone
 - d. Owner email
 - e. Select SAVE at the bottom of the screen.

A form titled "Enter owner contact information to create owner account" with a blue header. It contains four input fields: "Owner Contact First Name:", "Owner Contact Last Name:", "Owner Phone:" (with a placeholder "(xxx) xxx-xxxx"), and "Owner Email:". A green "Create Owner Account" button is centered below the fields.

4. Then the 'Create Owner Account' button will be enabled, and you can select it. Here is an example:

A form titled "Enter owner contact information to create owner account" with a blue header. It contains four input fields with example data: "Owner Contact First Name:" (Marcy), "Owner Contact Last Name:" (Maioli), "Owner Phone:" ((404) 402-8313), and "Owner Email:" (marcymaioli@hotmail.com). A green "Create Owner Account" button is centered below the fields.

5. When you select the 'Create Owner Account' it will generate the OWN id and send the activation email to the owner email address that they entered. They will see this message on the screen.

Owner account has been created successfully