3.
How to give family members or others access to your POM Vault.

After you have spent time and effort adding information to your Family Emergency Network, it is time to add the members of your family you want to have access to the Network.

We will start by opening the POM Vault.

When you are signed in and you are on the home page, observe the logos to the left. The second logo represents a person with smaller persons adjacent. Click on this logo.

In the top menu bar you see a highlighted button New User. Click it.

Under Display Name, type in the name of the person to be added.

Now type in a Username. At least 6 characters. No Spaces. Capitalization, if used here must always be used by the user. If a username is refused, that means someone in the system already uses this username, so you have to choose a different one.

Place your new user's email address. The checkmark below indicates that as soon as you have set up a new user, that person will receive an email from you with the new username and password immediately. If you do not want to let your family member know about the Emergency Network yet, uncheck this box.

Under password you will want to choose your own password to begin with. However, the user can change to any password of their liking as soon as they are set up.

This choice by the user has not impact on your ability to terminate access to the user anytime that you want.

Now we will choose what folder access the new user will receive.

Access is controlled exclusively by the directory that we grant access to. You will notice that the home directory is shown in grey. If you did not change this to some other choice, the user would have access to EVERYTHING. Clearly, this choice is usually only made on behalf of a spouse or a total confident.

So let's actively choose what we do want our new user to have access to. Click on the change folder button. Click on the plus sign next to the word home.

You now see the primary benefits listed. In this case, we are going to be granting access to the Family Emergency Network. So click the plus sign next to it.

Now you see the full list of situations listed under the Family Emergency Network.

There are no accounts such as investments or wills, retirement plans and such. The only documents in the Emergency Network relate to the very first stages of an emergency, the important information that has to be referenced instantly or within a few hours of a situation.

So we will choose the Family Emergency Network highlighted in blue and we will click on the update button below.

Now we see the screen that gives us choices about what the user can do in the Emergency Network.

Your choices including adding or downloading documents, view only, delete documents or choose all. Make your choice and then click Create User.