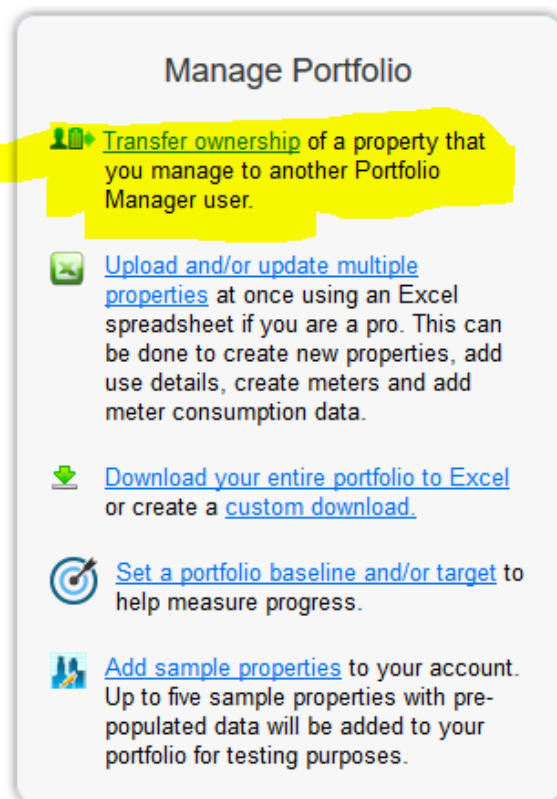# How Do I Transfer Properties To Another User?

To transfer properties:

1. Log into the Property Data Administrator's (PDA/owner) account (only the PDA can transfer)

2. Make sure you are "connected" to the user that you want to transfer to.

3. On the My Portfolio tab, on the bottom-left, click "Transfer ownership"

4. Select the Properties that you want to transfer

5. Select the Person/Account you want to Transfer to. (You must be "connected" to the user to transfer.)

6. Click "Transfer Property."

7. You'll get a notification that says you have chosen to transfer a property, and if the other person accepts you will no longer have access to this property. Click "Continue" to proceed.

8. The person you are transferring to will get a notification that you are transferring a property to them. They can accept or reject the transfer. If they accept the property will be removed from your account and put into the new account

Note: When you transfer a property to another user, it will **not** affect all of the people who have access to that property. They will all still have the same access.