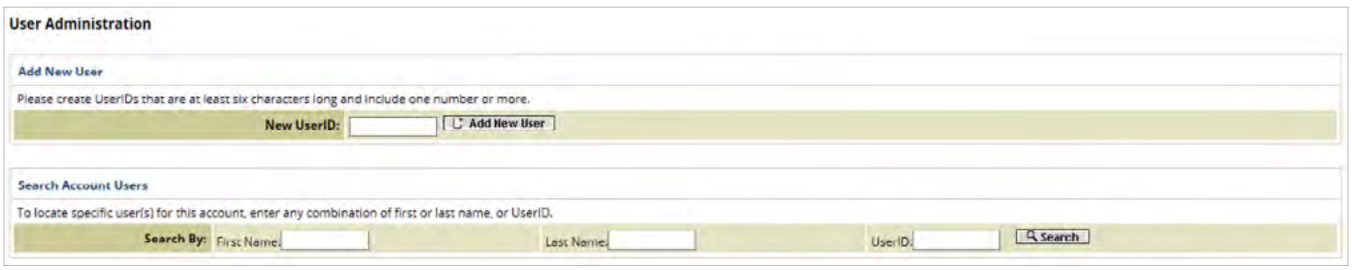
Adding New Users to ipage®

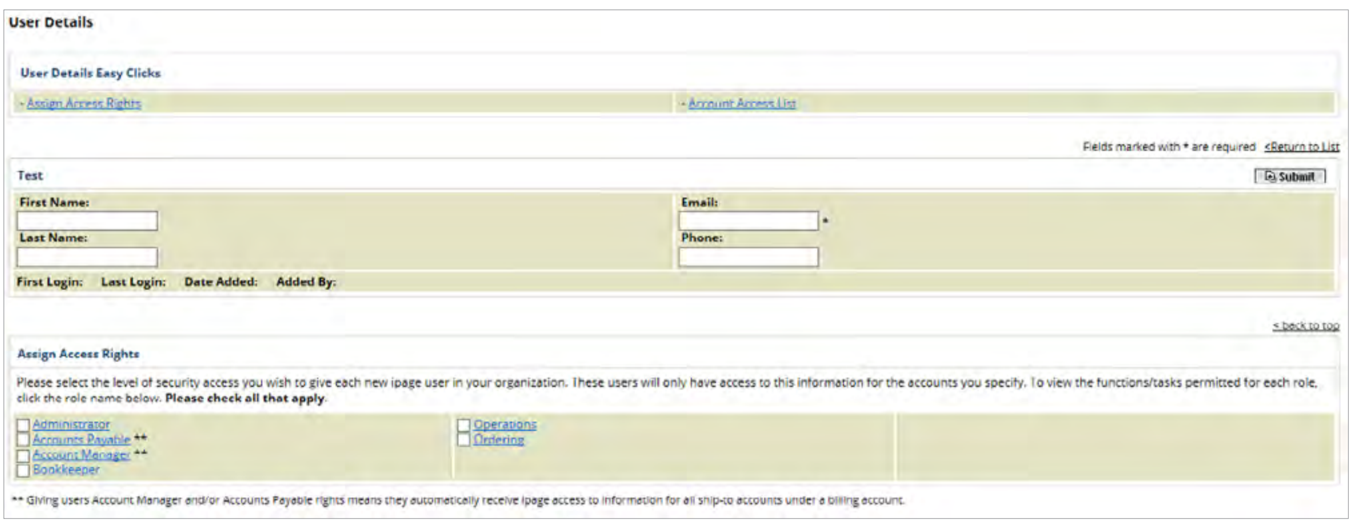
Easily add new users to ipage with the help of these step-by-step instructions. Please note that only Administrators can add and delete users from an ipage account.

1. Log in to ipage and click on **My Account** in the top black tool bar.
   Then click on **User Administration** in the upper left column of the drop-down menu.

2. Assign a UserID for the new user and click **Add New User**.



3. Fill out the User Details and assign Access Rights.



Administrator

All accounts have a Primary Administrator, but any user assigned Administrator rights can add, change, or delete users; access invoices and credit account information; edit and view contact information for your account; see and edit account addresses; create and manage lists; order and arrange Direct to Home* ordering; arrange, enroll, and authorize electronic payments (EFTs); view the Ingram Extended database; check order and returns status; create returns; and view sales history reports.

INGRAM CONTENT GROUP

Accounts Payable
The Accounts Payable contact can access invoices and credit memos; authorize and execute electronic fund transfers; check order and return status; create returns; view Ingram Extended database; and view program enrollments and sales history reports.

Account Manager
The Account Manager can access invoices and credit memos; edit and view contact information for your account; see and edit account addresses, create and manage lists; view the Ingram Extended database; check order & returns status; create returns; and view program enrollments and sales history reports.

Bookkeeper
The Bookkeeper has the following capabilities, but only for their own ship-to account number: Users assigned this role can access invoices and credit memos; edit and view contact information; see and edit account addresses; create and manage lists; view the Ingram Extended database; check order and returns status; create returns; and view sales history reports.

Operations
The Operations contact can view contact information and addresses; create and manage lists; view the Ingram Extended database; check order and returns status; and view program enrollments and sales history reports.

Ordering
The Ordering contact can place orders, request Direct to Home shipments, view Ingram Extended database, and create and manage lists.

4. Select which accounts the new user can access. Stores with only one shipping location will see one option. Those stores with multiple shipping locations will see all listed and can choose to which account(s) the new user should have access. To select the account that the user will automatically be defaulted to when logging in, click Set As Default. Click "Submit" to finish.


Account Access List

Submit

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—— More Selection Options ——

Billing Account	Ship-To Account	Account Name	City	State	Access	Set As Default
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	☐	○

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Submit

*This is not applicable for ILS customers.