

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”**.

The screenshot shows the 'Add User' page with the following elements:

- 1:** User menu dropdown with 'My Account' selected.
- 2:** 'Add User' button in the 'USER MANAGEMENT' sidebar.
- 3:** 'First Name' input field.
- 4:** 'Role' selection with radio buttons for 'User', 'Admin', and 'View Only'.
- 5:** 'Access Permissions' table with columns for 'Account Name' and 'Customer Number'. It lists 'Anixter Demo Acct.' and 'EMEA Demo Act.' with checkboxes for 'Suppress Pricing'.
- 6:** 'Suppress Pricing' checkbox for the 'Anixter Demo Acct.' row.
- 7:** 'Send Invitation' button.

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.