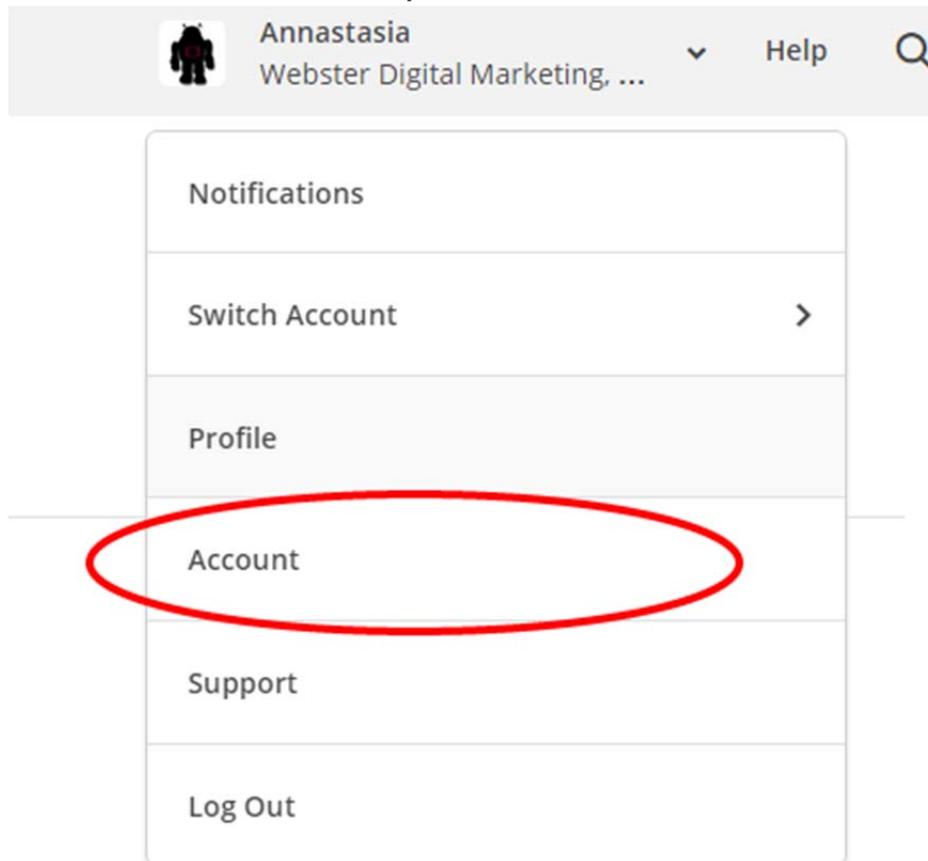


How to Add a User to Mailchimp

1. Log in to Mailchimp.
2. At the top of the page, you will see a down arrow. Click this (circled below):



3. Click Account from the drop-down list.

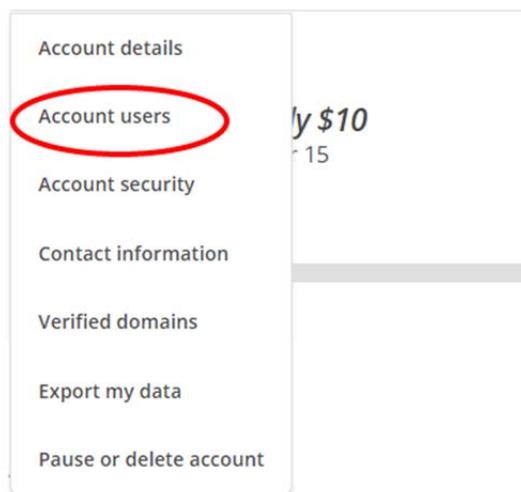


4. Under Account Settings, click the drop down arrow and select Account Users.



Webster Digital Marketing

Account settings ▾ Billing ▾ Extras ▾



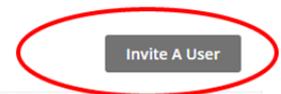
5. Click on Invite a User on the right side of the page.

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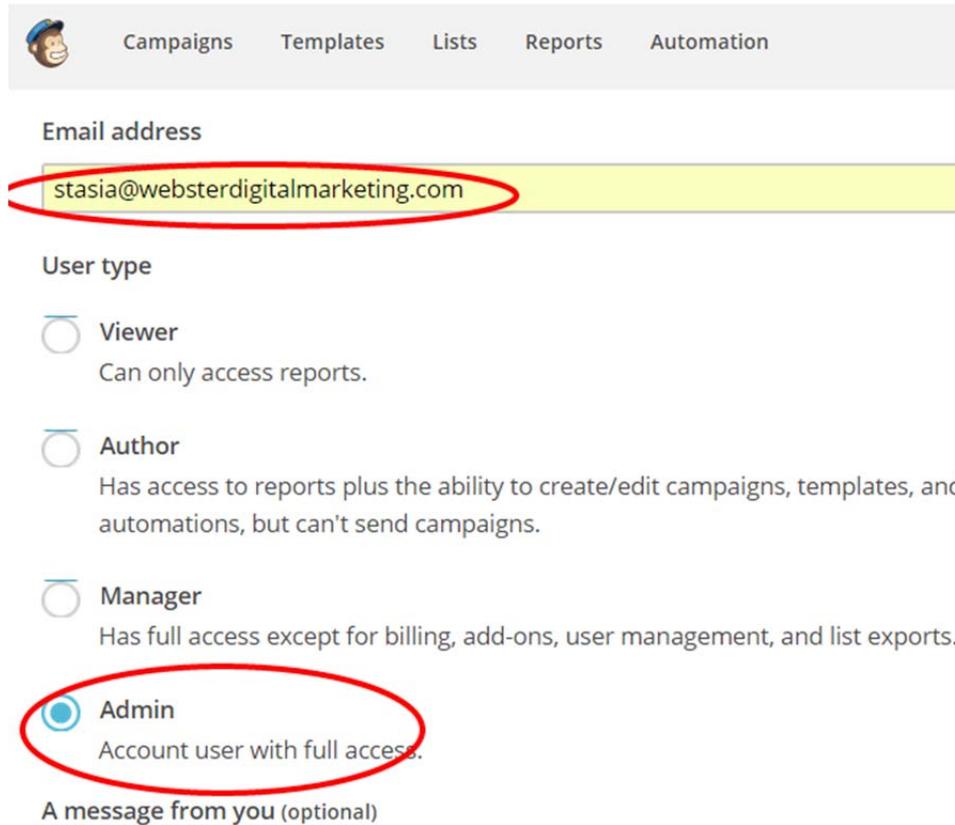
Account settings ▾ Billing ▾ Extras ▾ Integrations Rewards ▾

Account users

Users in Webster Digital Marketing, Inc.



6. Enter in stasia@websterdigitalmarketing.com as the email address and select "Admin". Then scroll down and click Send Invite.



The screenshot shows a navigation bar with a monkey icon and menu items: Campaigns, Templates, Lists, Reports, and Automation. Below the navigation bar is a form with the following sections:

- Email address:** A text input field containing "stasia@websterdigitalmarketing.com", which is highlighted with a yellow background and a red circle.
- User type:** A list of radio button options:
 - Viewer**
Can only access reports.
 - Author**
Has access to reports plus the ability to create/edit campaigns, templates, and automations, but can't send campaigns.
 - Manager**
Has full access except for billing, add-ons, user management, and list exports.
 - Admin**
Account user with full access. (This option is circled in red)
- A message from you (optional):** A text input field.