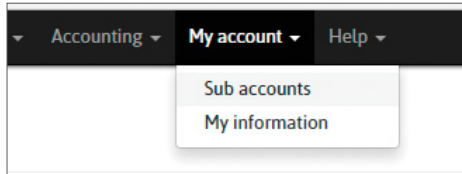# RELATED ACCOUNTS

One account will be designated as the main account. The accounts that are associated with the main account will be a sub account. You can have many sub accounts, but only one main account. The main account can view the sub account(s) available to manage by selecting Sub Accounts from the My account section.

STEP 1: Change between accounts

Swapping between accounts is easy, just select one of the accounts located in the My Account menu.
An alert menu will appear at the top of the page when you are managing one of the sub accounts.

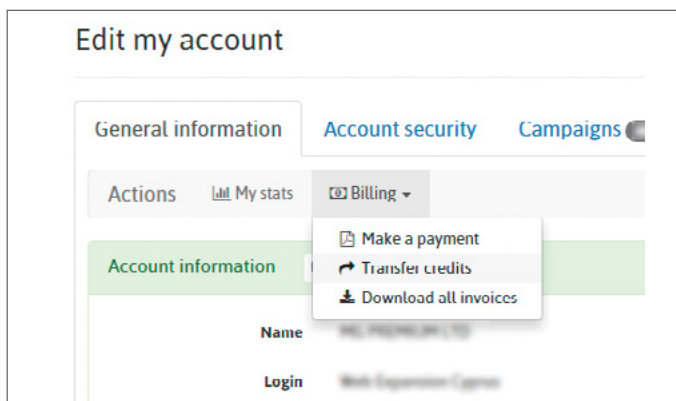⚠ You are currently managing one of your sub accounts: **Sub account 1**

Traffic Factory users

▶ Filters

4 results

Name ⇕	Balance ($) ⇕		Signup date ⬇	Last sign in	
				Date ⇕	Ip ⇕
Main account ⬀ Main account	$35,803.16	🗎 Create insertion order	Dec 19, 2012	November 2, 2016 3:11 PM	1.1.1.1
Sub account ⬀ Sub account 1	$15,057.29	🗎 Create insertion order	Aug 24, 2012	October 27, 2016 8:22 PM	1.1.1.1
Sub account ⬀ Sub account 2	$86,108.31	🗎 Create insertion order	Mar 5, 2012	October 28, 2016 2:53 PM	1.1.1.1
Sub account ⬀ Sub account 3	$0.46	🗎 Create insertion order	Aug 17, 2011	August 29, 2016 8:17 AM	1.1.1.1

STEP 2: Credit Transfer Feature

All accounts associated with the parent account must have the same company information in order to transfer funds. Once the company information matches, the main account can transfer funds from any sub-account with a positive balance. After you click on the account you want to transfer the credits from, select the option Transfer Credits.

Then just follow the 2 step wizard where you can add Receiver and amount. In the 2nd step you can confirm or go back.

STEP 3: Create an Insertion Order

The parent account has the ability to upload funds directly to each sub-account by creating an IO directly in the sub-account. Navigate to my accounts and select the sub-accounts nav. Click on create IO next to the sub-account you wish to create an IO for.

Traffic Factory users

▶ Filters

4 results

Name ⇕	Balance ($) ⇕		Signup date ⬇	Last sign in	
				Date ⇕	Ip ⇕
Main account ⧉ Main account	$35,803.16	🗎 Create insertion order	Dec 19, 2012	November 2, 2016 3:11 PM	🚩 1.1.1.1
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Sub account ⧉ Sub account 2	$86,108.31	🗎 Create insertion order	Mar 5, 2012	October 28, 2016 2:53 PM	🇨🇦 1.1.1.1
Sub account ⧉ Sub account 3	-$0.46	🗎 Create insertion order	Aug 17, 2011	August 29, 2016 8:17 AM	🏴 1.1.1.1

STEP 4: Filtering by Users

The main account will have the ability to upload banners

and create campaigns

and assign them to the proper account.

Other features include the ability to filter campaigns

stats, and more by the user.