

Sub-Account Platform

 My Team

Members

Roles

 My Shops

 Chat Distribution

Chat Distribution

Performance data

 Activity Log

 My Account

Seller Center >

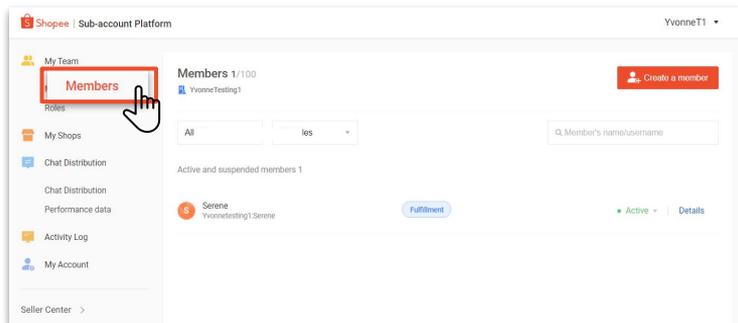


Adding members to shops

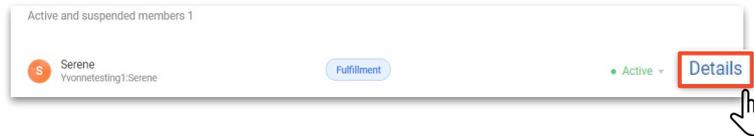
Add member into your shop

Add members into shop allows member accounts to manage different shops as assigned by the main account.

1. **Click into 'Members'** at the left sidebar of 'My Team'.

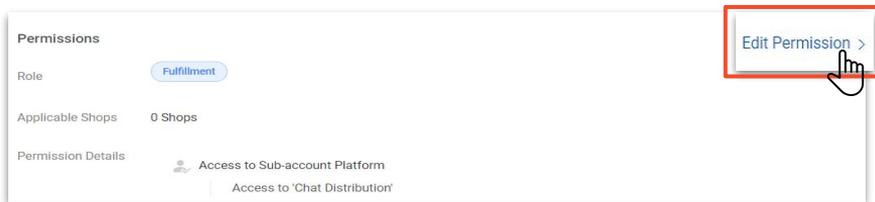


2. **Select the member** that you would like to add into your sub-account and click **'details'**.

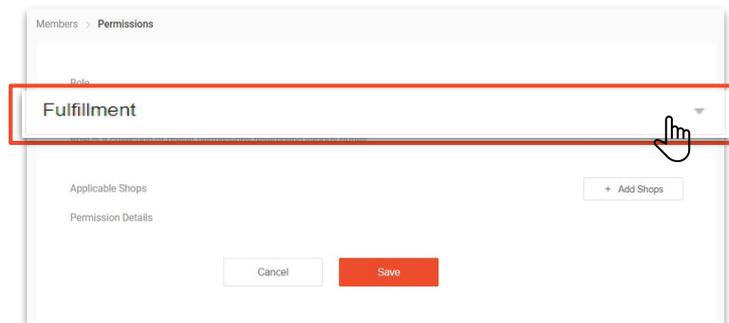


Add member into your shop

- On 'Member Details' page, **scroll down to 'Permissions'**, and click on 'Edit Permission' at the top right.

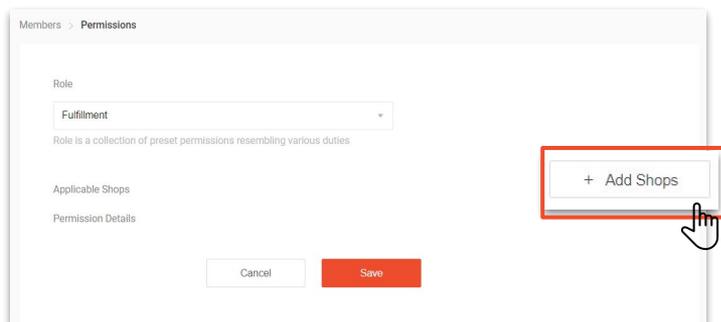


- Select the role that you would like to assign to your dedicated member by **clicking at the dropdown icon**.

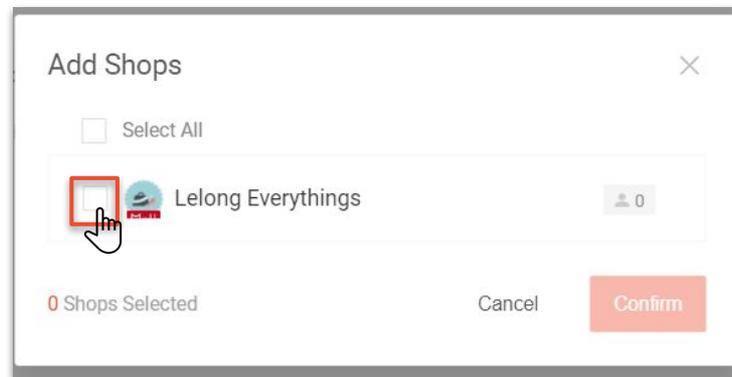


Add member into your shop

- Select the shop that you would like to assign for the member by clicking ' + Add Shops '

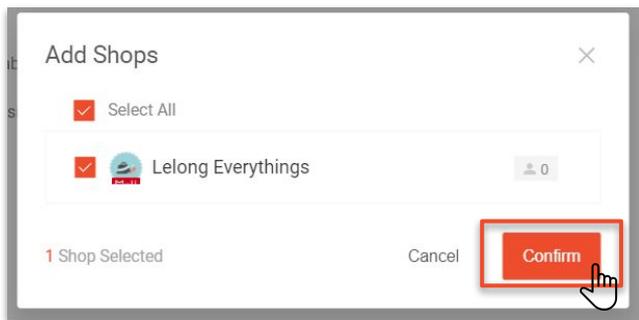


- Look for the shop that you would like to add, select by **click into the empty box at the left.**

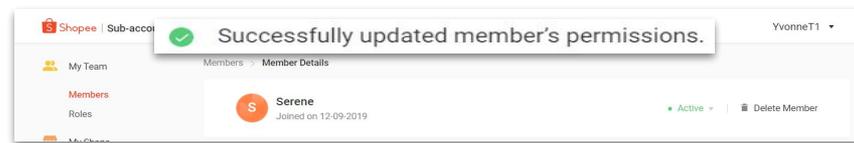


Add member into your shop

7. Click **'Confirm'**.



8. The pop-out message will appear at the top of the page once you've successfully updated member's permissions.





Thank you!

Learn more about best practices for selling on Shopee on Seller Education Hub:

<https://seller.shopee.com.my/help/start>

