

Shopify

Shopify supports staff users and permissions, and Shopify also supports collaborator accounts, where a Shopify Partner requests access and the store owner approves the requested permissions. Collaborator access can expire after 90 days of inactivity.

Recommended collaborator method

1. I request collaborator access from my Shopify Partner account.
2. The client receives a notification in Shopify.
3. Client logs in to **Shopify Admin**.
4. Go to **Settings** → **Users**.
5. Open **Requests**.
6. Review the requested role and permissions.
7. Approve only the permissions needed.
8. Click **Accept**.

Staff-user method

1. Log in to **Shopify Admin**.
2. Go to **Settings** → **Users**.
3. Click **Add users**.
4. Enter **tyler@schausscreative.com**
5. Assign a role or permissions.
6. Click **Add Users**.

Recommended permissions

Grant only what is needed, such as:

- Online store themes
- Blog posts and pages
- Products, if product/catalog work is needed
- Domains, only if domain/DNS work is needed
- Marketing/discounts, only if campaign work is needed

Avoid granting payout, billing, payment, or ownership-level permissions unless there is a specific reason. Shopify's permission system includes sensitive areas such as billing, payments, domains, and online-store theme/code permissions.