Need help with User Management?

Got a question? No problem. Open a support case by clicking the button below. **We're here to help!**

Seller Help

Setting your User Roles and Permissions

This guide shows how to manage user roles and permissions for your Marketplace account in Seller Center.
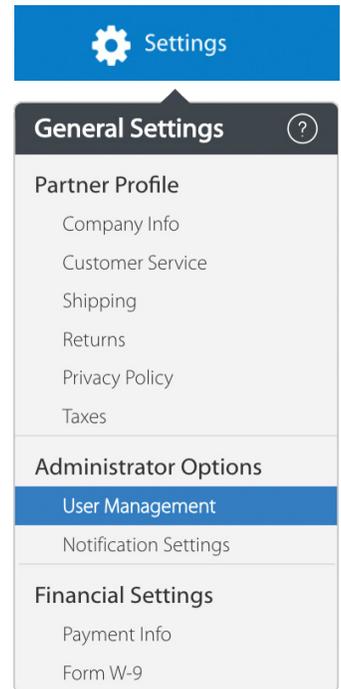
Step-by-Step Instructions

1 **Access User Roles and Permissions**

In Seller Center, click "Settings" and click "User Management."

The User Management tab is for Admin users only and is where you can add/edit/delete users and restrict or grant them access to various functions in Seller Center.

Be careful when adding users or updating user roles and permissions. Only give access to Seller Center when necessary. Remember to manage users regularly and delete users that no longer need access. This helps your Seller account stay compliant with our Seller Agreement.

⚙ Settings

General Settings ?

Partner Profile
Company Info
Customer Service
Shipping
Returns
Privacy Policy
Taxes

Administrator Options
User Management
Notification Settings

Financial Settings
Payment Info
Form W-9

Keep going!
Instructions continue on the next page.

Step-by-Step Instructions

2 **Understanding User Roles and Permissions**

Admin Users
Exclusive access to all functionality in Seller Center including:
- Generating credentials to access Walmart's REST APIs
- Requesting access to sell in special approval categories
- Inviting other users to Seller Center

Read and Write Users
Access to everything in Seller Center except the things listed in the Admin section. These users can do all normal business functions such as setting up items, viewing reports and updating Seller information.

Read Only Users
Access to view all data, add filters, download reports, but can't modify or update data. The main difference between Read and Write and Read Only users is the inability to update data.

3 **Adding New Users**

1. **Create a new user by clicking "Add New User"** on the User Management page and inserting the new user's:

   First and Last Name
   Email address: this will be the user's login

2. **Select a Role**

   Admin: access to all Seller Center functionality
   Read and Write: access to edit everything except for admin-specific functions
   Read Only: access to all data but can't modify or update data in Seller Center

3. **Save by clicking the "Add User" button**

Add New User

First Name   Last Name

Email   Role
                    Select a Role
                    Admin
                    Read Only
                    Read and Write

Step-by-Step Instructions

4 **Managing User Permissions and Deleting Users**

To edit a user's settings or delete the user, click on the gear icon under the Actions column on the User Management page.

Remember to manage users regularly and delete users that no longer need access.
This helps your Seller account stay compliant with our Seller Agreement.

You completed this guide!
Now, let's get back to business.