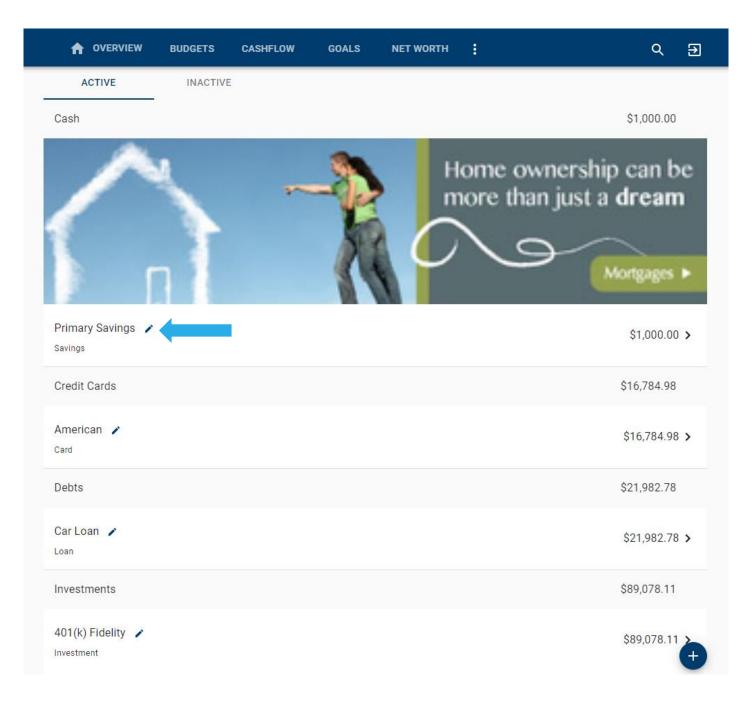# How to Add Accounts to be Viewable in PFM

Step 1: Navigate to *PFM* and select the *View Accounts* button on your dashboard; or choose the ellipsis on the toolbar to select *Accounts*.

Step 2: Click the *Edit* pen/pencil button next to the account you are wanting to work with.

Step 3: Complete the following fields – use the checkboxes to choose which PFM features to include this account in.

Step 4: Click Save.