MIP

MIP Store

How-To’s

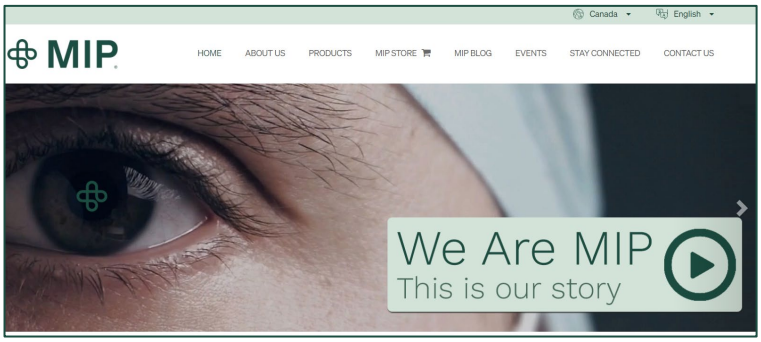
MIP

Adding a User to Your Account

How To

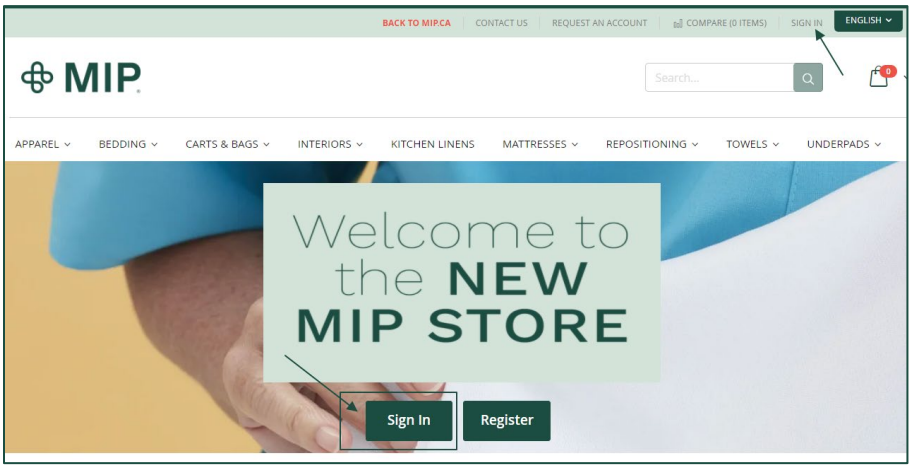
Add a user to your account

Step 1: Go to www.mip.ca



Step 2: Click on the MIP Store tab

Step 3: Click on “Sign In”



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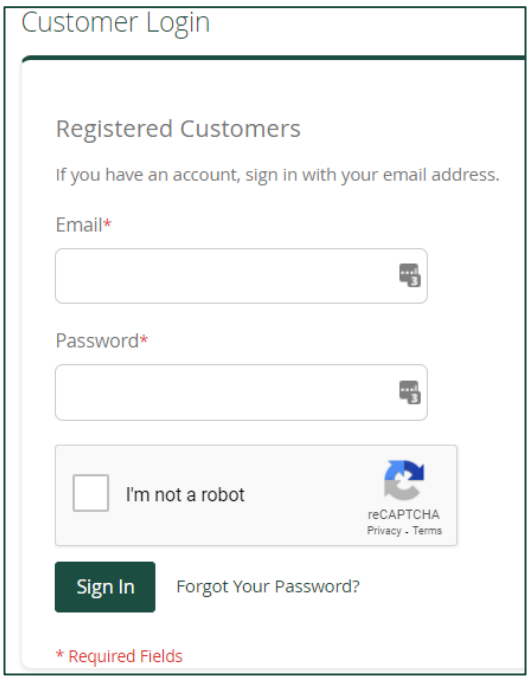
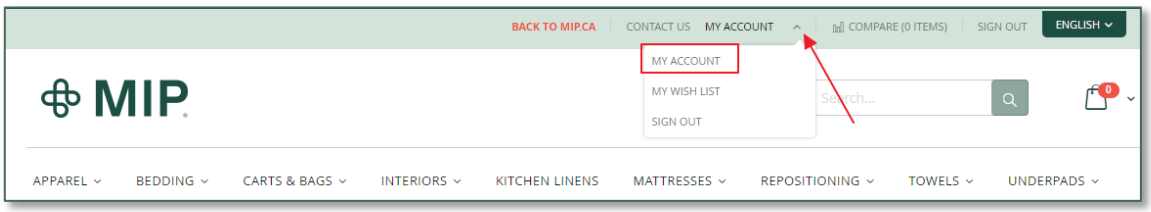
Step 4: Sign-In using your Account Email and Password

(If you forget your password, click on “Forgot Your Password”)



Step 5: Click on the (arrow) beside “My Account” And select “My Account” in the drop down menu



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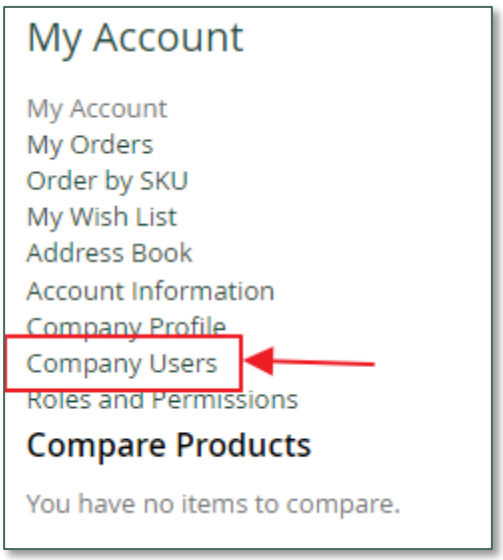
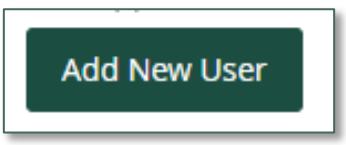
Step 6: Select “Company Users”



Step 7: Click on “Add New User”



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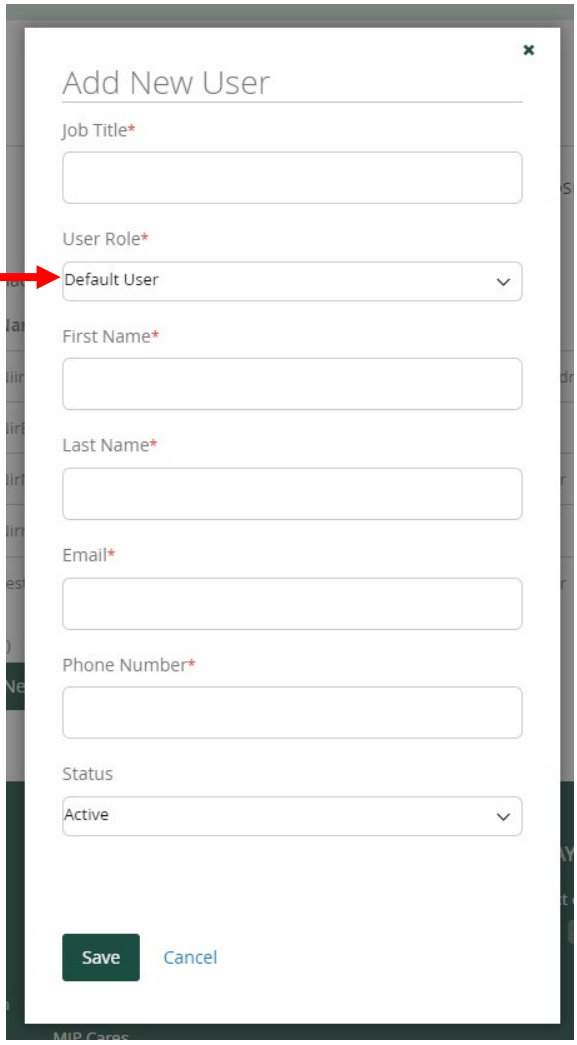
Step 8: Fill out the “Add New User” form and click “Save”

You can
Select different Roles
(see note below)



* To add new “User Roles” – see “How to Add Roles & Permissions” section

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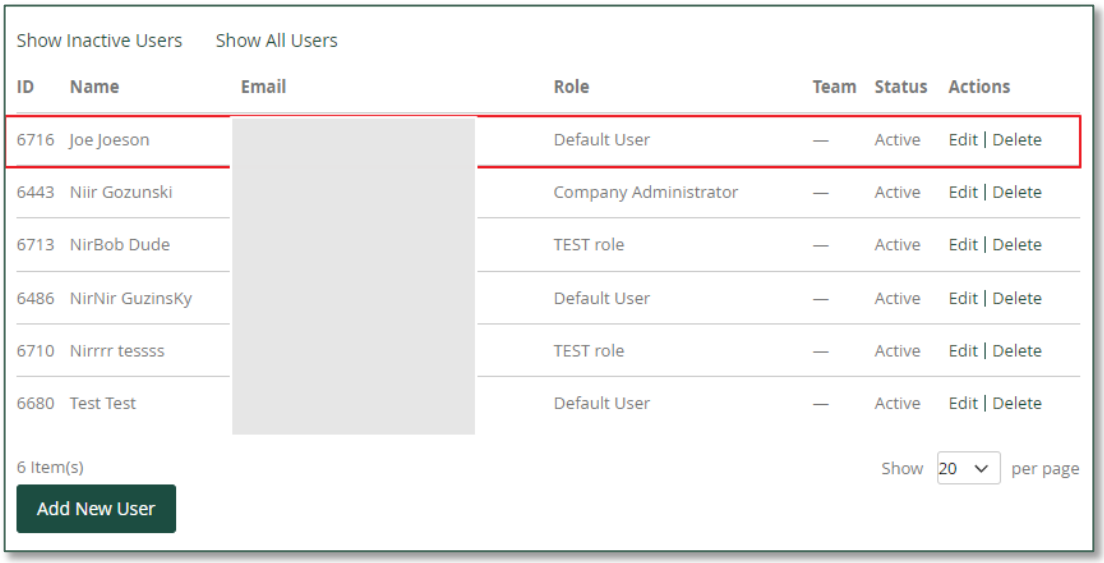
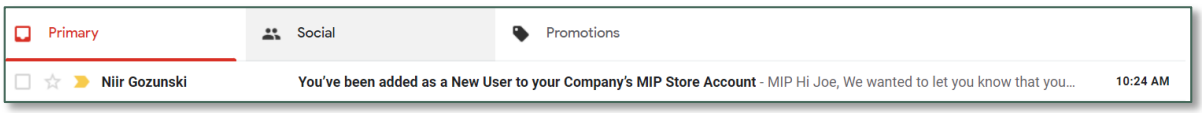
Step 9: You will see the new User added to the list of Company Users



Step 10: The newly added user will receive an email notification regarding their addition



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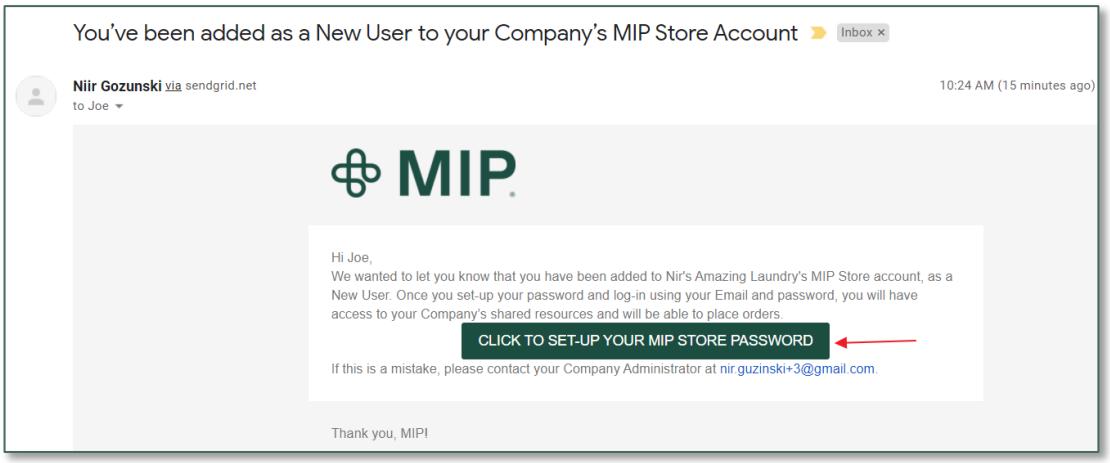
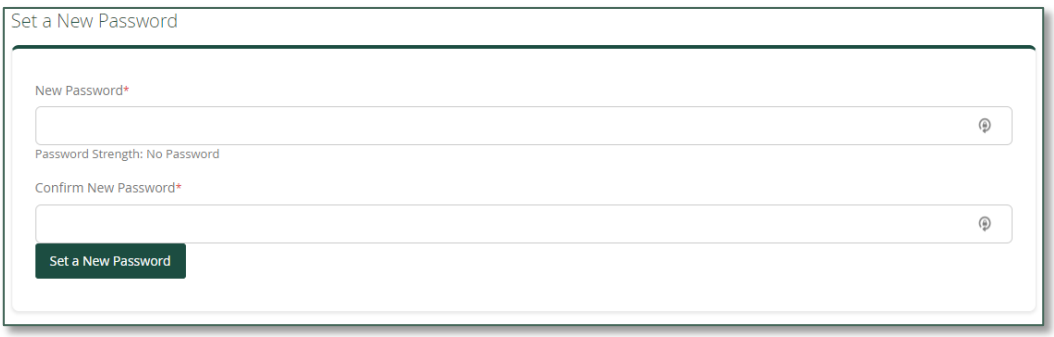
Step 11: New User can now set-up their password by clicking on “Click to set-up your MIP Store password”





And you and your New User are all set!

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