

**Massage Envy®**

**User Administration:  
MyEnvySupplies.com**

# User Admin

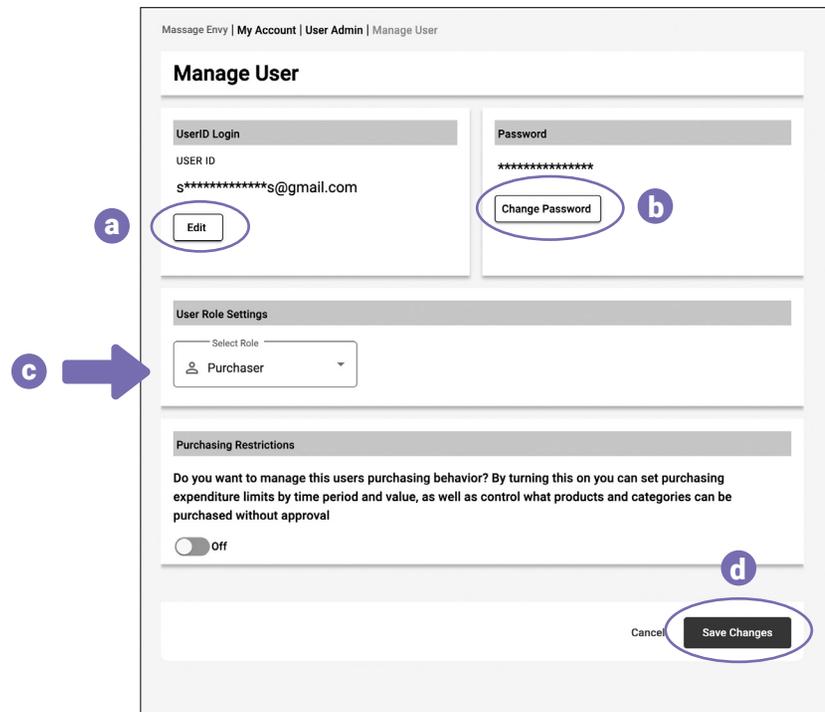
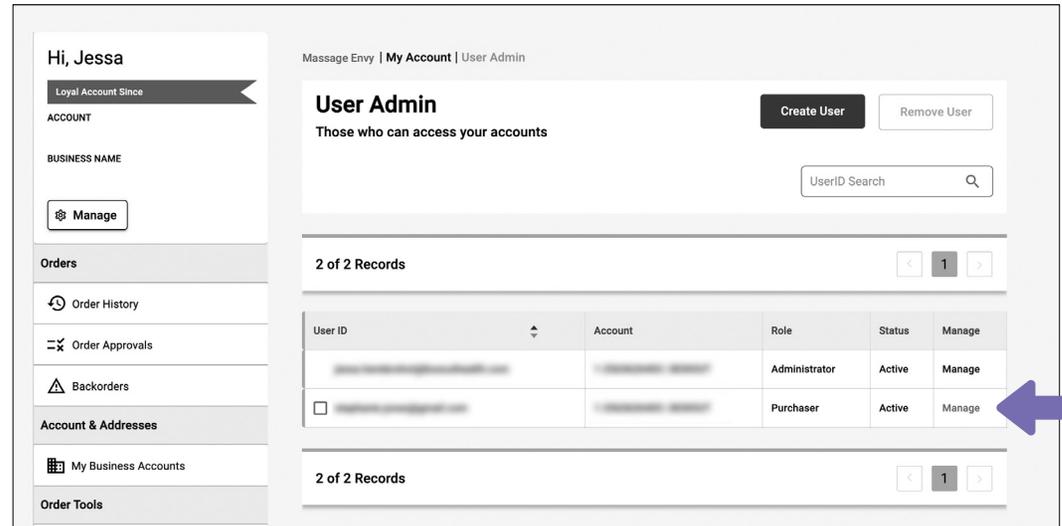
- 1 Click **Users Admin** in the left hand menu.
- 2 To create a new user, click **Create User**.
  - a Fill out the required fields with the new user's information.
  - b In the **Security Credentials** dropdown, select the role the new user will have. **Administrators** will have editing privileges on all account information and settings. **Approvers** can approve orders and edit ordering permissions and limits. **Purchasers** can make purchases, but only ones approved and within limits set by **Approvers** and **Administrators**.
  - c Click Create User Credentials to create the new user.
- 3 To remove a user from your account, click the checkbox next to the user's email address, and click **Remove User**.
- 4 To search for a user, enter their **User ID** in the **User ID Search** box.

The screenshot shows the Message Envy User Admin interface. On the left is a navigation menu with 'Users Admin' circled in blue and labeled '1'. The main content area is titled 'User Admin' and 'Those who can access your accounts'. It features a 'Create User' button circled in blue and labeled '2', and a 'Remove User' button labeled '3'. Below these is a 'User ID Search' box labeled '4'. A table displays two records with checkboxes, one of which is checked and labeled '3'. The table has columns for User ID, Account, Role, Status, and Manage. Below the table is another '2 of 2 Records' section. The top navigation bar includes 'Frequently Purchased', 'Favorites', 'Help', and 'My Account'. The main navigation bar includes 'SHOP', 'EQUIPMENT', 'BRANDS', 'NEWS & EDUCATION', and 'ABOUT US'. The top right corner has a search bar and a shopping cart icon.

User Admin continued on page 20.

User Admin continued from page 19.

- 5 To edit an existing user's information, click **Manage** in the corresponding row.
- a To edit the user's User ID, click **Edit** in the **User ID Login** box.
- b To edit the user's password, click **Change Password** in the **Password** box.
- c To edit the user's role, use the **Select Role** dropdown menu in the **User Role Settings** box.
- d Click **Save Changes** when you're ready to submit your changes.



# Need Assistance?

Email Massage Envy at [service@myenvysupplies.com](mailto:service@myenvysupplies.com)