

18. 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



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

A screenshot of a page titled '0 Accounts'. The page includes a table with columns: Name, Email, Username, Permissions, Can login?, and Actions. A 'Create New Sub-account' button is located above the table. The table has one row with the following data: Name (empty), Email (empty), Username (empty), Permissions (empty), Can login? (empty), and Actions (empty). A 'Showing 1 to 0' message is displayed above the table.

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

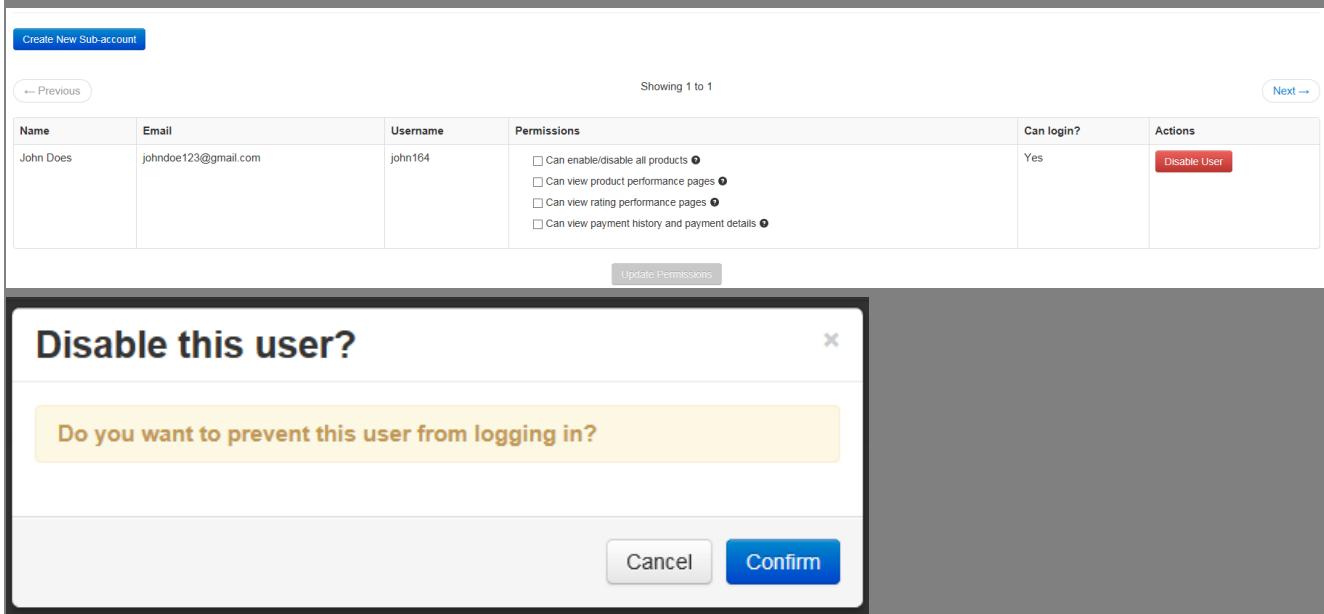
A screenshot of a 'Create a New Subaccount' dialog box. It contains five input fields: 'First Name' (John), 'Last Name' (Doe), 'Email Address' (johndoe123@gmail.com), 'Username' (john164), and 'Password' (a masked password). Each field has a checked checkbox to its right. A 'Create' button is located at the bottom right of the dialog.

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.



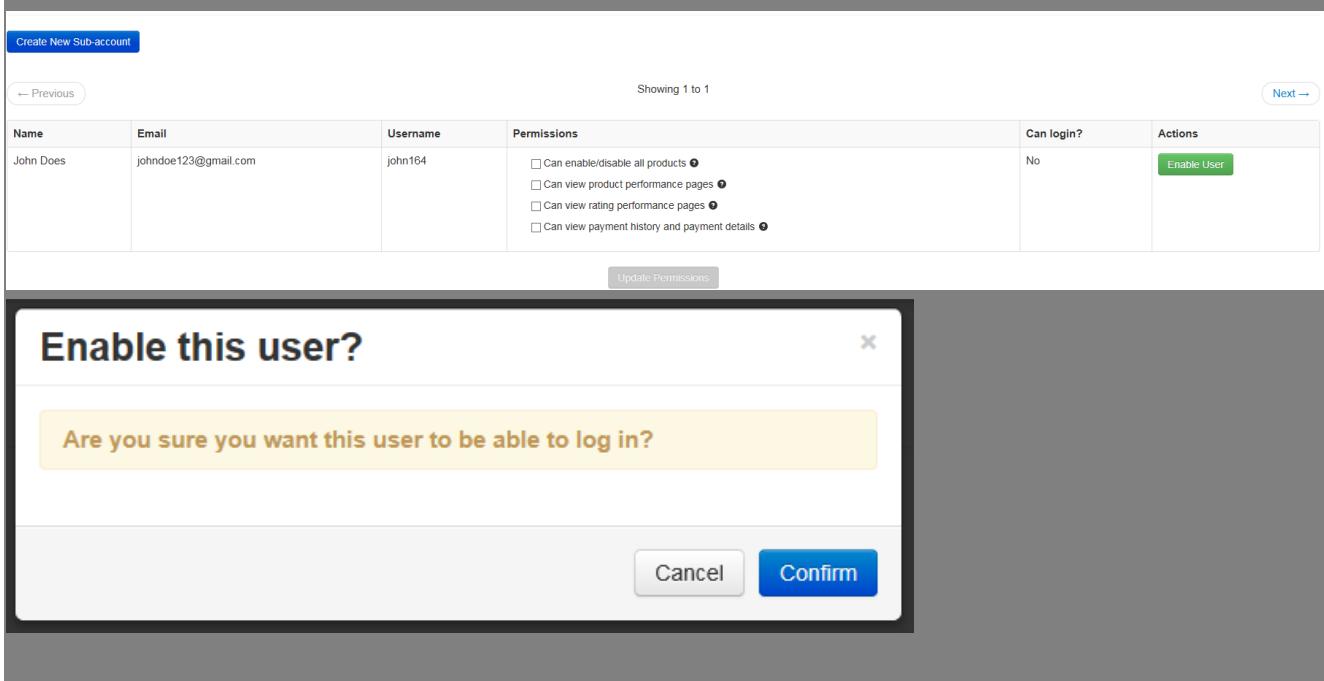
Name	Email	Username	Permissions	Can login?	Actions
John Does	johndoe123@gmail.com	john164	<input type="checkbox"/> Can enable/disable all products ⓘ <input type="checkbox"/> Can view product performance pages ⓘ <input type="checkbox"/> Can view rating performance pages ⓘ <input type="checkbox"/> Can view payment history and payment details ⓘ	Yes	<button>Disable User</button>

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



Name	Email	Username	Permissions	Can login?	Actions
John Does	johndoe123@gmail.com	john164	<input type="checkbox"/> Can enable/disable all products ⓘ <input type="checkbox"/> Can view product performance pages ⓘ <input type="checkbox"/> Can view rating performance pages ⓘ <input type="checkbox"/> Can view payment history and payment details ⓘ	No	<button>Enable User</button>

Enable this user?

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

Cancel **Confirm**

Fin

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¶¶URL: <https://www.soldeazy.com/support/article.php?id=284>