18. How to create sub-accounts for your store

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How to create sub-accounts for your store

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For stores that have multiple employees that manage operations of your store we have created the function of sub-accounts for your convenience. These accounts can manage operation of your store but cannot change or see your payment information.

A sub-account has a separate email, phone number and Two Factor Authentication (2FA) setting from the main account. Note that while 2FA is currently required for main log-in accounts, at this time it is not required for sub-accounts. To learn more about Two Factor Authentication, click here .

How to create a sub-account

1. Go to the "User Accounts" page

	Help 👻	Accoun	nt 🕶							
15 2. Cl	Settings Shipping Payment Payment User Acc Account I Brand Au Wish Exp Logout	Settings Settings History ounts Balance thorization oress	ns sub-accou	nt" button						
0 Acc	ounts									
Create Ne	w Sub-account									
← Previo	us En	nail	Username	P	Permissions	1 to 0	Can login?		Actions	Next →
					Update Perm	ssions				
3. Pr	ovide a na	ime, usei	rname, em	ail and passw	vord for	your user				
								. 1		
Cr	eate a l	New S	ubacco	unt				×		
	Fir	st Name	John		•					
	La	st Name	Doe		~					
	Email	Address	johndoe123(@gmail.com	~					
	U	sername	john164		V					
	P	assword	•••••	•	•					
4	1		1				Crea	te		
4. Yo	ou have no	w create	ed a new a	ccount	-					

This account will be able to log in to the system and perform operations on your store. This account cannot change payment details or see those details for your store.

How to manage your sub-accounts

1. To prevent a user from being able to log in you need to "disable" the account.

Create New Sub-accourt												
	•											
← Previous		Showing 1 to 1										
Name	Email	Username	Permissions	Can login?	Actions							
John Does johndoe123@gmail.com j		john164	Can enable/disable all products •	Yes	Disable User							
			Can view product performance pages Can view rating performance pages									
			□ Can view payment history and payment details ●									
Update Permissions												
Disab	le this user?		×									
Do you want to prevent this user from logging in?												
Cancel Confirm												
2. To allow a user to log in you need to "enable" the account												
Create New Sub-account												
	•											
← Previous			Showing 1 to 1			Next \rightarrow						
Name	Email	Username	Permissions	Can login?	Actions							
John Does	johndoe123@gmail.com	john164	Can enable/disable all products •	No	Enable User							
			Can view product performance pages									
			Can view rating performance pages Can view payment history and payment details									
			Update Permissions									
Enab	le this user?		×									
Are you sure you want this user to be able to log in?												
			Cancel Confirm									

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