



ARCHIVE
YOUR HOME

Support Documentation – Creating Accounts

Creating Accounts

When setting up a new Archive Your Home account for the first time, an Agency Account is required to be created whether for an individual agent or a multiple agent company. Once an Agency Account is created, each Agent for which a seat is purchased can create their own individual Agent Account under the Agency, which is associated by the Agency license number.

Creating Agency Account

An Agency account is required to establish an Archive Your Home account. The Agency level is where the company logo is maintained, and reporting for all Agents associated with Agency is maintained and the purchasing of subscriptions for the number of individual agents for the Agency.

1. Select Register in Navigation menu
2. Select “Agency Account”
3. Complete all required fields with asterisk (*)
 - a. Enter Agency License Number (number that agents will use when creating individual accounts to be associated to Agency)
 - b. Upload Company Logo (an image is required)
4. Enter Email Address that will be used as Username, and create at least a six character password
5. Read Terms and then “Agree to Terms” to proceed
6. Select “Register Your Agency”
7. Select the number of subscriptions to be purchased
8. Follow check out process through Paypal
9. Account will be activated once payment is processed

Note: Agency license number must be given to any agent creating an individual account to be associated with Agency.

Creating Agent Account

Once Agency account is created each individual agent will be required to create a personal Agent account which will be associated to Agency

1. Select Register in Navigation menu
2. Select "Agent Account" on Registration page
3. Complete all required fields with asterisk (*)
 - a. Enter Agency License Number that was used registering Agency Account
4. Enter Email Address that will be used as Username, and create at least a six character password
 - a. Note: For security purposes, if the person that created the Agency account is using the same username for their Agent account the password must be unique and can not be the same as the Agency account
5. Read Terms and then "Agree to Terms" to proceed
6. Select "Register As Agent"

Note: Unique Agent URL is located in "Personal Information" tab under My Information tab once logged into Agent Account.

Logging into Agency / Agent Account

1. Go to www.archiveyourhome.com
2. Select Login from the Navigation
3. Enter Username and Password