

Adding a Caption Agency to an Existing Access Code

The iCap Admin site is an instrumental tool when it comes to modification and organization of encoders, Access Codes, and users. This tool allows customers to grant access for additional captioning agencies to their encoders on the fly. Follow the instructions below to get started.

Instructions

- 1) Visit the iCap Admin website at <https://accounts.eegicap.com/iCapAdmin/>.
- 2) Log in to the site using your Admin login credentials.
- 3) Navigate to the **Access Codes** tab.
- 4) Click on the Access Code for your encoder (in the **Name** column) and select **Edit**.
- 5) Toggle through the Modify Access Codes settings until you reach the **Grant Access to** screen.
- 6) Type the caption agency in the **Grant Access to** field, then click **Add to List**. The caption agency's name will then be displayed in the **Enabled Companies** within the settings.
Not all caption agencies have been added to EEG's preexisting agency list. To make an addition to the list, please contact EEG Support.
- 7) Click **Finish** to complete this process.

