**Smartsheet – Sheet Request Access Request Tip Sheet**

1. If the user receives this notification that they do not have access to a sheet, and they need access, Smartsheet provides the opportunity to request access by clicking on ‘**Request Access**’ as shown in the below screenshot.

A screenshot of a computer error

Description automatically generated

1. The owner of the sheet gets an automated email from Smartsheet to approve/deny access. Click on ‘**Share Sheet**’ to provide access to the requestor.

A screenshot of a computer

Description automatically generated

1. Select the permission levels and click on ‘**Share’**.

A screenshot of a computer

Description automatically generated

1. Requestor gets an automated email from Smartsheet once the sheet has been shared.