



How to Share and Cancel Sharing on EZCloud Website and EZView?

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Product	SMB	Date	4/25/2025

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Description

Note: This method is applicable to most of the scenarios. If the method still cannot solve your problem, it is recommended to consult our Tech Support Team.

https://global.uniview.com/Support/Service_Hotline/

Operating Steps

How to share a device?

Note: Different users can also login to the same account on different cellphones to view devices on that account.

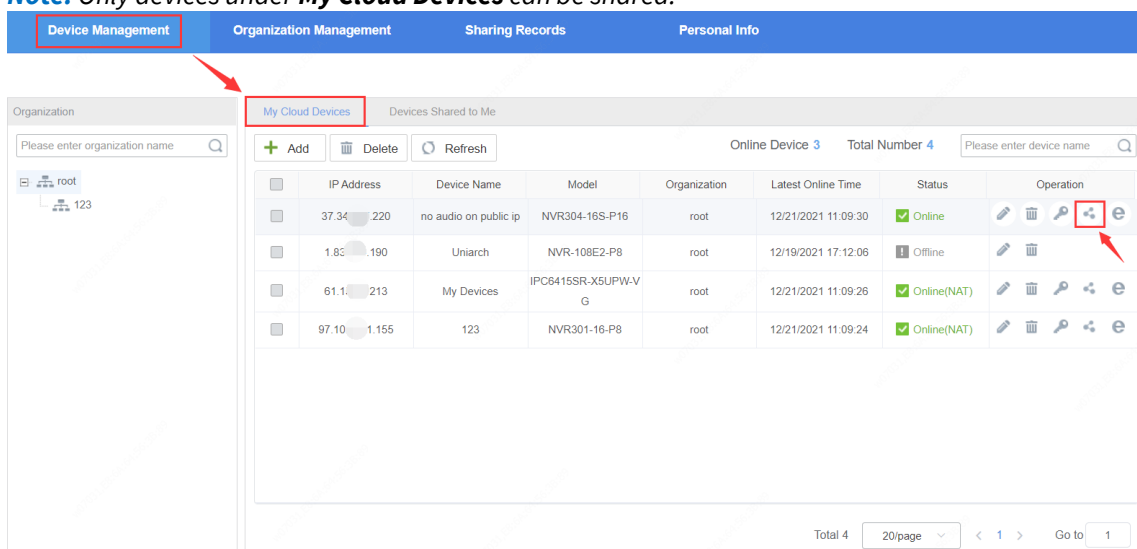
Method 1 Share from EZCloud website

Step 1 Log into the EZCloud website

<https://global.ezcloud.uniview.com/login>

Go to **Device management>My Cloud Devices**. Click  on the operation column.

Note: Only devices under **My Cloud Devices** can be shared.



The screenshot shows the EZCloud website interface. At the top, there is a navigation bar with tabs: 'Device Management', 'Organization Management', 'Sharing Records', and 'Personal Info'. The 'Device Management' tab is selected. Below this, there is a sub-navigation bar with 'My Cloud Devices' and 'Devices Shared to Me'. The 'My Cloud Devices' tab is active. On the left, there is a sidebar with 'Organization' and 'Please enter organization name' search bar. The main area shows a table of devices. The table has columns: IP Address, Device Name, Model, Organization, Latest Online Time, Status, and Operation. The first device has IP Address 37.34.220, Device Name 'no audio on public ip', Model 'NVR304-16S-P16', Organization 'root', Latest Online Time '12/21/2021 11:09:30', Status 'Online', and Operation icons. A red box highlights the share icon (a square with four arrows pointing outwards) in the Operation column of the first device. A red arrow points from the 'Device Management' tab to the 'My Cloud Devices' tab.

IP Address	Device Name	Model	Organization	Latest Online Time	Status	Operation
37.34.220	no audio on public ip	NVR304-16S-P16	root	12/21/2021 11:09:30	Online	[Share Icon]
1.83.190	Uniarch	NVR-108E2-P8	root	12/19/2021 17:12:06	Offline	[Share Icon]
61.1.213	My Devices	IPC641SSR-X5UPW-VG	root	12/21/2021 11:09:26	Online(NAT)	[Share Icon]
97.10.1.155	123	NVR301-16-P8	root	12/21/2021 11:09:24	Online(NAT)	[Share Icon]

Step 2 Enter the other user's EZCloud account username/email address to complete the sharing.

Permissions: Admin is the default user with full operation permissions. You can also share a device to a user with limited permissions (It is required to add that user on the device's web or GUI first).

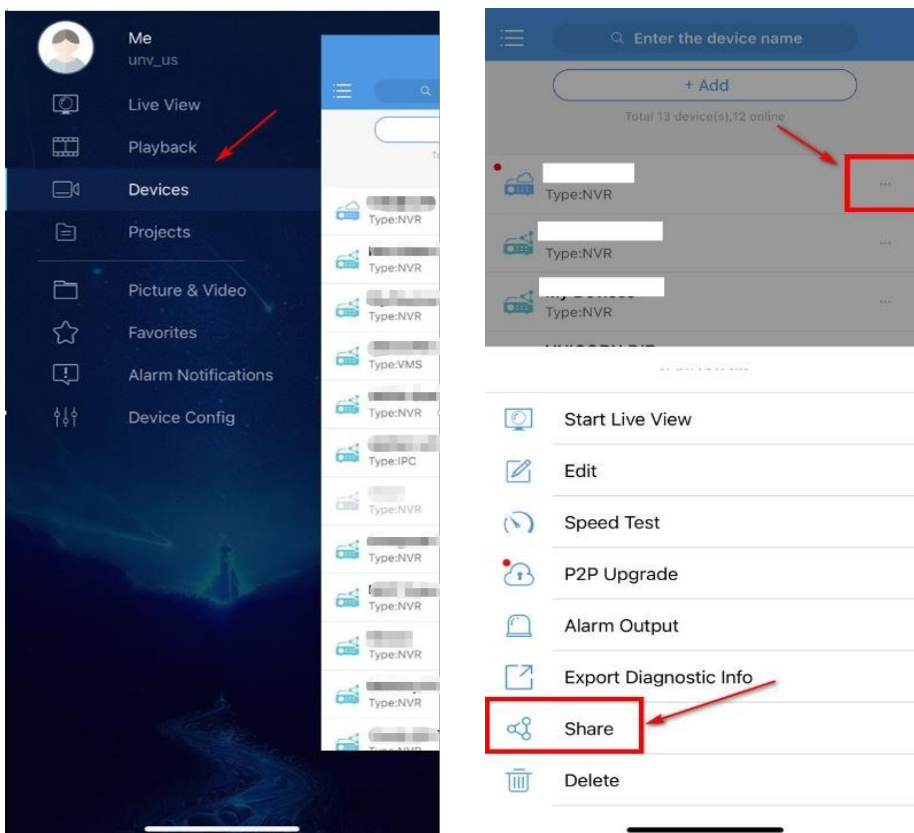
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Note:

1. Make sure the person you want to share the device to has signed up for the EZCloud account as well.
2. Sharing can be done only when the two accounts stay in the same region.

Method 2 Share from EZView

Step 1 Log into your EZView and go to the main menu. Go to **Devices** and find the device you wish to share, and click on the device to access the **Share** page.



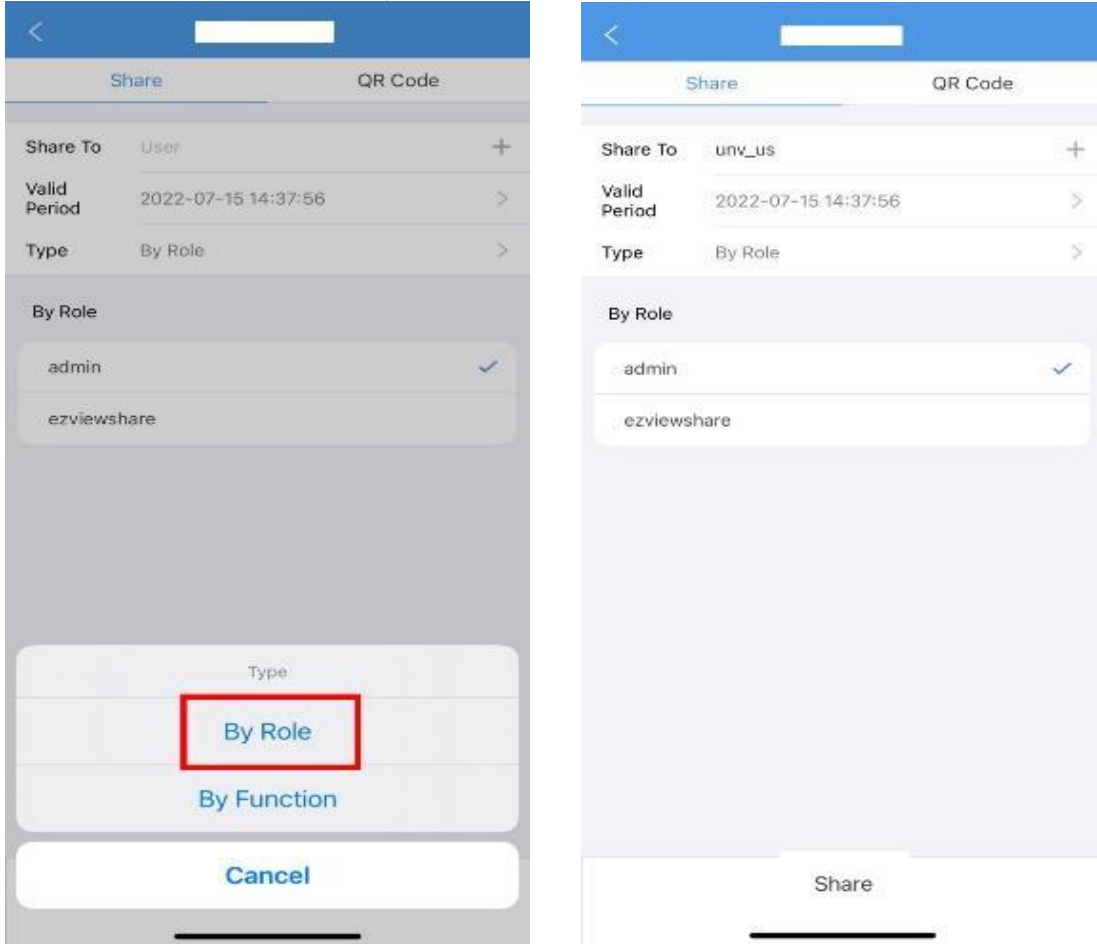
Step 2 Enter the email/username/phone number of the user you wish to share the device with and set up the valid period, Type and Role (you need to set up this option only when you share by Role).

By Role: means that the account you share a device with will have all permissions of a certain user.

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By Function: means that you can choose certain functions on the app and share to another account.

Note: Devices shared by Function can only be viewed on the app. They will not show on EZCloud website or EZStation when you log in the cloud account.



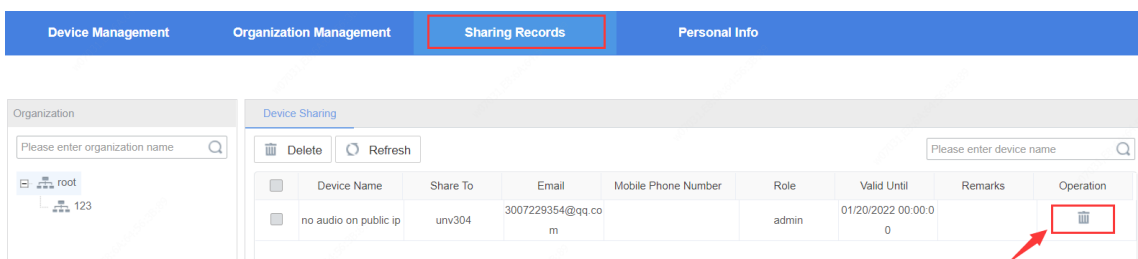
How to cancel sharing?

Method 1 Cancel the Sharing from EZCloud Website

Step 1 Log into the EZCloud website

<https://global.ezcloud.uniview.com/login>


Step 2 Go to **Sharing Records**> **Device Sharing**, click  in the operation column.



Method 2 Cancel the Sharing from EZView

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Step 1 Log into your EZView and go to the main menu.

Step 2 Click on **Me** on the top first and then click on **My Sharing** and check the device you want to cancel sharing and click  on the bottom to cancel sharing.

