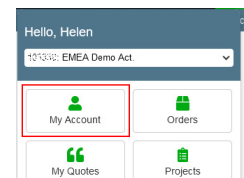


How to Add a User to Your Online Account

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”**.

A screenshot of the 'Add User' form. The form is titled 'Add User' and has a subtitle 'Complete the info below to send an invitation email granting access to your account'. It has several sections: 'Personal Info' with fields for 'First Name', 'Last Name', and 'Email Address' (callout 3); 'Company' and 'Role' (callout 4) with radio buttons for 'User', 'Admin', and 'View Only'; 'Access Permissions' with a table of accounts (callout 5) and a 'Suppress Pricing' checkbox (callout 6); and a 'Send Invitation' button (callout 7). A sidebar on the left has 'Add User' highlighted (callout 2).

Account Name	Customer Number
Anixter Demo Acct.	920014
EMEA Demo Act.	100320

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.