18. How to create sub-accounts for your store

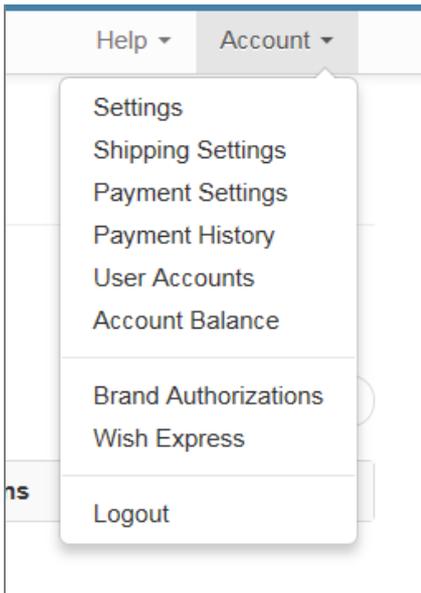How to create sub-accounts for your store

How to create sub-accounts for your store

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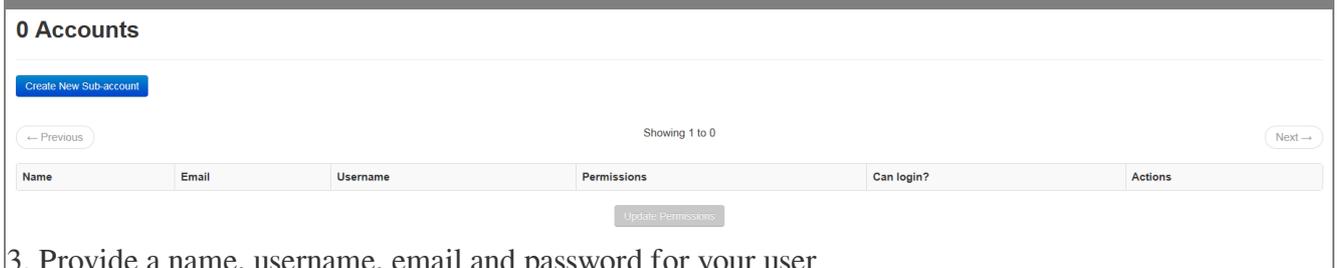
A sub-account has a separate email, phone number and Two Factor Authentication (2FA) setting from the main account. Note that while 2FA is currently required for main log-in accounts, at this time it is not required for sub-accounts. To learn more about Two Factor Authentication, click here .

How to create a sub-account

1. Go to the "User Accounts" page

2. Click "Create a new sub-account" button

0 Accounts

Create New Sub-account

← Previous   Showing 1 to 0   Next →

Name	Email	Username	Permissions	Can login?	Actions

Update Permissions

3. Provide a name, username, email and password for your user

Create a New Subaccount   ✕

First Name	John	✔
Last Name	Doe	✔
Email Address	johndoe123@gmail.com	✔
Username	john164	✔
Password	••••••••••	✔

Create

4. You have now created a new account

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-account

← Previous   Showing 1 to 1   Next →

Name	Email	Username	Permissions	Can login?	Actions
John Does	johndoe123@gmail.com	john164	☐ Can enable/disable all products ❓ ☐ Can view product performance pages ❓ ☐ Can view rating performance pages ❓ ☐ Can view payment history and payment details ❓	Yes	Disable User

Update Permissions

Disable 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 →

Name	Email	Username	Permissions	Can login?	Actions
John Does	johndoe123@gmail.com	john164	☐ Can enable/disable all products ❓ ☐ Can view product performance pages ❓ ☐ Can view rating performance pages ❓ ☐ Can view payment history and payment details ❓	No	Enable User

Update Permissions

Enable this user?   ✕

Are you sure you want this user to be able to log in?

Cancel   Confirm

Fin

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