

## Creating Subaccount/Profile on Professional Subscription

Basic things to understand about operation before getting started:

The Professional Subscriber is NOT the person who needs a housemate for themselves. It's OK to not fill out personal details about yourself!

The SubAccounts are for the people the Professional Supports who are the ones who need the housemate. It's very important to include as much positive information as possible to increase the likelihood that others would be interested in considering them to be a housemate, or at least a friend.

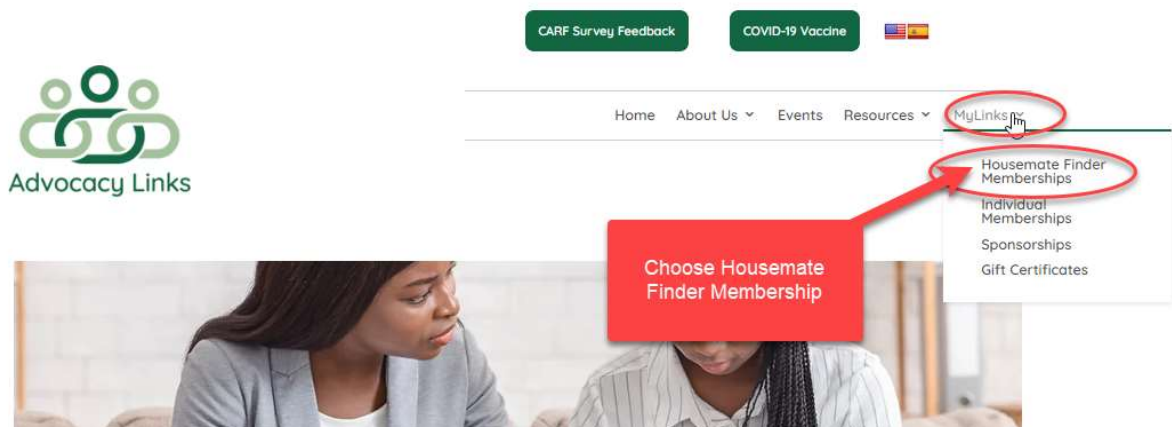
It is the Professional's responsibility to secure and retain appropriate releases from individuals/guardians to use Housemate Finder on their behalf.

It's important to remember to respect your individual's privacy so when creating SubAccount, be conscientious about using "real names" versus pseudonyms. Also be respectful of showing actual photos of people without having their consent to do so. Consider maybe just using a first name and enter another word as the last name to distinguish the profile from other users with similar "last" names. For example, if you are making an account for John Smith, maybe set it up as John Duck with a profile photo of a duck.

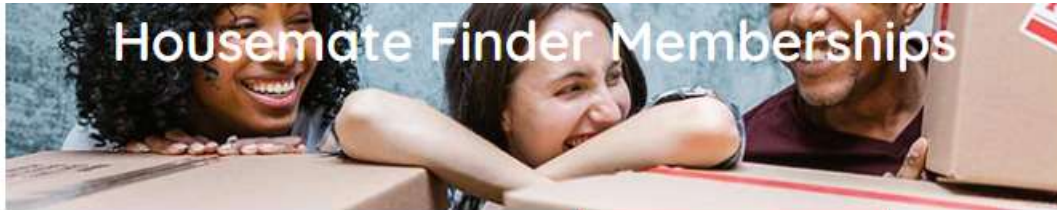
Every SubAccount must have a unique email address, even if the profile becomes inactive. Please consider setting up a random email for each profile BEFORE trying to add the SubAccount to save yourself some time. It would be wise to set the "forwarding" feature for this email address to dump all the notifications into the Professional's own email – this will save time trying to check various different emails especially if the professional is managing several subaccounts.

All SubAccounts will be managed from their own Username/Password NOT from the Professional Subscriber's account.

1. Log on to the Advocacy Links website at [www.advocacy-links.com](http://www.advocacy-links.com)
2. Click the "My Links" tab and choose "Housemate Finder Memberships"



- Choose the professional subscription that best meets your needs by clicking the “join” button at the bottom of the column. The main difference between the two is the number of sub accounts that are available.



Housemate Finder Memberships  
Details:

Choose one of the two Professional Subscriptions

Choose from three different memberships!

Housemate Finder Individual Free Trial Free for 90 Days	Housemate Finder Professional Basic Free Trial Free for 90 Days	Housemate Finder Professional Platinum Free Trial Free for 90 Days
<p><b>You don't want this one, it's for individuals who are making an account for their own personal connections</b></p> <p><a href="https://www.advocacy-links.com/post/building-a-purposeful-life-and-community-engagement">https://www.advocacy-links.com/post/building-a-purposeful-life-and-community-engagement</a></p> <p>90 day free trial, then just \$100 per year</p> <p>1 year renewable membership</p> <p>One time purchase</p> <p>Year of benefit starts on date of purchase</p> <p><b>JOIN</b></p>	<p>Registration in Housemate Finder (MyLinks feature to pair individuals with potential matches for individuals looking for someone to share living space and expenses.)</p> <p>1 professional login manages up to <b>5 active sub accounts</b></p> <p>Sub Accounts can be deactivated/re-activated to reflect different profiles</p> <p>Professional is responsible for ensuring appropriate HIPAA releases are obtained and uploaded to support each profile</p> <p>90 day free trial, then just \$250 per year</p> <p>1 year renewable membership</p> <p>One time purchase</p> <p>Year of benefit starts on date of purchase</p> <p><b>JOIN</b></p>	<p>Registration in Housemate Finder (MyLinks feature to pair individuals with potential matches for individuals looking for someone to share living space and expenses.)</p> <p>1 professional login manages up to <b>10 active sub accounts</b></p> <p>Sub Accounts can be deactivated/re-activated to reflect different profiles</p> <p>Professional is responsible for ensuring appropriate HIPAA releases are obtained and uploaded to support each profile</p> <p>1 year renewable membership</p> <p>90 day free trial, then just \$500 per year</p> <p>One time purchase</p> <p>Year of benefit starts on date of purchase</p> <p><b>JOIN</b></p>

- Fill in all the fields, accept the terms of agreement, and click “join”.



### Housemate Finder Professional Platinum Free Trial

#### Details:

- Registration in Housemate Finder (MyLinks feature to pair individuals with potential matches for individuals looking for someone to share living space and expenses.)
- 1 professional login manages up to 10 active sub accounts
- Sub Accounts can be deactivated/re-activated to reflect different profiles
- Professional is responsible for ensuring appropriate HIPAA releases are obtained and uploaded to support each profile
- 90 day free trial, then just \$500 per year
- 1 year renewable membership
- One time purchase
- Year of benefit starts on date of purchase

Price: Free for 90 Days

First Name:\*  
Frank

Last Name:\*  
Junior

Address Line 1\*  
227 Central Park Way

Address Line 2:

City\*  
Arling

Country\*  
United States (US)

State/Province\*  
Indiana

Zip/Postal Code\*  
46501

Company\*  
Central Park

Email\*  
HFFlink@gmail.com

Password\*  
\*\*\*\*\*

Password Confirmation\*  
\*\*\*\*\*

I agree to share my names, emails and other user information. I consent to the terms set forth in the [Privacy Policy](#).

5. The next screen you will see shows you successfully created a subscription. You will see your name in the upper right corner. Click the dropdown menu and select "Membership".

Advocacy Links

Home About Us Events Resources MyLinks Frank Junior

Your subscription has been set up successfully.

- Housemate Search
- Profile
- Friends
- Membership
- Settings
- Log Out

6. On the “Membership” tab, click on “Subscriptions” and then “sub accounts”. You can ignore the information in the right hand column as it doesn’t apply to you since you aren’t looking for a housemate for you personally.

The screenshot shows the Advocacy Links website interface. At the top, there is a navigation bar with links for Home, About Us, Events, Resources, MyLinks, and a search icon. The user's name, Frank Junior, is displayed in the top right corner. Below the navigation bar, there is a secondary navigation bar with links for Profile, Friends, Groups (with a notification badge), Messages, Notifications, Membership (highlighted with a red circle), and Settings. The main content area is divided into three tabs: Info, Subscriptions (highlighted with a red circle), and Payments. Below the tabs, there is a table with the following columns: MEMBERSHIP, SUBSCRIPTION, ACTIVE, CREATED, CARD EXP., and Sub Accounts. The table contains one row of data:

MEMBERSHIP	SUBSCRIPTION	ACTIVE	CREATED	CARD EXP.	Sub Accounts
Housemate Finder Professional Platinum Free Trial <i>mp-txn-634a98e218caf</i>	None <i>Free for 90 Days</i> <i>Expires: January 13, 2023</i>	Yes	October 15, 2022		

A red arrow points from the 'Sub Accounts' column header to the right. On the right side of the screen, there is a red-bordered box containing the text: "Just ignore this area - you aren't looking for a housemate for yourself".

7. On the “Membership” tab, click on “Info” and then “Add Sub Account”. Please ignore all the stuff at the bottom of this screen as we need to work our the bugs with those processes yet. Please also ignore the information on the right hand column of the screen as you are not looking for a housemate for yourself.

Advocacy Links

Home About Us Events Resources MyLinks Frank Junior

Profile Friends Groups Messages Notifications **Membership** Settings

Info Subscriptions Payments

Corporate account for Frank Junior

0 of 10 Sub Accounts Used

Add Sub Account

Search Sub Accounts...

You have no sub accounts to display.  
Export Sub Accounts

Sign up

People

https://00bc28

Import

(Maximum)

Send

Send

Choose...

Just ignore this area - you aren't looking for a housemate for yourself

For now, ignore everything at the bottom of the screen as we are working out bugs with this

8. The screen will open up for you to enter the information needed to set up the subaccount. Remember to respect your individual's privacy when creating names. After you have entered the necessary information, accept the privacy policy and click "submit."

Info Subscriptions Payments

Corporate account for Frank Junior

0 of 10 Sub Accounts Used

Add Sub Account

Existing Username

- OR -

Email

HFL3sli3@gmail.com

First Name



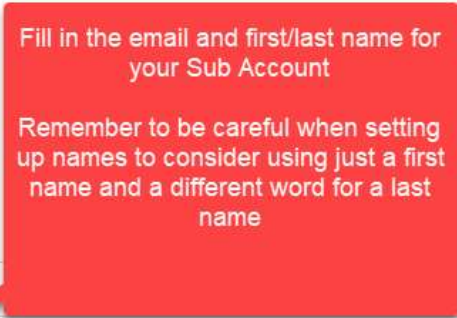
Leslie

Last Name

Junior

Send me the welcome email

Submit



9. The screen will change to reflect the newly created SubAccount. You will see how many of the SubAccounts you have in use for the subscription you have. You will see all the subaccounts you have on this screen. You can follow the above process for adding as many SubAccounts as you wish.

**Info** Subscriptions Payments

Corporate account for Frank Junior

**1 of 10 Sub Accounts Used**

You successfully added a sub account

Add Sub Account

Search Sub Accounts...

Page 1 of 1 (1 Sub Accounts)

USERNAME	EMAIL	FIRST NAME	LAST NAME	LAST LOGIN	LOGINS	
HFL3sli3@gmail.com	HFL3sli3@gmail.com	Leslie	Junior	Never	0	Remove

Indicator of how many of your subaccounts are in use based on the type of subscription you have

All of your sub accounts are shown here

10. It's important to understand that **you can not manage the sub accounts from within your own profile**. You must log out of your profile and log in to the profile of the subaccount you want to manage. See additional instructions for managing SubAccounts.