Setting Up a New User in Retail Link

Login to Retail Link using the username/password information in the Shared Login page in NetSuite.

Click on the tools icon in the top right corner and click on User Management. On the User Management select ⊕ ADD USER to begin.

First Name

Last Name

Email

Phone Number

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Employee Type

Select option ▾

Employee Position

Select option ▾

Roles ⑦
○ Full Access Additional User
○ Appointment Scheduler

Supplier

Select option(s) ▾

Request Additional Access ⑦

Select ▾

Name	Country

Selected Applications will appear here

Enter the necessary information for the user that is being added.

- Employee Type: Select either Direct Employee (most common selection, Employee of Parent Company/Sister Division/Subsidiary, or Third Party.

- Employee Position: Select the department that most closely resembles the department the new user works in at Advantus.
- Roles
  - Full Access Additional User: This gives full access to Retail Link but does not give the user access to manage other users in Retail Link.
  - Appointment Scheduler: This gives the user access to the appointment scheduler application only.
- Supplier: Advantus operates under multiple supplier numbers with Wal-Mart. Select as many supplier numbers that apply to the new user.
- Request Additional Access: If the user will require additional access to apps, use this section to add as many apps as needed. The selected apps will list below.
- Additional Access Justification: Please provide the reason additional access for the selected apps is required for the user.

Click **ADD USER** once all necessary fields are entered. The user will receive an email with a new username and temporary password, with instructions to create their permanent password.