

My Account

User Access Levels

	User Management			Email Preference		Billing Address		Shipping Address		Credit Cards	Invoices & Credits	Quotes		Sales Order		Returns	
User access levels	Create users within their account	Change user access level	Remove users	Manage email preferences for themselves	Manage email preferences for shared inboxes	See billing address	Update billing address	See shipping addresses	Add/update/remove shipping addresses	Add/update/remove credit cards	See invoices and credits	See and submit quotes	See quotes from other users within their account	Place a sales order	See sales orders from other users within their account	See and track returns	Start a return
Account Administrator	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Order Access	N	N	N	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Quote Access	N	N	N	Y	N	Y	N	Y	N	N	Y	Y	Y	N	Y	Y	N
Limited Access	N	N	N	Y	N	Y	N	Y	N	N	N	Y	N	N	N	N	N

*NOTE: Some user access level functionality has changed and may not be available any longer. If you need a greater access level, contact your account admin to update this.