

# Amazon Seller Central – User Access Instructions

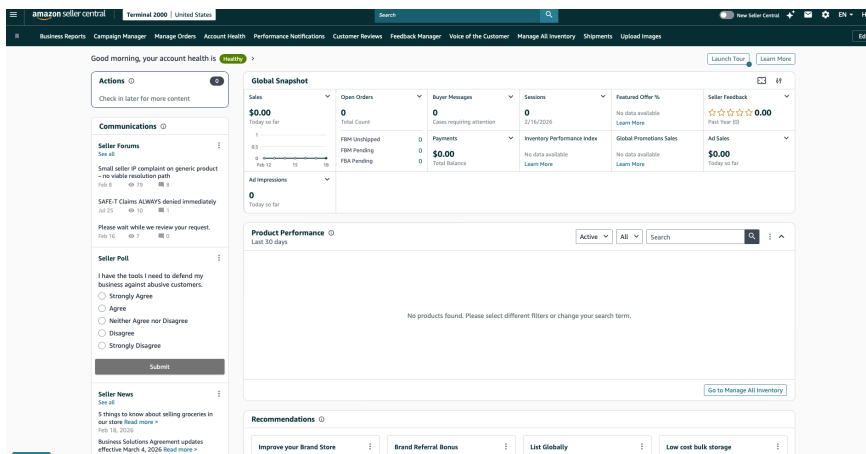
To provide access to your Amazon Seller Central account, please follow the step-by-step instructions below.

The process takes only a few minutes to complete.

If you have any questions during the setup, feel free to reach out.

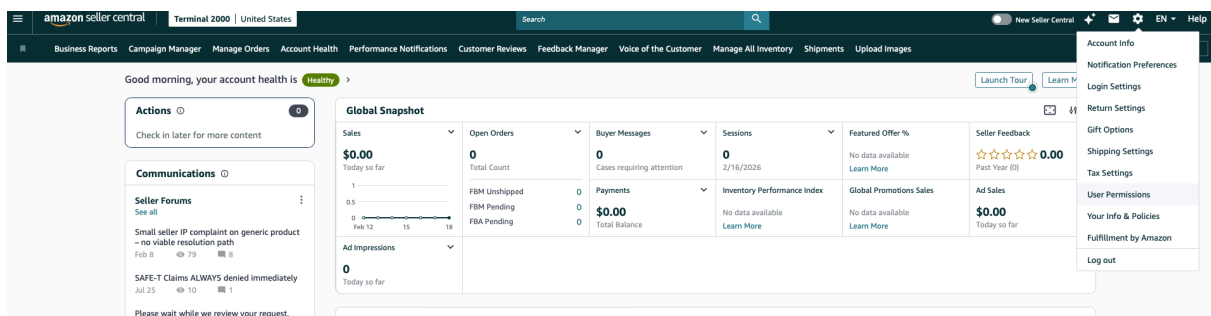
## Step 1:

Log in to your Amazon Seller Central account.



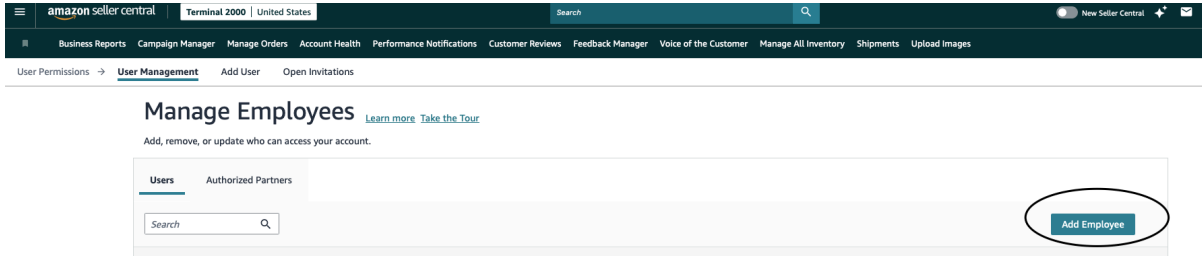
## Step 2:

At the top-right corner of your Seller Central dashboard, click the gear icon (⚙️). A menu with several settings options will open. From this menu, click on **"User Permissions."**



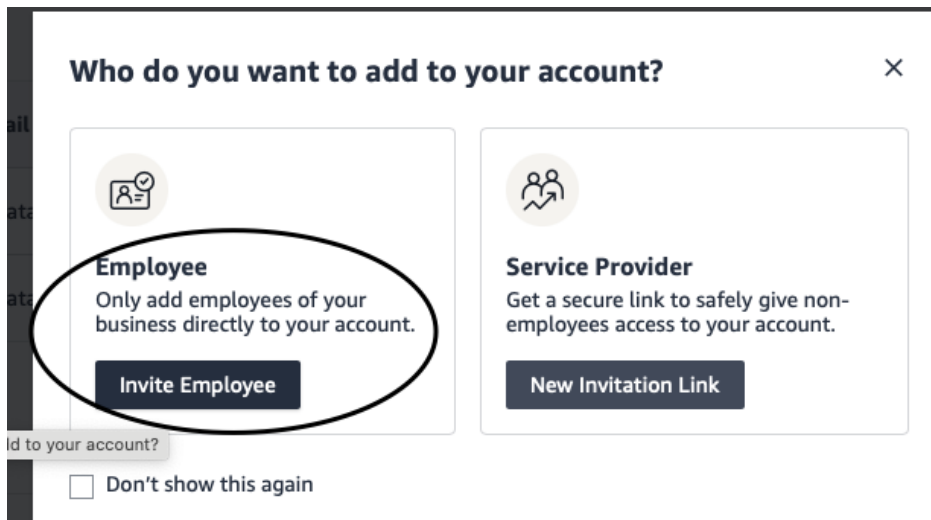
### Step 3:

On the right-hand side of the page, click the “Add Employee” button.



### Step 4:

In the window that opens, select the option “Invite Employee.”



### Step 5:

Fill in the following details in the fields provided:

- Name: Evyatar Krampf
- Email: Evyatarkrampf1@gmail.com

After entering the information, click “Send Invite.”

### Add Employee [Learn more](#) [Take the Tour](#)

Invite new employees to Terminal 2000 by email or link. After they accept, you'll be able to grant them roles.

Name  
  
They will be able to change this when they log in for the first time.

Email

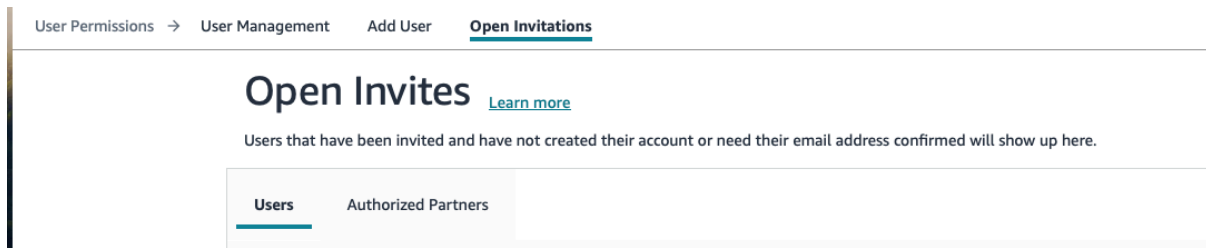
Language

**Step 6:**

After sending the invitation, you will be automatically redirected to the “Open Invitations” page.

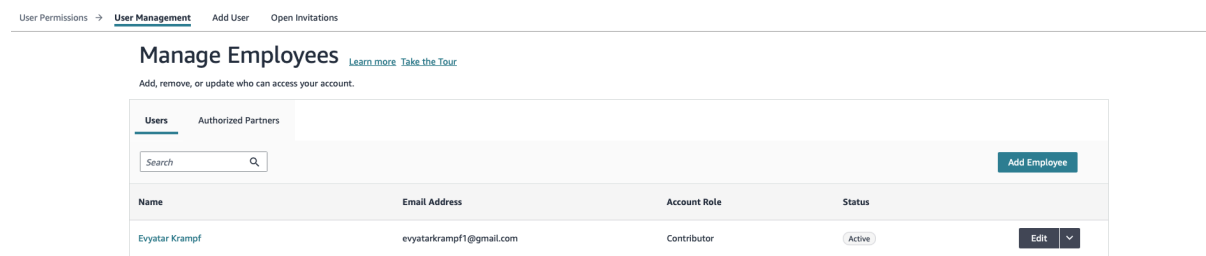
There, you should see the invitation you created listed as Pending.

**Please wait for the invited user to accept the invitation.**



**Step 7:**

Once the invitation has been accepted, go to the “User Management” section. Locate the user you invited and click the “Edit” button next to their name to assign the appropriate permissions.



**Step 7 (continued):**

Use the search bar within the permissions page to quickly locate the relevant permissions.

Select the appropriate access levels as needed, and make sure to save your changes once finished.

### Multi-site permissions

Grant universal site admin access

Users with multi-site admin access can manage permissions, add or remove users, and grant multi-site admin access to others. They can also access any other sites associated with your account.

**Warning**

You give this user full admin access to your account by selecting this permission. Don't grant this permission to anyone who doesn't work directly for your business.





Search for a permission  11 Countries/Regions

**Limited Access Permissions:**

If you would like to grant limited access, please provide permissions for the following sections:

- Campaign Manager- **view only**
- Business Reports- **Edit**

Make sure the access level is set to View (not Edit or Admin).

Amazon Ads	None	View
> Campaign Manager  	<input type="radio"/>	<input type="radio"/>
> Business Reports, Sales Summary  	<input type="radio"/>	<input checked="" type="radio"/>

**Full Access Permissions:**

If you would like to grant full access, please set all permissions in each section to Edit.

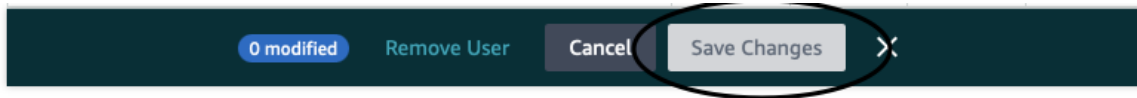
You can use the top “Edit” button within each permission group to quickly apply Edit access to all items in that section.

Make sure to save your changes once you have completed the updates.

Search for a permission		11 Countries/Regions		
Advertising	None	View	Edit	Admin
> A+ Content Manager ⚠️ ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
> Coupons ⚠️ ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
> Customer Engagement ⓘ	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
> Early Reviewer Program ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Price Discounts ⓘ A Price Discount is a time-bound campaign in which you can offer discounted prices on your products	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
> Prime Exclusive Discounts ⚠️ ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
> Promotions ⚠️ ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
> Vine ⚠️ ⓘ	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

**Final Step:**

**Scroll to the bottom of the page and click “Save Changes.”**



Once the permissions have been successfully granted, everything will be set up on our end.

**Thank you for your cooperation, and we look forward to working together.  
Wishing you continued success!**

Ecommagnet Team!