How to Give Renters Access to My Booth Rent

Booth Rental Manager · https://haircutnow.com/docs/how-to-give-renters-access-to-my-booth-rent/

My Booth Rent lets a renter view their own rent records without giving them owner or manager permissions.

Connect a renter

1. Open the renter's **Manage → Details** and check the email address.
2. Use the email the renter uses for their Haircut Now account.
3. Open **Manage → Access**.
4. Enable **Give this renter access to My Booth Rent**.
5. Select **Save access**.
6. Ask the renter to sign in with that email, select the business, and open My Booth Rent.

The access option does not send an invitation email or a separate access code. Normal sign-in verification may still be required.

Understand the status

- **Access off:** the renter cannot open My Booth Rent; records are retained.
- **Ready to connect:** access is enabled, but the verified account has not connected yet.
- **Connected / Haircut Now User ID:** the renter account is linked.

When access is ready to connect, ask the renter to sign in or reopen the app. They must use the correct account email.

What renters can see

Renters can view their own connected rent account, schedule, balance, charges, confirmed payments, and available downloads. Payment reporting appears when enabled for their account.

They cannot manage other renters or change the business’s official ledger.

Turn access off

Clear the access option and save. This removes portal access without deleting the rent history.

If the linked account appears incorrect, verify the renter’s identity and account email before making further changes. Do not create a duplicate renter just to troubleshoot access.