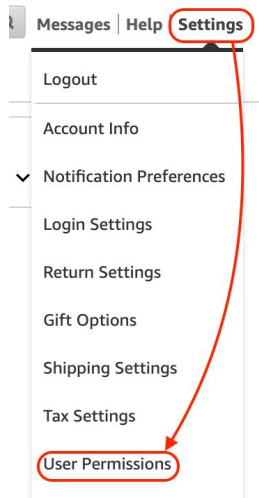


CPS SellerCentral User Permission Instructions

1. Login to your SellerCentral and go to **Settings > User Permission** in the top right hand corner.



2. Under **Add a New User** enter the **Name: Canada Prep and Ship** and **Email Address: canadaprepandship2@outlook.com** then click **Send Invitation**.

Add a New User

Name	Email Address	Language	
Canada Prep and Ship	canadaprepandship2@out	English	Send Invitation

3. After you receive the email notification that Canada Prep and Ship has accepted your Invitation repeat step one and you will see Canada Prep and Ship in your list of **Current Users**. Click **Manage Permissions**.

canadaprepandship2	canadaprepandship2@outlook.com	Manage Permissions	Delete
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4. Change the user permissions as pictured below and then click **Continue** at the bottom of the page.

Inventory	None	View	View & Edit	Admin
Fulfillment Programs	<input checked="" type="radio"/>		<input type="radio"/>	
Inventory Planning	<input type="radio"/>		<input checked="" type="radio"/>	
Inventory performance	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Item Classification Guide	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Manage FBA Inventory/Shipments	<input type="radio"/>		<input checked="" type="radio"/>	
Manage Inventory/Add a Product	<input type="radio"/>		<input checked="" type="radio"/>	

Orders	None	View	View & Edit	Admin
Manage Orders	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Settings	None	View	View & Edit	Admin
Fulfillment Settings	<input type="radio"/>		<input checked="" type="radio"/>	

Cancel Continue