

User Management: Sub-Client Accounts

If you wish to add subsidiaries or sub-clients to your Nexae profile, then you can do so with the Sub-Client account feature on Nexae. You can control what your sub-client has access to whilst only displaying their shipments, keeping certain features and other shipments hidden.

Adding a Sub-Client

Step 1) Click on '**settings**' and at the bottom of the '**Company Info**' tab you will find the option to add sub-client accounts.



Step 2) Select '**Add New Sub Company**' and fill in the required details. Click '**Save**' and the new sub-client will appear below in the table below.

Step 3) If, at anytime you wish to edit the details of a sub-client, then select the pencil icon to the right of the table.



Adding a User to a Sub-Client

Step 1) Click on '**settings**' and at the top of the '**User Management**' tab you will find the option to add new users.



Step 2) Select '**Add New User**' and fill in the required details. You have the option to choose what user's have access to by **selecting/deselecting** the various features. Make sure, when entering the details **you select the correct** sub company to avoid any issues with other sub-client accounts.

Sub Company:

Open to select

Step 3) Once submitted, an email will be sent to confirm their username and login URL.

If you require further assistance or information then please contact your account handler or email **clientservices@mhi.co** to find out more!

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