A — Sign up in order to open up an account and get access to your personal dashboard.

B — Upon approval, you'll receive the "Activation" email.

C — You will receive another email titled "Instruction & Permission". This is a fundamental step and we strongly encourage you to do it with such good faith.

D — Now you can submit a support ticket with your project from your dashboard. Our expert team is able to assist you with all different aspects of your business with Amazon (e.g., professional photography of your products, creating new product pages, creating bundles and variations, adding a bulk of products in your inventory listing, marketing, restocking strategies, choosing products, creating an Amazon store and etc.)

E — The help desk will contact you via the "Appointment email" to schedule a phone/skype appointment with you at your best convenience.

F — We contact you via phone/skype and screen sharing (if needed). We will walk with you through steps to address your concerns.
Note. *This consultation is free of charge*.

G — If there are any subsequent steps according to your project, your rep will take care of your appeal and provide you with the results.
Note. *You will be charged after we get the job done.*

H — Once we are done with your order, you will be notified via "Payment" email.

I — Your project will be delivered after the payment is gone through.

Setting Up Your Amazon Seller
Central Limited Permissions
For Requested Services

In order for us to provide you with your requested services, you will need to you will need to add amzFulfillmentCenter as an extra user in your seller account. This document will give you instructions on how to do that. Please note that we do not see your financial information in this sub-account.

Account User Permissions
When you first set up your Seller Central account, you as the original registered user are the only one who can access your Seller account. For anyone else to access your account with specified permissions, you will need to set up another user account. There may be various other reasons that you may want other users to access your account. For example, you might want a co-worker to manage your orders or to handle your shipping confirmations.

Invitation Model Overview
Seller Central uses an invitation model to manage user accounts. First, you, as the account manager or administrator, using the User Permissions page, invite a user to create an account on your Seller Central account. Next, you need to configure the permissions for each user after the user accepts the invitation. By inviting users into the system and then configuring their permissions, you are assured that the appropriate user accounts are linked to the right owners and that the correct permissions apply to the intended users.

Invitation Process Overview
This invitation process just takes a few simple steps:

1. Using the User Permissions page, you add a user and Amazon will send an e-mail invitation to each new user (amzFulfillmentCenter).
2. The new user (amzFulfillmentCenter) clicks the link inside the email and navigates to a page where they accept the invitation.

3. Amazon then notifies you of the accepted invitation
4. After the invitation process is complete, the new user has their own username and password to access the system. The next step is for you to assign the appropriate rights to that user.

User Invitation Step by Step – Please use these steps to guide you.
Step One: You Will Send the Invitation

The first step is to invite the user.

1. On the home page of your Seller Central account, in the top right corner, hover over settings.
2. A dropdown menu will appear, click on "User Permissions"
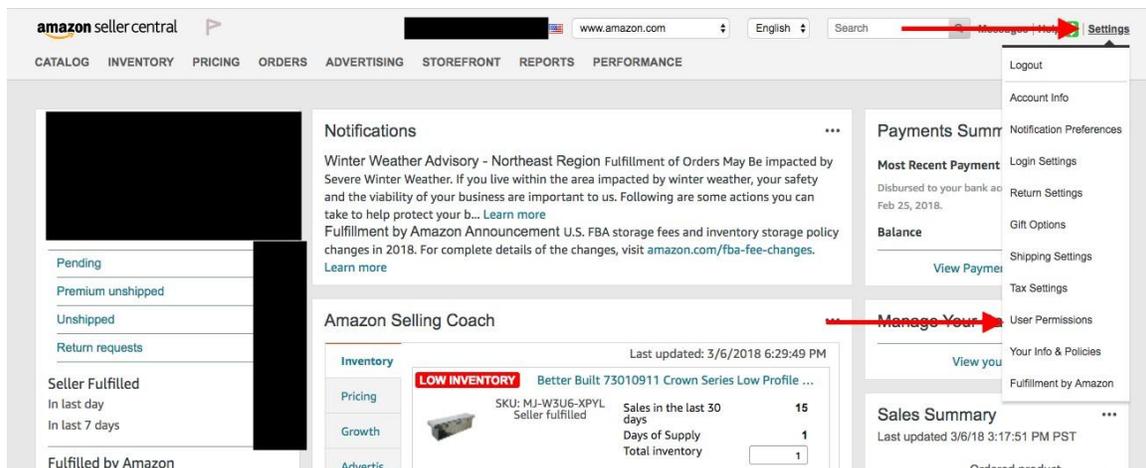
3. On the permissions page go to the section that states "Add A New Seller Central User"
4. Enter **amzFulfillmentCenter** in the "name" box and enter **helpdesk@amzFulfillmentCenter.com** in the "Email" box
5. Click the Send Invitation button.

Step Two: We Receive the Invitation Email

1. After receiving the Amazon invitation, we will accept your invitation within a few hours.
2. You will receive a notification from Amazon that the invitation has been accepted

Step Three: You Will Access Seller Central and Create the Account

After you receive an email from Amazon that the new user has been authorized, you will need to set the appropriate permissions for the new user, "amzFulfillmentCenter".

1. Use the right-hand menu and go to User Permissions.
2. On the right of the "amzFulfillmentCenter" user, click the Manage Permissions button.

3. In the first section of the User Permissions page, you will see the Inventory section. Click on the View/Edit button as following:

4. Scroll down to Setting section and make the necessary changes.

Settings	None	View	View & Edit	Admin
Amazon Business Seller Feature Access	○		●	
Fulfillment Settings	○		●	
Gift Options	○	●	○	
Manage Your Cases	○	○	●	
Enables user to create, view, and reply to all support cases on your Selling Account.				
Seller Configuration	○	●	○	○
Shipping Settings	○	○	●	
Tax Settings	●		○	
User Permissions	●		○	
Warning: by granting this right you are making this user a superuser.				

5. Scroll down to Media section and make the necessary changes.

Media Upload	None	View	View & Edit	Admin
Image Uploading	○	○	●	

6. Scroll down to the bottom of the page and click Continue
Once you have completed this step you will see a green checkmark near the top of the screen and the Inventory section will be highlighted in green.

Congratulations! You have successfully completed the invitation process!