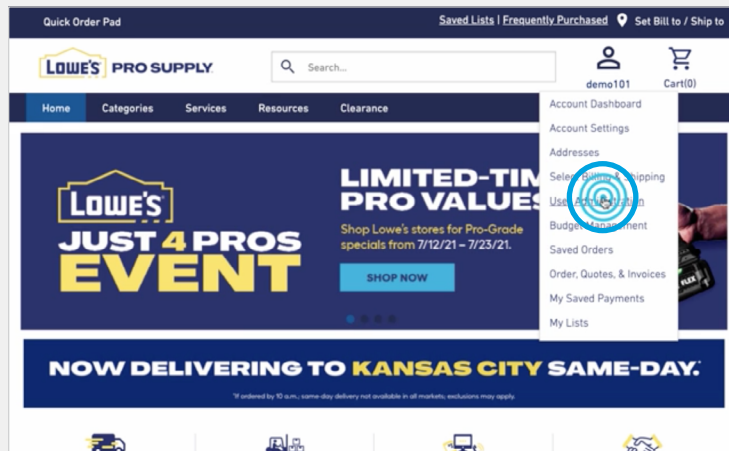


USER ADMINISTRATION

Your account includes User Administration features that make it easy to control which users can add items to a cart, place orders or print invoices.

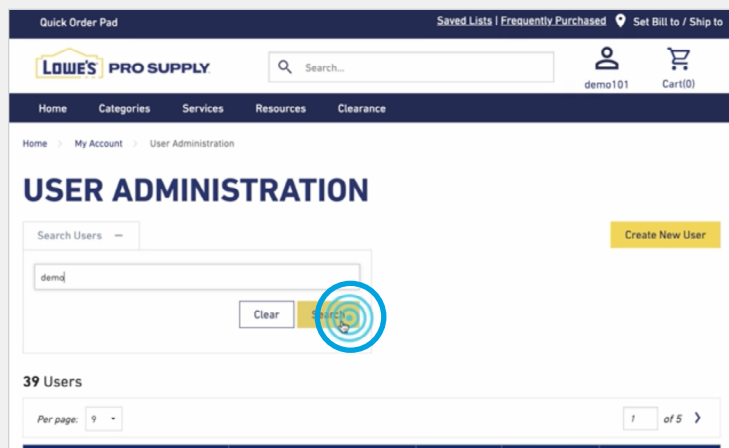


- Access from pull-down menu
- Easily search or create users
- Assign user roles and payment methods



1

Just select User Administration from the pull-down menu on your account to get started.



2

To search for an existing user, enter a first or last name under the Search Users header, and select the yellow Search button to bring up related Usernames.

ONLINE GUIDE

USER ADMINISTRATION



Quick Order Pad Saved Lists | Frequently Purchased Set Bill to / Ship to

LOWE'S PRO SUPPLY Search...

demo101 Cart(0)

Home Categories Services Resources Clearance

Home > My Account > User Administration

USER ADMINISTRATION

Search Users

demo

Clear Search

1 Users

Create New User

3

You can also add a new team member by selecting the yellow Create New User button to the right.

Return to User Administration

User Information

* Required

Email Address * screendemo@protonmail.com

First Name * Demo

Last Name * z

Payment Methods *

Credit Card

Terms

Account Activation

Send Activation Email ☒

4

Complete all required fields, and select Credit Card and/or Terms to specify the user's payment options.

ONLINE GUIDE

USER ADMINISTRATION



Payment Methods *

Credit Card ☐
Terms ☒

Account Activation

Send Activation Email ☒

Settings

Assign User Role
Assign Approver

Cancel Save

5

We recommend selecting the checkbox to Send an Activation Email to the new user. This sends the user an email with a link to activate their account.

Activation email has been sent.

Active ☒

Payment Methods *

Credit Card ☐
Terms ☒

Account Activation

Send Activation Email ☐

Settings

Assign User Role

Select User Role
Administrator
Buyer1
Buyer2
Buyer3

Assign / Edit Ship To

6

Once the new user has been added, you can select their role and assign an approver for transparency and accountability. You can also deactivate users by unchecking the blue Active box.

ONLINE GUIDE

USER ADMINISTRATION



Credit Card Terms ☒

Account Activation

Send Activation Email ☐

Settings

Assign User Role
Buyer2

Assign Approver
demo101@supplyhq.com

Cancel

7

Be sure to select the yellow Save Changes button when you're done.



HOW-TO VIDEO: USER ADMINISTRATION

Scan the code for a video demonstration to adjust shopping privileges by user.

