

# Managing Users Through Settings Tab

From Settings, navigate to Users and roles.

## Settings

- Company details
- Plans and billing
- Users and roles**
- Sync and import
- Funding methods

### Company details

To update company details or legal information, reach out to 800-236-7700

### Company information

Business name  
TEST-RETAIL3

Business address  
983 PACIFIC AVEN APT D, HOFFMAN ESTATES, IL 60169

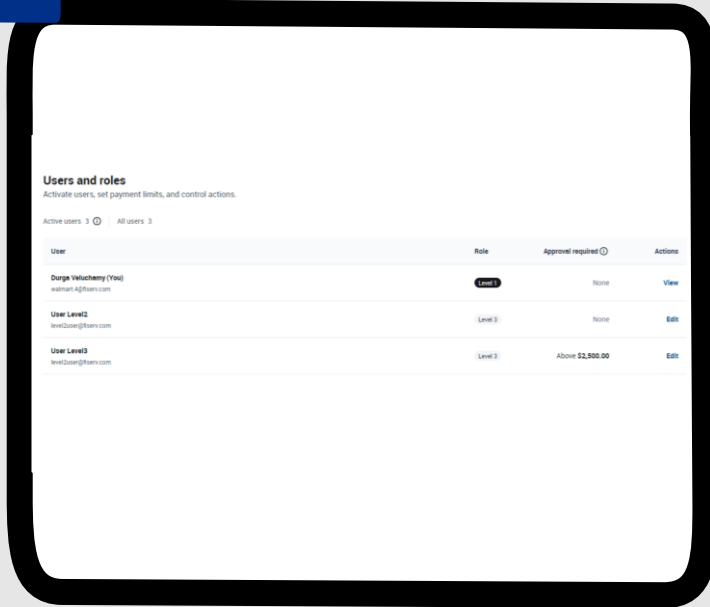
Suite #  
APT D

Contact first name  
Durga

Contact last name  
Veluchamy

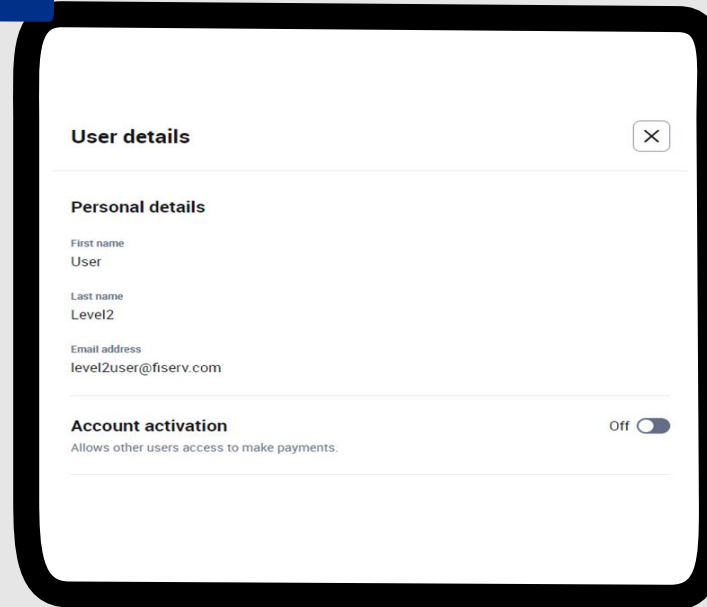
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1



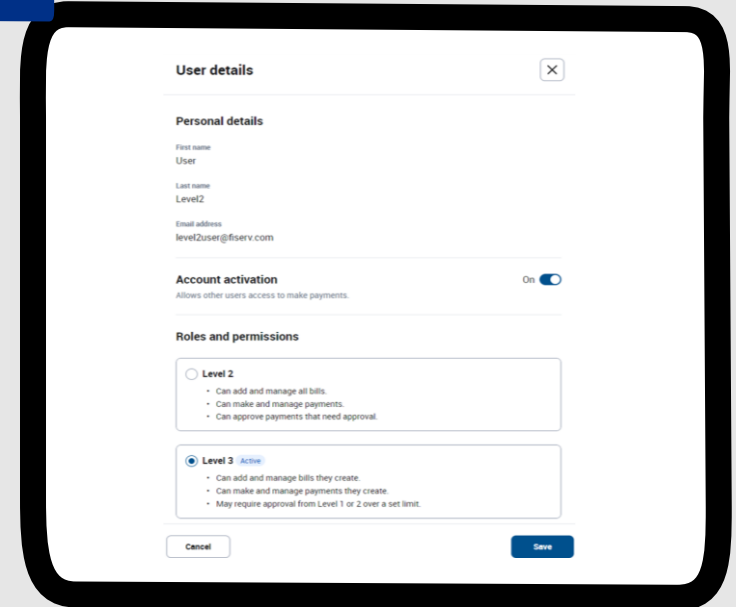
From Settings, navigate to Users and roles. The amount of user seats available depend on the package chosen.

2



Click into which user you would like to activate. Next to Account activation, toggle the button to on.

3



Once toggled to on, choose permission access of Level2 or Level3 under Roles and permissions. Then you may choose to allow full Funding method access and/or choose a Payment approval limit. Click Save.