Adding Members in VivoPoint

Any Manager can add a member to their property in VivoPoint.

1) Log into VivoPoint www.vivopoint.com
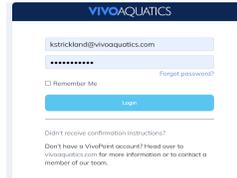
2) Click on the property under location on the left side of the screen.
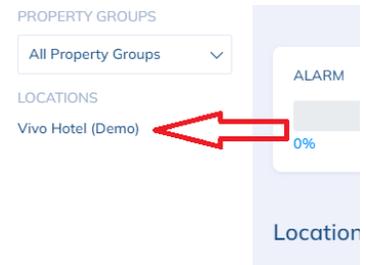
3) At the very top click on Team
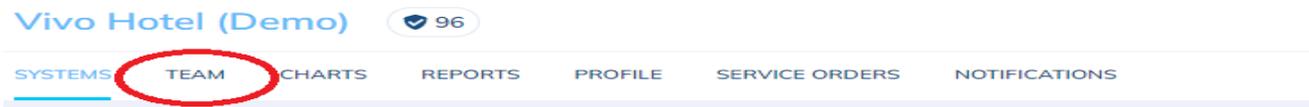
4) Click on add new member

5) Enter all information. First Name, Last Name and Email are required. Phone number is required for text messages. After all information is entered press save profile.

6) The Access screen will come up and press Save Access

The member will now be added to the property and will receive an email to sign into VivioPoint. If you need to add a member to multiple properties or change the property attached to a member-contact Vivo Support.