

# Sharing a deep profile report

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If you want others in your account to have access to a deep profile report, you will need to share it.

Open the report and go to the *Settings > Sharing* tab. To give access to all account members, select *Everyone*. *Read Only* access allows users to view and download the results of the report, but not to edit or share it. *Edit* access allows them to edit, share, and delete the report.

## DEEP PROFILE SHARING

DeepProfiles can be shared with other users of your account. Users with Read Only access can download DeepProfile PDF reports, but they cannot edit the DeepProfile. Users with Edit access can view the DeepProfile, share it with others, change settings, and trigger PDF reports to be computed.

NAME	NO ACCESS	READ ONLY	EDIT
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales Team	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demo Group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mary Acklin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
amy@9dnorth.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
aparna+hb@civicscience.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
aparna+intercom2@civicscience.com	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Annette Brady	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notify users gaining access to this Deep Profile

### Shared Accounts

Deep Profile not shared with any other accounts.

Submit

If you want to notify users that they've gained access to the report, select the checkbox below the list of users and groups.

After making changes, use the *Submit* button. You'll see this notification.

✓ Success updating Deep Profile sharing.

