

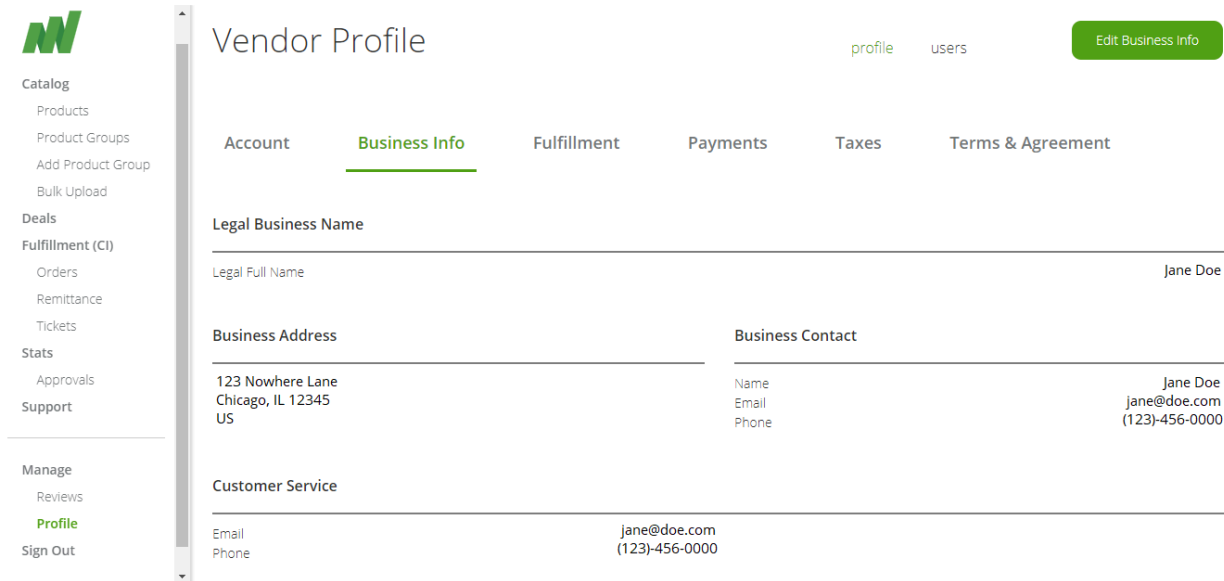
Manage your account and users in Gateway and Commerce Interface

Manage Account

You can manage your Gateway account by clicking on **Profile**, under **Manage**, in the left-hand navigation. Once you have navigated to your profile, you will see the various sections of your account that can be managed.

The screenshot shows the 'Vendor Profile' page. On the left is a navigation menu with categories: Catalog, Deals, Fulfillment (CI), Stats, Support, and a red-bordered 'Manage' section containing 'Manage', 'Reviews', 'Profile' (highlighted in green), and 'Sign Out'. The main content area is titled 'Vendor Profile' and has tabs for 'profile' and 'users'. Below these are tabs for 'Account' (selected), 'Business Info', 'Fulfillment', 'Payments', 'Taxes', and 'Terms & Agreement'. The 'Account' tab shows 'Feature Countries' as 'United States' and 'Status' as 'Active'. At the bottom, there is a footer with '© 2017 Groupon, Inc. All Rights Reserved.', 'Terms of Use', and 'Privacy Policy'.

Simply click on the **Edit Info** button in the top right-hand corner to manage the Business Info, Fulfillment, Taxes, and Payments sections. Please note that you cannot edit your legal business name or business contact email address. If you need to edit either of these fields, please contact our Merchant Support team at pmgoods-na@groupon.com so they can assist you. Also, Terms & Agreement sections cannot be edited after they have been completed.



Manage Users

In the upper right-hand corner, you will notice that you can toggle between **profile** and **users**. When you navigate to users, you can see which users have access to the account and what permissions they have. User permissions will show as either **owner** or **member** under **Relationship**.

Please note: Account users are not automatically generated from your Fulfillment, Customer Service, and Accounts Receivable email addresses provided during account creation. You cannot log in to Gateway with these email addresses unless they have been added as users by the account owner.

If you ever need to update your Fulfillment, Customer Service, or Accounts Receivable email addresses, you may do so if you are an 'owner' on the account under the 'Profile' tab.

Fulfillment & Customer Service – under 'Business Info' tab

Account Received – under 'Payments' tab

Adding Users

If you are an owner of the account, you can add new users in this section by clicking **+Add User**. Once you have filled out the necessary information for the user and selected owner or member from

the drop-down, make sure to select the **send invitation** checkbox before you click **save**. This ensures the user receives an email to set up their password. *You will have to resend this email if the user does not access the link to set up their password within 24 hours.*

Vendor Profile

profile

users

Name	Email	Relationship	
Jane Doe	jane@doe.com	owner	Resend
John Smith	johndsmith.com	Member	send Invitation save X

Add User

Once a user has been added in Gateway, their login for **Commerce Interface (CI)** account will be auto-created with the same username and password credentials.

Deactivating Users

As the account owner user, you can deactivate a **member** user from your account. Simply click on the **user status** dropdown, select **Inactive** and then click **Save** to deactivate a user. To reactivate an inactive user, click on the **user status** dropdown, select **Active** and then click **Save**. Refresh your page to see the changes.

User Status

Active

Active

Inactive

Save

Once an owner or member user is deactivated from an account, that user will not be able to log in to Gateway and no other users may be generated with that email address. Deactivating a user in

Gateway does not also deactivate the user's access to CommerceInterface (CI). Please log in to CI to deactivate the user's access there as well.

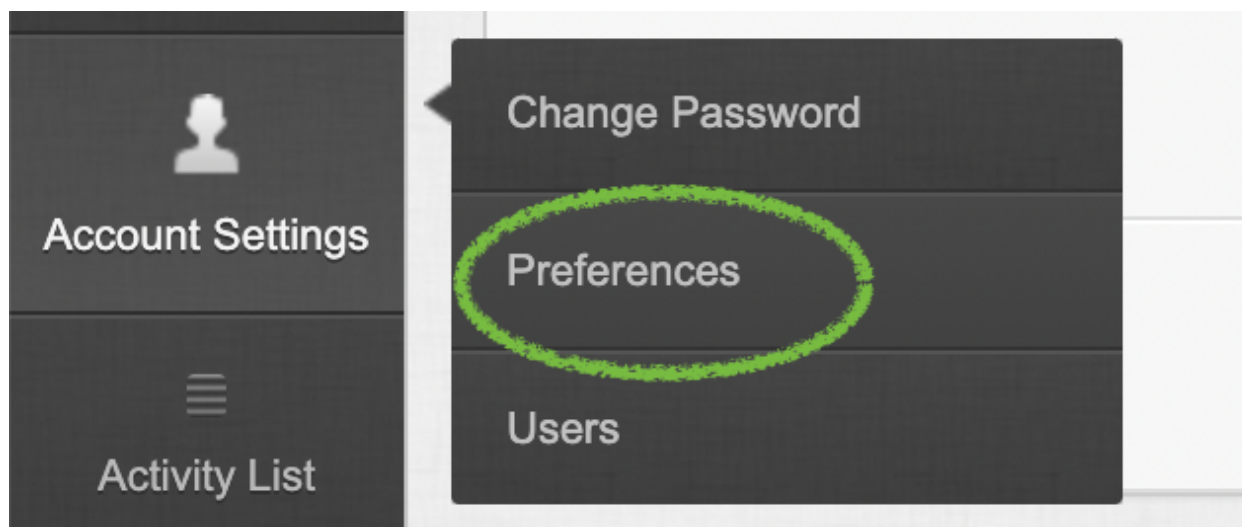
However, as the account owner user, you cannot deactivate another **owner** user from your account. Please contact our Merchant Support team at pmgoods-na@groupon.com to request the deactivation of another owner user on your account. *There must be at least one active owner user on the account in order for any additional owner users to be deactivated.*

Manage Commerce Interface (CI) User Levels and Notifications

Users in CommerceInterface (CI) can have [Permission Levels](#) 0, 1, 2, 3 or 4.

When the primary user is created in Gateway, an account is automatically created for them in CI with the default Permission Level of 1. *If additional users are created under the account in Gateway, their CI accounts will also have the default Permission Level of 1.*

You have access to manage user email notification alerts for CI directly within the portal. To begin, select "Account Settings > Preferences" on the left hand navigation panel.



Scroll down to the "Personal Preferences" header. Here you will find the option to select or deselect certain types of email notifications coming to your inbox. For example, if you'd like to opt out of order related emails, uncheck the first box and click save.

Personal Preferences

Landing Page on Login
You will be directed to the page you configure when you login.

Select ▼

Default Language

..... ▼

Notifications
Notification settings are used to notify you of any changes/errors related to your account.
Disabling these settings will leave you in the blind to these activities.

☒ Order Related Email: Late Order/New Order/Due Today Order

☒ Tracking Import Error

☒ Payment Posted

☒ Invoice Has Sat Unattended- Every 7days

☒ 3PL PO Ready For Invoicing

Save Default

If you have any additional questions, please reach out to our Merchant Support team at pmgoods-na@groupon.com.