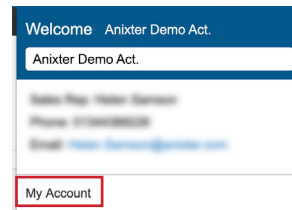


# HOW TO ADD A USER TO YOUR ANIXTER ONLINE ACCOUNT

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”**



Home > My Account > Add User

**MY ACCOUNT**

- Personal Info
- My Accounts
- Change Password
- Shipping Addresses
- Contract Items

**ORDERS**

- Recent Orders
- My Quotes

**BILLING**

- Billing History
- Open Invoices
- Tax Exemption

**SAVED LISTS**

- Create a New List
- View All Lists

**USER MANAGEMENT**

- All Users
- Add User**

## Add User

Complete the info below to send an invitation email granting access to your account

First Name  Last Name  Email Address

Company  Role  User  Admin

**Access Permissions**

Please select at least one account

<input checked="" type="checkbox"/>	Account Name	Customer Number
<input checked="" type="checkbox"/>	EMEA Demo Act.	XXXX
<input checked="" type="checkbox"/>	Anixter Demo Acct.	XXXX

Cancel

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
5. Check the specific **“Account Name(s)”** you want the person to have access to
6. Click the **“Send Invitation”** button. The user will receive an invitation email to set their password.
7. 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.