1. Log into **Priority Software FBS** using your **USC NetID**.

2. Under the **User Tab**, click on the **Accounting** icon.

3. Under **Requestor Account Access**, under **Allowed**, click on boxes to grant Requestor permission to account(s).

   ![Accounting Access Table](image)

   **Note:** if no names are chosen under “Allowed” for a specific account, all users listed in the PI's lab will have access to that account.

   More information on FBS Terminology can be found here: [https://usc.fbs.io/pskb/pskb.aspx?kb=0](https://usc.fbs.io/pskb/pskb.aspx?kb=0)