# SEKO ECOMMERCE

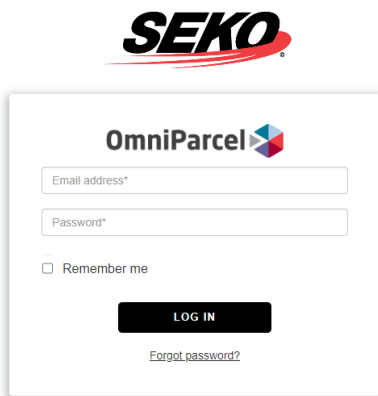# HOW TO
# ADD A NEW USER
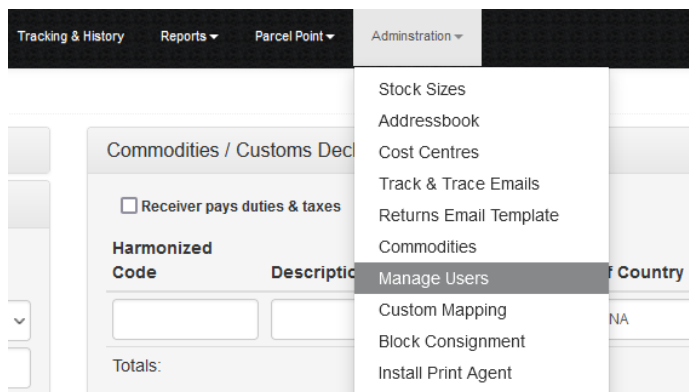# TO OMNIPARCEL

# OMNIPARCEL

## How to Add a New User

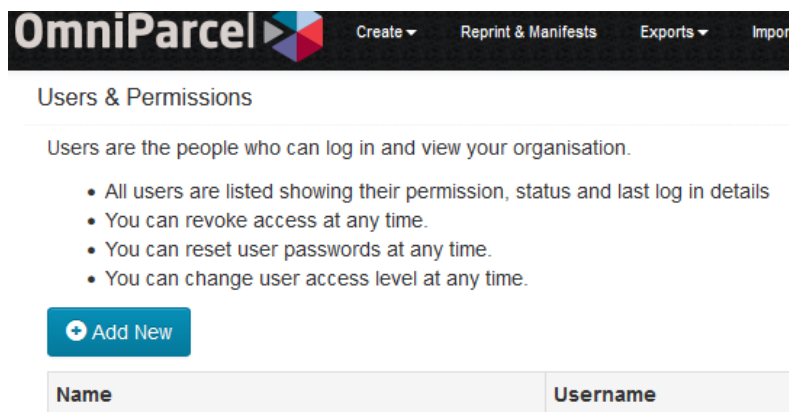1. Log in to OmniParcel by entering your log in details at http://www.omniparcel.com



2. Navigate to Administration > Manage Users on the main menu.



3. To add a new user, click on the blue 'Add New' button.

3. Proceed to fill in the fields as shown below.



5. Choose the required level of access for the new user by selecting from the below options.



6. Click Save User – the new user has now been created.

7. You will be directed back to the Users page where you may check the new user's permissions by clicking on 'Impersonate'.   Please note, you will then need to log out when complete and log in using your own log in details.