YGL Corporate Users – How To Self-Manage Your Regions and Divisions in YGL

1. Click on the 'down arrow' to the right of the account owner's name that is in the upper right-hand corner of the home dashboard. Choose the "Account" option.



2. Click on 'Communities' text link

you've got leads			0 Notifications -	Help Hi, Rashida! 🔻	
	Home Leads Tasks 🔻 Reports 💌	Sources Inventory	Search	Q Add Lead	
User Information	Community Access	Password Management	Communities Use	ers Billing	

3. In your 'Communities' tab, click the 'Edit' button to the right of any property you wish to update the Regions, Divisions, or any other property specific information for. The 'Edit' button will change to a 'Save' or 'Cancel" option. Update the information as desired, then press 'Save' to complete.

r Information	Commun	ity Access	Password Ma	nagement	Communities	Users	Billing						
Commun Default Users	Communities Default Users Transfer Leads and Tasks												
Name †	Division	Region	Address	City	State	Zip	Phone						
Vista Ridge of Ana	Northwest	California		Anaheim	CA		555-444-5506	Save	Canc				
Vista Ridge of Atlanta	Southeast	GA	12	Atlanta	GA	15101	(555) 555-5555	Edit					
Vista Ridge of	Southwest	NV		Baker	NV			Edit					

Repeat these steps for any additional communities you wish to update.