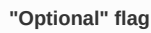


User management and access rights (optional) (EN)



Functions that are flagged as "optional" within the application might not be enabled within the application you are using. [Helpdesk](#) will be happy to enable these functions for you when necessary.

Merchant Portal

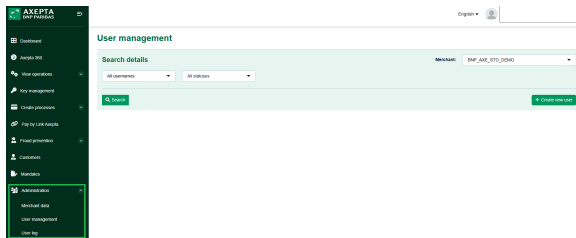
In order to manage and create users, the tab "Administration" (optional) must be enabled for you within the application.

If the administration rights required have not been enabled for you, then you can only [change the merchant and user data](#), [the password](#) and [the language](#) for your own user.

The start page for administration is the user management. User management provides you with an overview of all users that have been created in your application. You can [assign a new password](#), [change personal data](#), and [deactivate or activate site access rights](#) for every user.

Not every user should be granted access rights to all areas of the application for security reasons. This is why user management gives you the option of only assigning the user those site access rights that the user actually needs. Furthermore, you can [create users](#) and [view the user log](#) for every user. The user log allows you to [view the activities of every user in the application](#).

Overview of user management



1. Merchant data
2. Change user data and create a new user
3. View the user log of a user