## How to Add a User to Your Online Account

1. Log in to your account by visiting your country website, click on the down arrow by your account name, then click on "My Account".

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- 2. Under "User Management," click on "Add User".
- 3. Enter the user's first name, last name and email address.
- 4. Select the "Role" for your user:

**User**: view products, pricing, inventory, orders, submit quotes, purchase online and create lists **Admin**: view products, pricing, inventory, orders, submit quotes, purchase online, create lists, billing and user management

- View only: view products, pricing, inventory, orders, submit quotes and create lists
- 5. Check the specific "Account Name(s)" you want to give access to the user.
- 6. Click the "Suppress Pricing" against the accounts if you want the pricing to be hidden for the user.
- 7. Click the "Send Invitation" button. The user will receive an invitation email to set their password.
- 8. If the new user is required to approve orders under workflows, navigate to "My Accounts", select the relevant account number you want to update. Edit the existing Approval Workflows to add in the new user at the correct level.



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