

# MANAGING USERS ON YOUR ACCOUNT

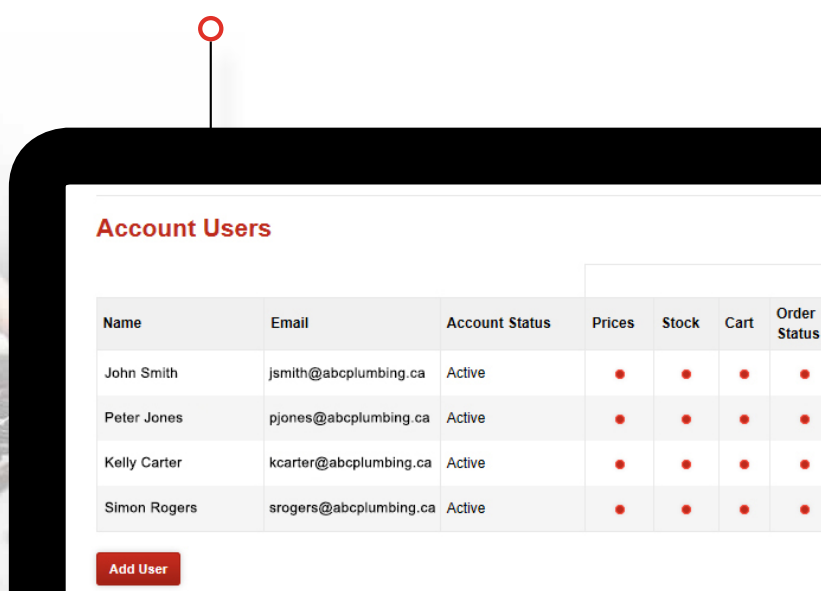
Do you have multiple employees who need to gain access to the site? As the primary Wolseley Express user you can manage multiple employees on your account and control their user rights to access specific areas of the site.

These are the user rights you can manage on the platform:

- USERS** Checking this box lets this user manage other users. This will be usually be the primary account holder.
- PRICES** Let's user see your net pricing associated to the account. Also have option to turn off pricing for those users who do not need to see pricing.
- STOCK** User will see inventory of products at the shipping branch and other area branches carrying stock.
- CART** Allows the user to purchase items and check out in the shopping cart.
- SELECT ACCOUNTS** Allows user to select SHIP TO or Linked accounts associated to the main account.
- INVOICE GATEWAY** User will have access to view invoices and statements and see account balance information—usually for the person responsible for accounts payable but could be more than one user.

If an employee leaves the company you can simply deactivate them from your account from the list of users on your account.

*If you would like to get set up to manage users on your account please contact a Wolseley credit rep at **1-888-419-9969** or email us at **customercare@wolseleyinc.ca***



**Account Users**

Name	Email	Account Status	Prices	Stock	Cart	Order Status
John Smith	jsmith@abcplumbing.ca	Active	•	•	•	•
Peter Jones	pjones@abcplumbing.ca	Active	•	•	•	•
Kelly Carter	kcarter@abcplumbing.ca	Active	•	•	•	•
Simon Rogers	srogers@abcplumbing.ca	Active	•	•	•	•

**Add User**