

Assign owners and create owner's accounts

Owners can be assigned by an admin user via the **Edit a unit** side panel.

Assigning owners ensures that each unit has the correct access to [My Contributions](#) and other unit-specific information.

How to assign owners

1. Navigate to the **Units** link in the header.
 2. Select the unit you want to assign owners to.
 3. In the **Owners** section, you can:
 - **Select existing users** from the list of registered users.
 - **Create a new user** if the owner does not yet have an account.
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Creating a new owner account

- When creating a new owner, the system asks for:
 - First Name
 - Last Name
 - Email Address
 - [Security Role](#) (Default is recommended for unit owners)
 - After creation, an **automatic email** is sent to the owner to **finalise their account creation** and set a password.
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Example

Unit	Owners
Unit 101	John Smith, Jane Doe
Unit 102	Michael Brown (new account created)

- Michael Brown will receive an **activation email** to set up his account and gain access to the platform.
 - John and Jane already have accounts and can immediately see their contributions and unit details.
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Key points

- Each unit can be linked to **0, 1, or multiple owners**.
 - Owners linked to a unit with a **utility interest set** can see their contributions on the [My Contributions](#) page.
 - Linking owners ensures **accurate contribution allocation** and allows owners to view maintenance information for their units.
 - New accounts created during this process are **automatically notified** via email.
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