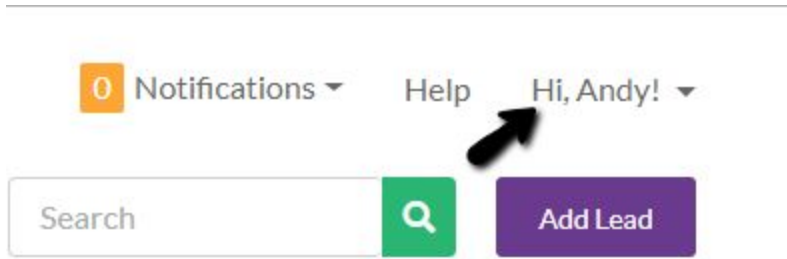
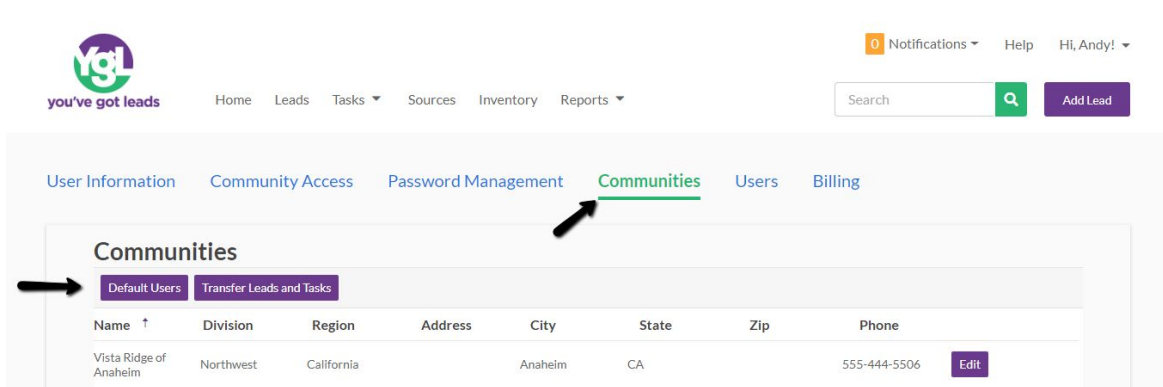


## Assigning a User as the Default for Web Leads

1. Access the drop down menu under the account owner's name.



2. Select "Account" and go to the "Communities" tab.
3. Select the "Default Users" command box.



4. This will bring up the "Web Lead Assignment" window. Choose the community of your choice and select the default user's name. Click "Save" as the final step.

