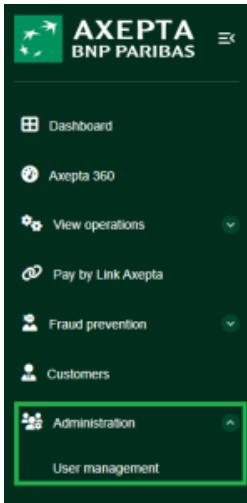


Create new user

You can use the "Create new user" button to create a new user for your application in the tab "Administration User management". By creating new users, you can grant several persons access to the application. This has the advantage of allowing you to assign areas of responsibility and [view activities by every user in the application](#).

Merchant Portal



Creating a new user

User management

Search details

All overviews All details Merchant: [dropdown]

[Search] [Create new user]

1. "Create new user" button

Proceed as follows to create a new user:

1. Click on the "Create new user" button.

The "Create new user" window appears.

Create new user

Profile Settings Permissions

Profile picture

Account details

First name Last name

Email

Company

Phone

Account data

Merchant

Product

Permissions

100% (100%) 100% (100%) 100% (100%)

1. Profile and Account Details
2. Settings
3. Permissions



User name of the new user

You cannot change the user name after creating the user. The user name can only be changed by [Axepta BNP Paribas](#) for security reasons.



Password for a new user

As an administrator, it is not possible to manually enter a password for a new user. You must generate a random password and send it to the user so that they can access the Merchant Portal. The user will then need to change this password upon their first login.

You can [generate a new random password in the "User Management" menu after user creation](#), if the initial password has not been copied or in case of password reset.

2. Enter the user name and password.
3. Enter the personal data.
4. Select the localization data and search settings.



"Time zone" input field

Operations can only be displayed and created with the correct time data as long as you have selected the right time zone for the user.

Create new user

Profile Settings Permissions

Language and time zone

Language: English

Time zone: UTC+01:00 (Brussels, Copenhagen, Madrid, Paris)

Format settings

Default date format: dd-mm-yyyy

Time format: 12-hour

Search settings

Merchant preselected for search: [empty]

Number of rows to display per search page: 10 rows

On "Payment search" display first: Payments

Default report file type: csv (columns separated values)

5. Select the site access rights. A description of the site access rights can be found in the [Manage User Section](#).



Showing and hiding site access rights

When you activate a higher-level site access right (indicated in bold type), the corresponding lower-level site access rights are shown. All lower-level site access rights are shown in Fig. Site access rights.

Create new user

Profile Settings Permissions

User permissions

☐ View operations

☐ Search ☐ Detail view of operation

☐ Change operation

☐ Create report ☐ Create credit ☐ Create invoice ☐ Create manual invoice ☐ Re-invoicing process ☐ Cancel ☐ Over ☐ Split price related data

☐ Analytics data products

☐ Customer ☐ Show ☐ Edit ☐ Delete

☐ Administration

☐ User management

☐ Pay by Link Axepta ☐ Pay by Link Axepta to external partner ☐ Pay by Link Axepta to API ☐ Related view of pay by link operations ☐ Show Blacklist Page ☐ Show List ☐ Whitelist ☐ Show Blacklist ☐ Show Whitelist

☐ Blacklist

☐ Search ☐ Create ☐ Edit

☐ Blacklist securepay

☐ Search ☐ Show to Whitelist ☐ Delete

☐ Whitelist

☐ Search ☐ Create ☐ Delete

☐ Whitelist securepay

☐ Search ☐ Create ☐ Delete

1. View operations
2. Change operations
3. Analytics Data Products
4. Customers
5. Administration
6. Pay By Link Axepta
7. Blacklist
8. Blacklist securepay
9. Whitelist
10. Whitelist securepay