

### Introduction

The “How to Add a Seller User” Quick Reference Guide is designed to provide a Vendor the minimum steps necessary in adding a Seller User to their profile.

### Pre-requisites

A Vendor must have the Seller Administrator role.

### Steps

| <p><b>Step 1:</b></p> <p>a.) From the home screen once logged in, select the <b>Seller Administrator tab</b> located at the top, right hand corner of the screen.</p> <p>b.) Click on the <b>Maintain Users on this Account</b> icon.</p> <p><b>Note:</b> Seller Admins. can determine whether the user is already set up in the system or whether adding the user is required.</p> |  |           |            |                                |        |    |                            |        |        |        |                                |
|---|--|-----------|------------|--------------------------------|--------|----|----------------------------|--------|--------|--------|--------------------------------|
| <p><b>Step 2:</b></p> <p>The User Maintenance search page displays.</p> <p>a.) Click the <b>Add User</b> button.</p>  | <table border="1" data-bbox="669 1411 1497 1512"> <thead> <tr> <th>Login ID</th> <th>First Name</th> <th>Last Name</th> <th>Status</th> <th>Ro</th> </tr> </thead> <tbody> <tr> <td><a href="#">VENDOR1983</a></td> <td>Isidra</td> <td>Chavez</td> <td>Active</td> <td>Seller<br/>Seller Administrator</td> </tr> </tbody> </table> | Login ID  | First Name | Last Name                      | Status | Ro | <a href="#">VENDOR1983</a> | Isidra | Chavez | Active | Seller<br>Seller Administrator |
| Login ID  | First Name   | Last Name | Status     | Ro                             |        |    |                            |        |        |        |                                |
| <a href="#">VENDOR1983</a>  | Isidra   | Chavez    | Active     | Seller<br>Seller Administrator |        |    |                            |        |        |        |                                |

| <p><b>Step 3:</b></p> <p>The New Vendor User page displays.</p> <p>a.) Enter in the new user information.</p> <p>b.) Select user roles in the <b>Roles</b> section.</p> |   |           |            |                                |        |         |                         |        |      |        |                                |                            |        |        |        |                                |
|---|---|-----------|------------|--------------------------------|--------|---------|-------------------------|--------|------|--------|--------------------------------|----------------------------|--------|--------|--------|--------------------------------|
| <p>Your new User should display.</p> <p>a.) Click the <b>Exit</b> button to get back to the Maintenance Home Page.</p>  | <table border="1"> <thead> <tr> <th>Login ID</th> <th>First Name</th> <th>Last Name</th> <th>Status</th> <th>Role(s)</th> </tr> </thead> <tbody> <tr> <td><a href="#">CHAVISC</a></td> <td>Chavis</td> <td>Ceda</td> <td>Active</td> <td>Seller<br/>Seller Administrator</td> </tr> <tr> <td><a href="#">VENDOR1983</a></td> <td>Isidra</td> <td>Chavez</td> <td>Active</td> <td>Seller<br/>Seller Administrator</td> </tr> </tbody> </table> | Login ID  | First Name | Last Name                      | Status | Role(s) | <a href="#">CHAVISC</a> | Chavis | Ceda | Active | Seller<br>Seller Administrator | <a href="#">VENDOR1983</a> | Isidra | Chavez | Active | Seller<br>Seller Administrator |
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| <a href="#">VENDOR1983</a>  | Isidra  | Chavez    | Active     | Seller<br>Seller Administrator |        |         |                         |        |      |        |                                |                            |        |        |        |                                |