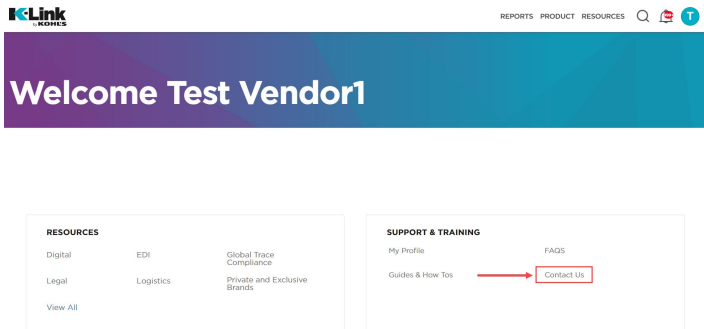


Quick Reference Guide - Vendor Admin Access

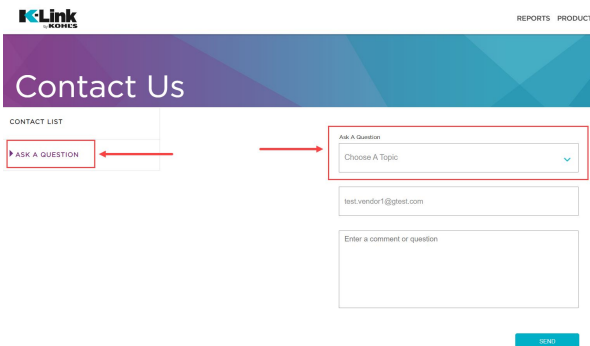
Requesting/Removing Admin Access

A vendor may request admin rights for managing user access for their vendor numbers. Vendor admin rights should be limited to users within your company who have the responsibility of managing user access to company information.

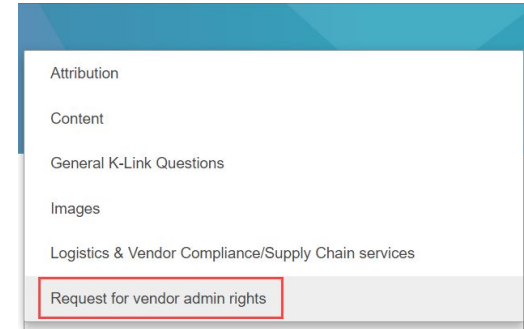
Step 1: Request/Remove Admin Access through the “Contact Us” form



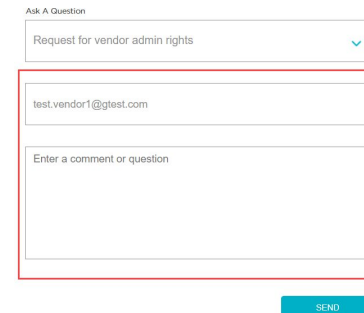
Step 2: Select “Ask a Question” and go to “Ask a Question – Choose a Topic” Box



Step 3: Select “Request for vendor admin rights” in the “Ask a Question – Choose a Topic” Box



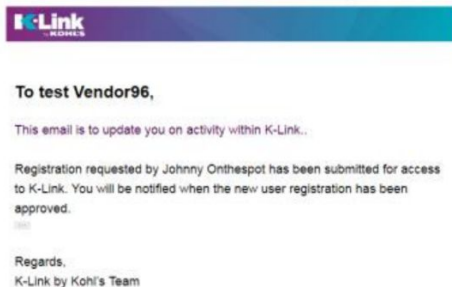
Step 4: Enter your email. In the comment field below request to have admin rights added or removed. Please include first and last name of the new admin user. Click “Send” once complete



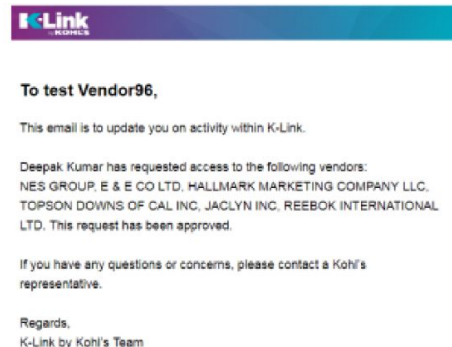
Vendor Admin Notifications

Vendor Admins will receive the following notifications: (1) When a vendor user submits a new registration, (2) A current vendor user adds a vendor number to their profile and (3) When admin rights are granted to a vendor user by Kohl's. There is no additional action that needs to be taken. Note: Email preferences must be on to receive these email notifications. Example notifications below:

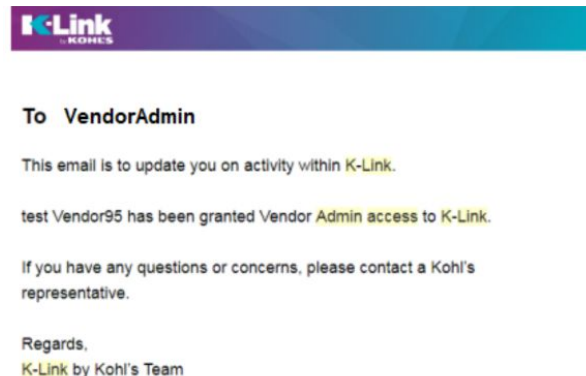
- When a vendor user submits new registration



- When a current vendor user adds a vendor number to their profile



- When admin rights are granted to a vendor user by Kohl's.

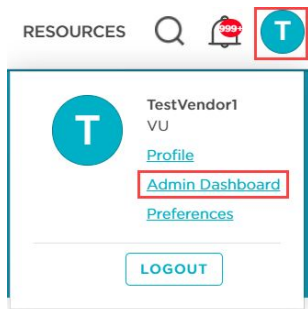


Quick Reference Guide - Vendor Admin Access

Removing Existing Users from Vendor's Account

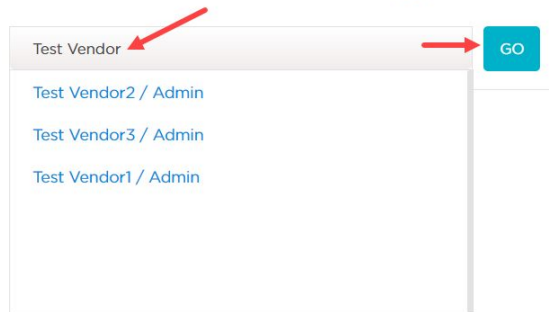
If a vendor user is no longer associated with the company, the Vendor Admin can remove that user from K-Link.

Step 1: SELECT the Blue Circle in the Upper Right Corner of K-Link Dashboard. Select "Admin Dashboard".



Step 2: SEARCH for the vendor user that you would manage and click "Go". Select the name of the user you are looking to edit.

Find the user to manage



Step 3: CLICK "Delete This User"

Test Vendor2

Role Vendor
Company H-N
Title
Email test.vendor2@gtest.com



My Vendors

NAME	VENDOR NUMBER
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Step 4: CONFIRM that you want to remove user by clicking "Yes".

