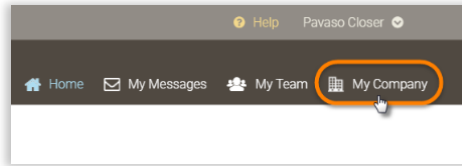


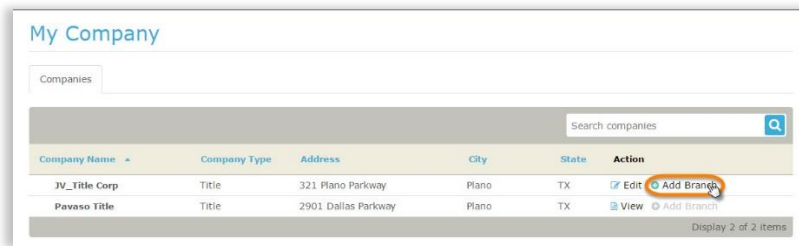
# Adding a Branch



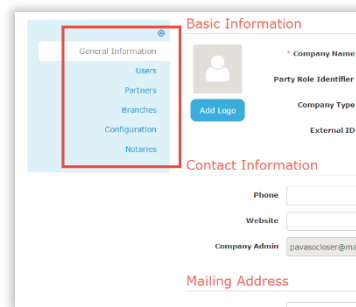
1. On your Home Dashboard, click on the “My Company” button on the upper right of the screen.



2. Within the company needing a branch, click on the “Add Branch” link.

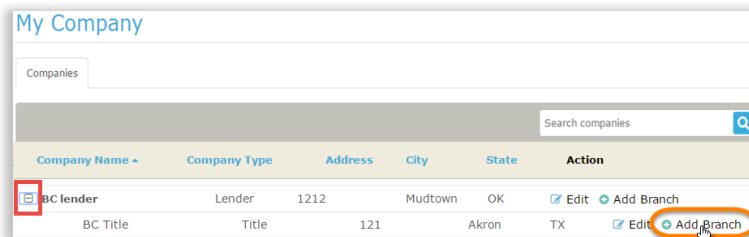


3. Go through the six-links listed on the left and enter the new branch details for each one, on the right.



## To add a Branch to a Branch:

1. From the “My Company” screen, click on the plus sign to reveal branches and then on the “Edit” link of the branch needing a branch.



### Contact Pavaso

Phone: 1-866-288-7051, option 3

Email: support@pavaso.com

Hours: 7 AM – 8 PM CST, Monday-Friday