



MIP

# MIP Store

How-To's





MIP

MIP

# Adding a User to Your Account

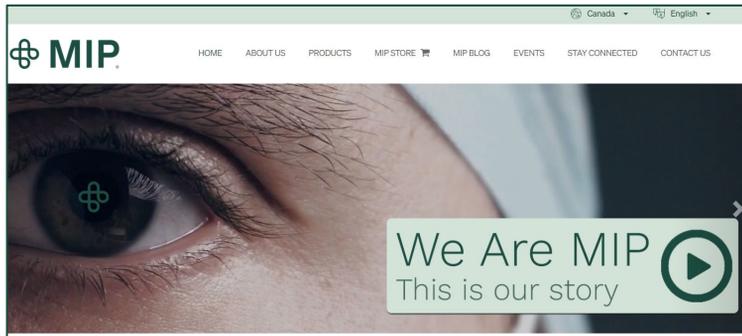


# MIP

## How To

# Add a user to your account

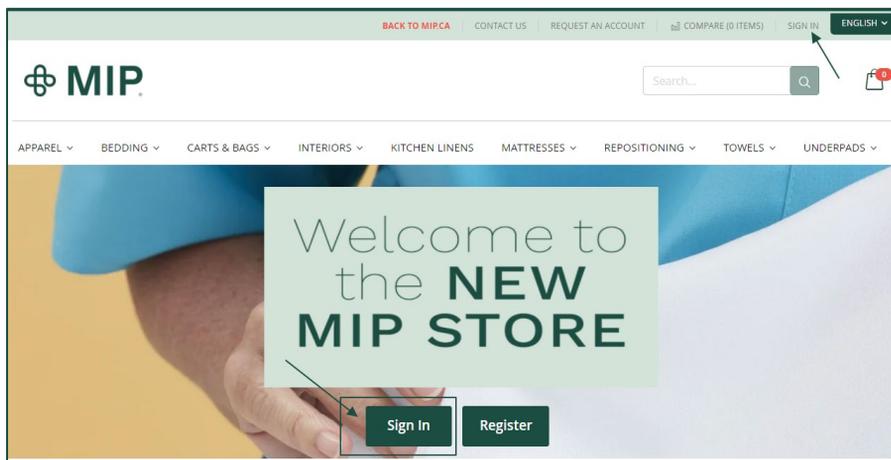
### Step 1: Go to [www.mip.ca](http://www.mip.ca)



### Step 2: Click on the MIP Store tab



### Step 3: Click on “Sign In”





## How To

### Add a user to your account

#### Step 4: Sign-In using your Account Email and Password

(If you forget your password, click on “Forgot Your Password”)

Customer Login

Registered Customers

If you have an account, sign in with your email address.

Email\*

Password\*

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Sign In](#) [Forgot Your Password?](#)

\* Required Fields

#### Step 5: Click on the (arrow) beside “My Account” And select “My Account” in the drop down menu

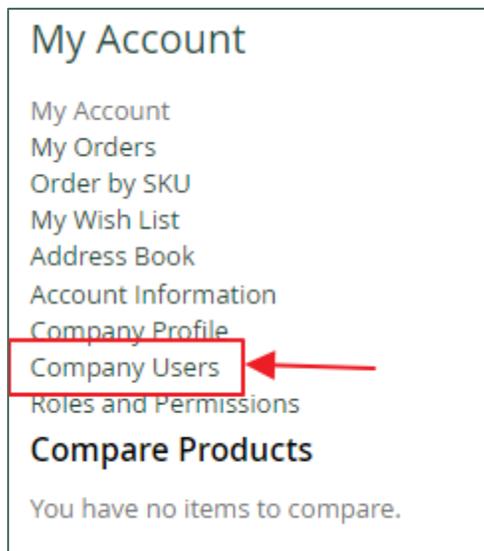




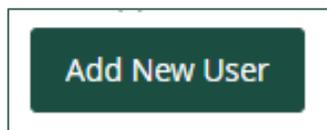
## How To

# Add a user to your account

### Step 6: Select “Company Users”



### Step 7: Click on “Add New User”





## How To

### Add a user to your account

#### Step 8: Fill out the “Add New User” form and click “Save”

You can  
Select different Roles  
(see note below)

The screenshot shows a modal window titled "Add New User" with a close button (x) in the top right corner. The form contains the following fields:

- Job Title\* (text input)
- User Role\* (dropdown menu, currently showing "Default User")
- First Name\* (text input)
- Last Name\* (text input)
- Email\* (text input)
- Phone Number\* (text input)
- Status (dropdown menu, currently showing "Active")

At the bottom of the form are two buttons: "Save" (in a dark green box) and "Cancel".

\* To add new “User Roles” – see “How to Add Roles & Permissions” section



## How To

### Add a user to your account

#### Step 9: You will see the new User added to the list of Company Users

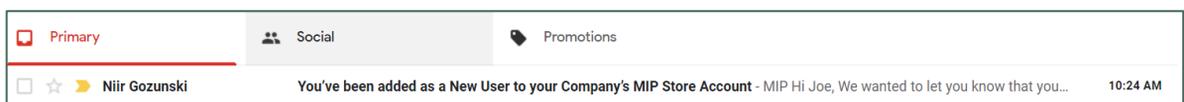
Show Inactive Users   Show All Users

ID	Name	Email	Role	Team	Status	Actions
6716	Joe Joeson		Default User	—	Active	Edit   Delete
6443	Niir Gozunski		Company Administrator	—	Active	Edit   Delete
6713	NirBob Dude		TEST role	—	Active	Edit   Delete
6486	NirNir Guzinsky		Default User	—	Active	Edit   Delete
6710	Nirrrr tessss		TEST role	—	Active	Edit   Delete
6680	Test Test		Default User	—	Active	Edit   Delete

6 Item(s)   Show 20 per page

[Add New User](#)

#### Step 10: The newly added user will receive an email notification regarding their addition



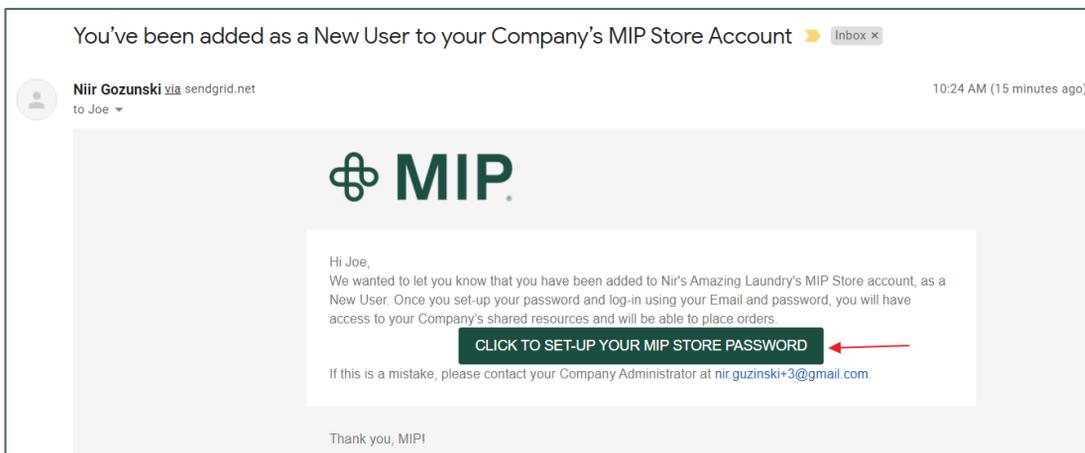


# MIP

## How To

### Add a user to your account

**Step 11: New User can now set-up their password by clicking on “Click to set-up your MIP Store password”**



Set a New Password

New Password\*

Password Strength: No Password

Confirm New Password\*

**Set a New Password**

**And you and your New User are all set!**



**MIP**®