

Note: This access requires administrator rights.

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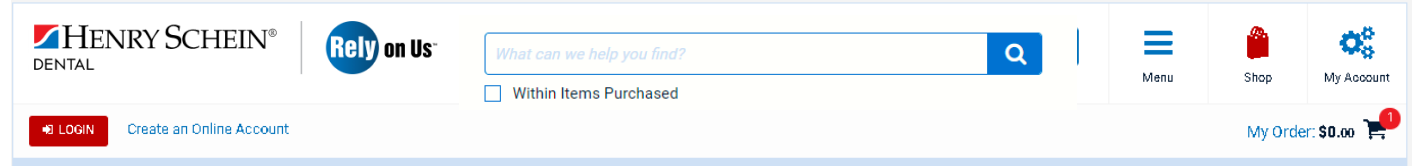
Add User Profile

- A. Login
- B. Click **My Account**
- C. Expand (+) Site Administration
- D. Click **User Profiles**
- E. On the next page, click **Add User Profile** to continue

Below are all registered users. To modify information or activate/inactivate a user, click the view/modify link.

User ID	First Name	Last Name	E-mail Address	
Budgeteer2	Mike	Kogan	michael.kogan@henryschein.com	View/Modify
cahnewuser-S12	CAH	New User	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
cahnewuser-S14	CAH	New User S14	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
cahnewuser-S15	CAH	New User S15	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
scresalestools	scres	sales	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush001	goldrush	001	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush002	goldrush	002	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush003	goldrush	003	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush004	goldrush	004	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush005	goldrush	005	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush006	Andy	McKeague	DLHSEcommerceWebQA@HenrySchein.com	View/Modify
goldrush007	goldrush	007	DLHSEcommerceWebQA@HenrySchein.com	View/Modify

SUBMIT



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Add User Profiles

- Establish **User ID** and **Password**
- Fill in required fields for **Contact Info**
- Carefully Review and select **Access Rights**:
 - User Profiles
 - Office Locations
 - Reporting
 - Budgets
 - Statements & Payments
 - Product Notes
 - Pricing
 - Customer Invoice or Order Message Administration
 - Approver
 - Approval Required
- Review and select remaining options for **Confirmation E-Mails, Savings Reminders**
- Click **Continue**
 - Choose **Location Access**
 - Choose **Catalog Access (if any)**
 - Click **Submit**