

Managing users

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You can add users to your webstore portal and edit their permissions to determine what level of access they have.

Adding users

Steps:

1. Go to the retailer profile page for your business.
2. Scroll down to the **Portal Users** section and click **Create User**.
3. On the next page you will enter their Name, Position, Phone Number, and E-mail.
4. Click **NEXT >>**.
5. Review their details and click **Save** to add the user.

Editing permissions

If you would like to edit the permissions of any user on your webstore, please contact our [support team](#).
