

Note: This access requires administrator rights.

## 1

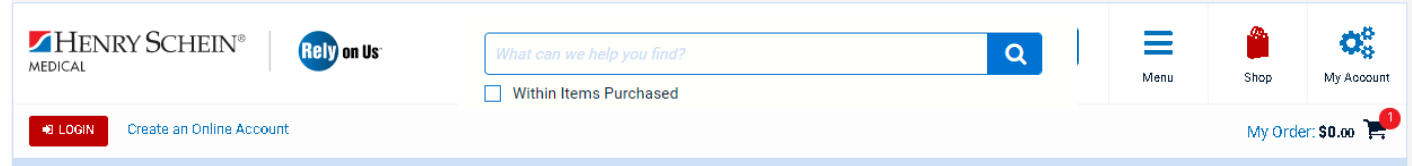
### Add User Profile

- 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	mike@kogan@henryschein.com	View/Modify
cahnewuser512	CAH	New User	DLHSEcommerce@henryschein.com	View/Modify
cahnewuser514	CAH	New User 514	DLHSEcommerce@henryschein.com	View/Modify
cahnewuser515	CAH	New User 515	DLHSEcommerce@henryschein.com	View/Modify
scresalestools	scres	sales	DLHSEcommerce@henryschein.com	View/Modify
goldrush001	goldrush	001	DLHSEcommerce@henryschein.com	View/Modify
goldrush002	goldrush	002	DLHSEcommerce@henryschein.com	View/Modify
goldrush003	goldrush	003	DLHSEcommerce@henryschein.com	View/Modify
goldrush004	goldrush	004	DLHSEcommerce@henryschein.com	View/Modify
goldrush005	goldrush	005	DLHSEcommerce@henryschein.com	View/Modify
goldrush006	Andy	McKeague	DLHSEcommerce@henryschein.com	View/Modify
goldrush007	goldrush	007	DLHSEcommerce@henryschein.com	View/Modify

SUBMIT



## 2

### 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**