## 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

Step 1: a.) From the home screen once logged in, select the Seller Administrator tab located at the top, right hand corner of the screen.	Selle Seller Administrator August 21, 2014 10:21:48 AM EDI Isidra Chavez Maintenance Home Page for: Sida's World								
<ul> <li>b.) Click on the Maintain Users on this Account icon.</li> <li><u>Note:</u> Seller Admins. can determine whether the user is already set up in the system or whether adding the user is required.</li> </ul>	General Ale	rts	M In m m	laintain Org	ganization	h Mair Acco This users	section is used to maintain		
<u>Step 2:</u>	User Maintenance for: Sida's World								
The User Maintenance search page	Search Using: ALL of the criteria V								
displays. a.) Click the <b>Add User</b> button.	Search Fields:	First Nar Login ID User Rol	ne le Seller Seller Adminis	L L	Last Name Status	~			
	Login ID		First Name	Last Na	ame	Status	Ro		
	VENDOR19	<u>83</u> I	Isidra	Chavez		Active	Seller Seller Administrator		
			<	Add User		Exit			

## Buy Wichigan

Step 3:	New Vendor L	Jser for Sida's W	/orld						
The New Vendor User page displays.	Salutation	~	Last	Name*:					
a.) Enter in the new user information.	Job Title*		Depa	artment					
<ul> <li>b.) Select user roles in the Roles section.</li> </ul>	Login ID *: New Password*		Statu Conf Logii	us*: irm Password* n Answer*	Active V				
Roles         ✓       Seller         ✓       Seller Administrator         ✓       Seller Administrator									
Your new User should display.	Login ID	First Name	Last Name	Status	Role(s)				
a.) Click the <b>Exit</b> button to get	<u>CHAVISC</u>	Chavis	Ceda	Active	Seller Seller Administrator				
back to the Maintenance Home Page.	VENDOR1983	Isidra	Chavez	Active	Seller Seller Administrator				
	Add User Exit								