

# Who is a Surveyor?

A Surveyor is an individual with permission to use the survey portal. Any Surveyor can be issued a Survey by an Admin user. With an issued Survey, Surveyors have access to any active property/trade in your account.

## To Create a Surveyor

- Go to Surveyors
- Open the “Create A New Surveyor” section.
- Fill out every field in the form unless labeled optional
- The login password must be unique to the Sytewise system for all surveyors and vendors. If you enter a username that is already taken you will be asked to enter another.
- Make sure to write down the password you enter. Passwords are not retrievable but they are resettable.

### Create A New Surveyor

Company Name

Login Username

Phone Number

Password

Company Email

Physical Address (Optional)

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