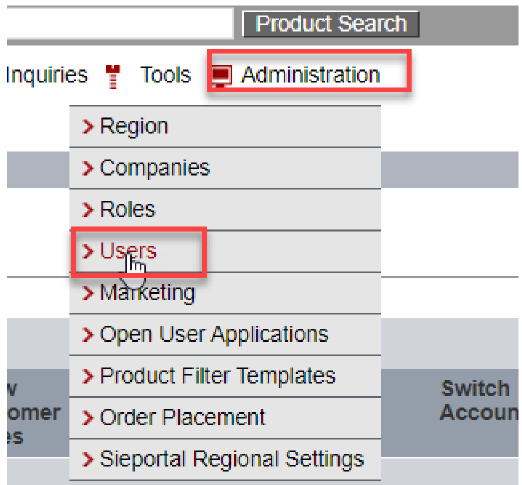
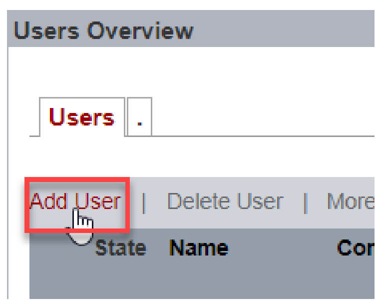
How to add an External User in Industry Mall

Customer Manager logs into Industry Mall…

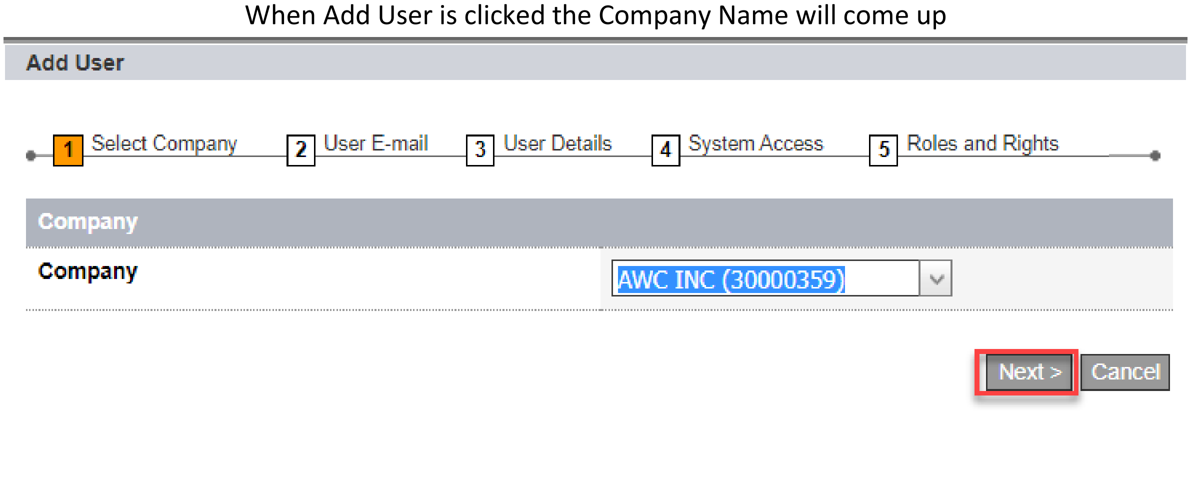
Click on Administration > Users



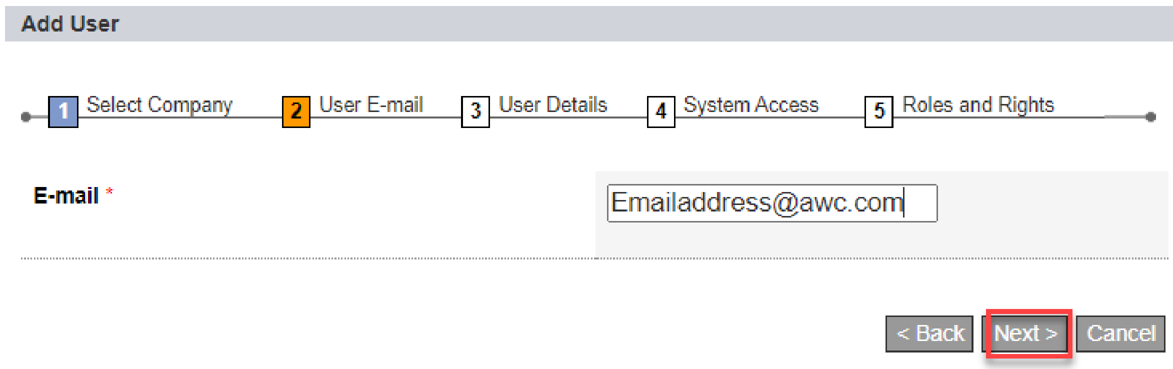
Click Add User



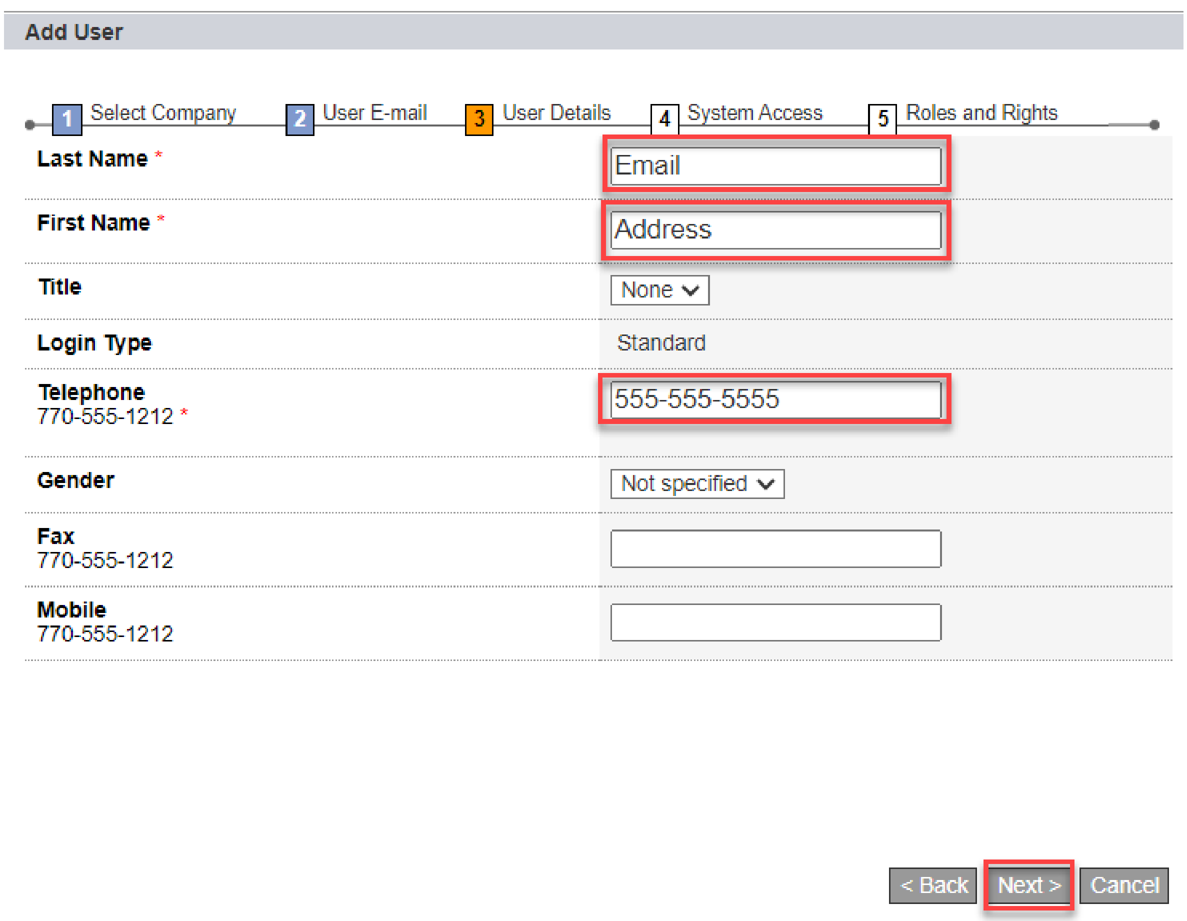
When Add User is clicked the Company Name will come up



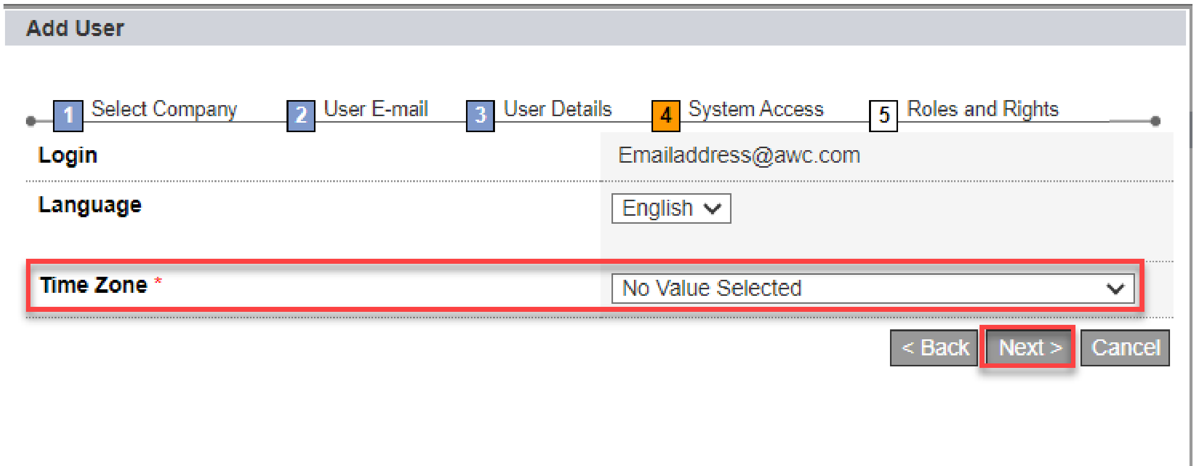
Click next to input Users email address



The following fields are mandatory and will need to be filled out



Then you will be prompt to select a Time Zone

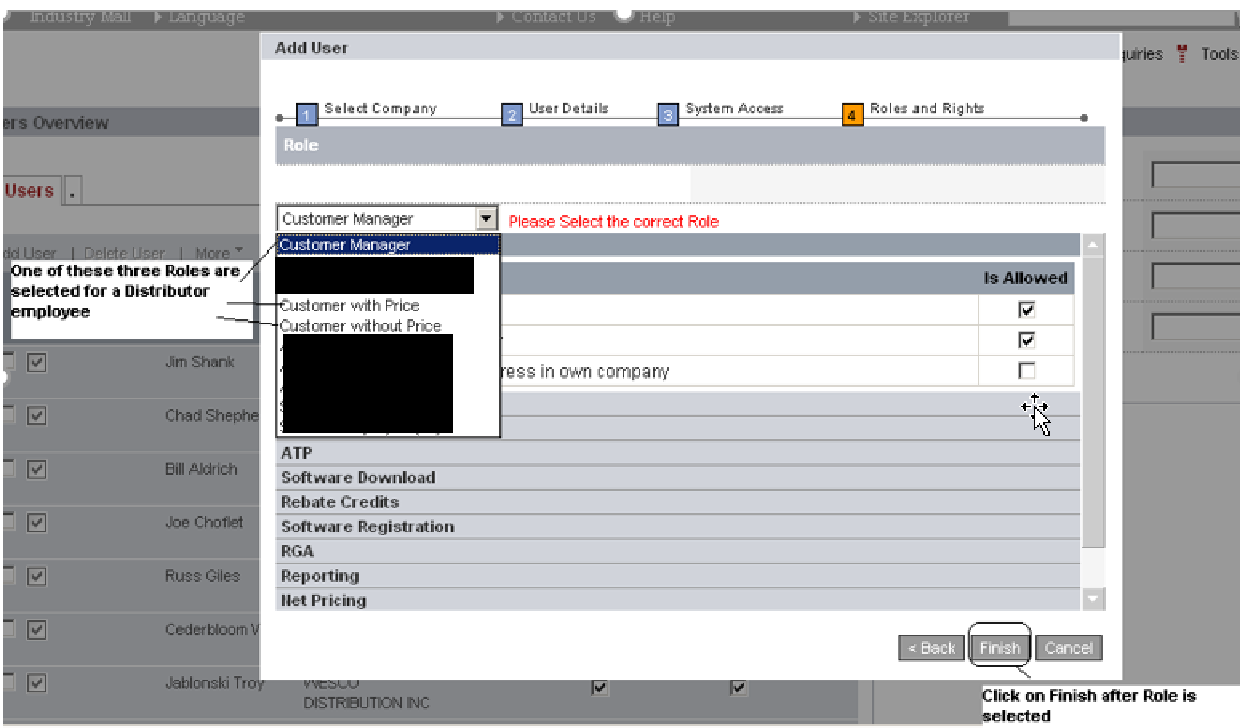


When you click Next you will come to

Select a Role for the User

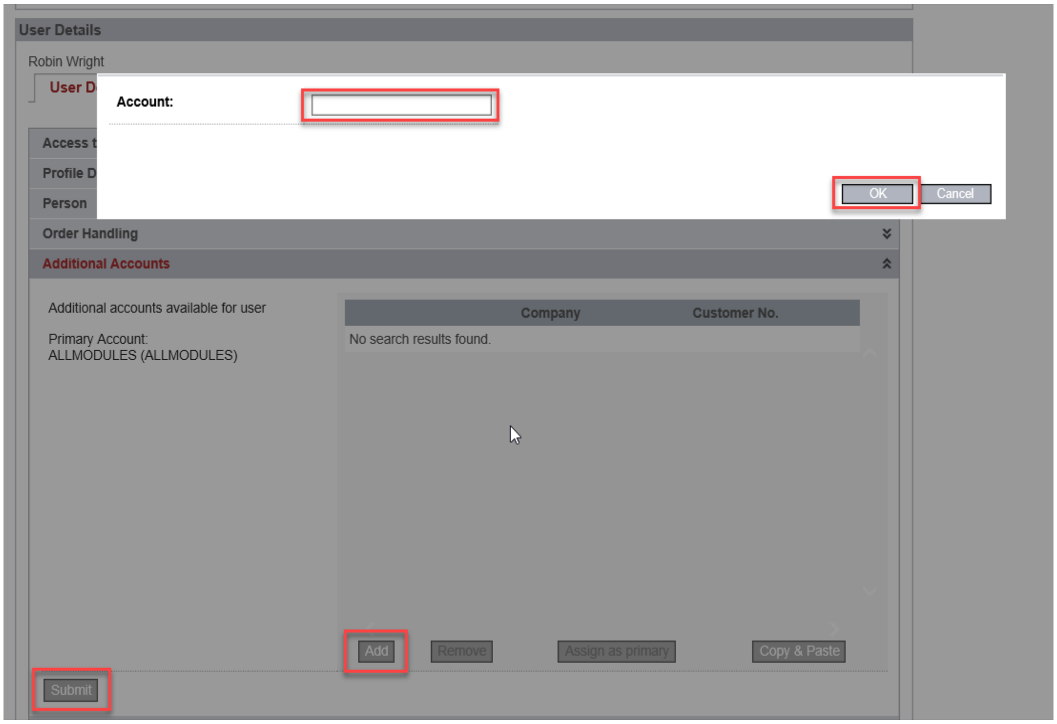
(Distributor Roles have 3 options – **Customer Manager, Customer With Price or Customer Without Price**)

Once the role is selected – and the loading of that role is complete, click Finish



To add additional accounts to a user profile

Under User Details > Additional Accounts – you can add 1 account at a time by clicking on the Add button, add the account, (you will need to have this account number in your profile) click OK then Submit



Or you can add multiple accounts by clicking on Copy & Paste. Copy and Paste the additional accounts in the area in the popup box, click OK then Submit