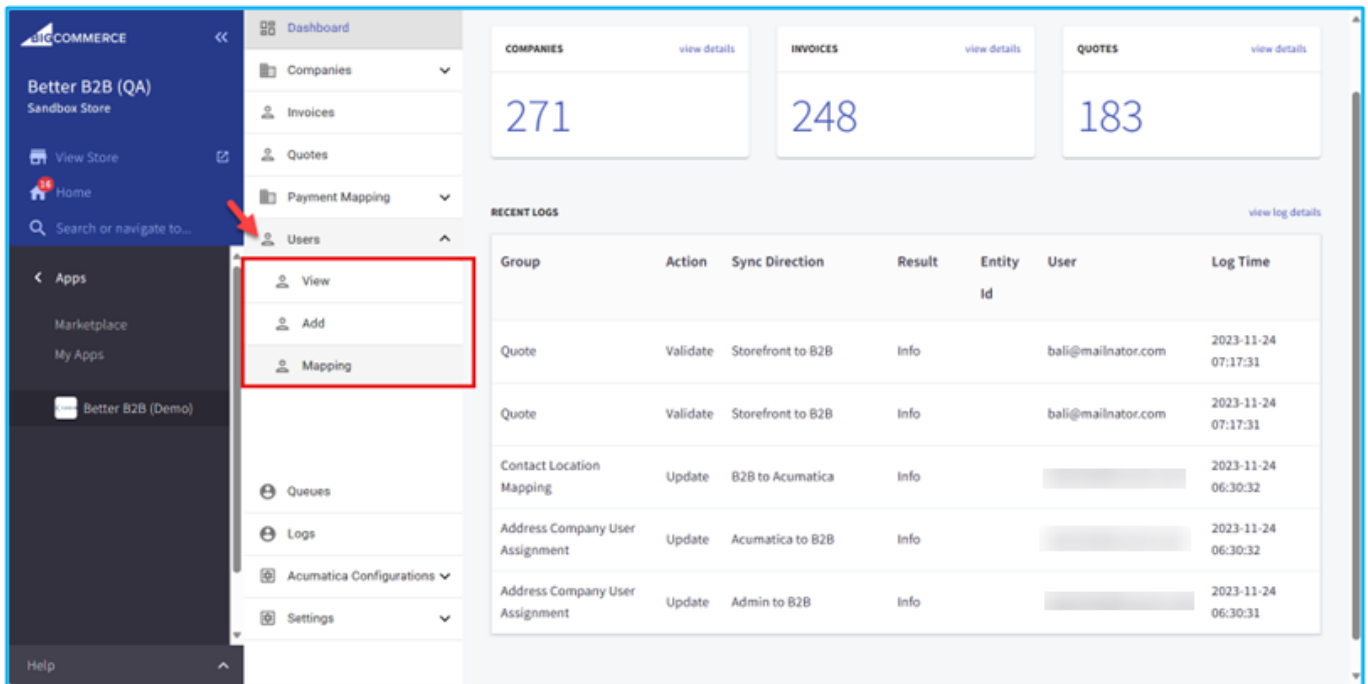


Creating Users in Better B2B

To create a user in Better B2B go to the Users below the Payment Mapping. The application will provide 3 options in the **[Users]** section on the left panel.

- View
- Add
- Mapping



Option to Add User

To add a user, you need to follow these steps and enter the relevant details. All the self-explanatory fields are mandatory. The fields are as follows.

1. User Email Address
2. First Name
3. Last Name
4. Phone Number
5. User Status: Select the status as Active.
6. User Role: You need to select the user role and save the records. You will have two options



KENSIUM

BigCommerce B2B Connector

Administrator or Sales Staff.

The screenshot shows the 'Add User' form in the KENSIMUM interface. The form is titled 'Add User' and is located in the 'Users' section. The form fields are:

- User Email Address * (text input)
- First Name * (text input)
- Last Name * (text input)
- Phone Number * (text input)
- User Status * (dropdown menu, currently set to 'Active')
- User Role * (dropdown menu, currently set to 'Please Select')

The 'User Role' dropdown menu is open, showing the following options:

- Please Select
- Administrator
- Sales staff

At the bottom right of the form, there are two buttons: 'CANCEL' and 'SAVE'.

Adding User Fields