Multi-user account access

<h2><p>With multi-user account access, you can delegate aspects of managing your eBay account to your employees.</p>

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<h2><h3>Multi-user account access is a great way to delegate your workload by granting secure access to other eBay members to perform key tasks such as creating listings, printing shipping labels and managing resolutions on your behalf.</h3>

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<h2>Multi-user account access (MUAA) is a great way to delegate your workload. For example, you can assign specific tasks to an employee, such as creating your eBay listings or printing shipping labels. You'll also access detailed activity logs for each account you add.<h2 id="section1">How multi-user account access works</h2>With MUAA, you can grant access to your account to other eBay users by sending invites from the Account Permissions page in My eBay.You'll need to be opted in to Seller Hub so that, once invited, other users can manage aspects of your account.If the person you wish to grant access to doesn't have an eBay account, they'll need to create an account first.You can choose to grant any of the following selling permissions:
Create and edit drafts
Publish and revise listings
View orders
Download order report
Add shipping tracking
Print shipping labels
Research products using Terapeak
Manage refunds, requests and disputes
Create and manage promotions, buyer groups
Create and manage advertising campaigns
Manage member to member messages
Once

you've selected the permissions you wish to grant to another eBay member, they can only act on your behalf while in Seller Hub, and can only perform the tasks you've given them permission for. Your password and any other personal details associated with your account are secure and won't be shared with the accounts you invite through MUAA.TipBefore you send an invitation, consider creating new eBay accounts to manage specific aspects of your business. For example, if you're inviting an employee to access your account, they could create a new eBay account that will only be used to perform tasks for your business. This will avoid any confusion with their personal buying or selling activity.<h2 id="section2">How to send an invitation from My eBay</h2>
Go to the Account Permissions page in My eBay.
Select Add user.
Enter the name and email address of the user you'd like to add and select the permissions.
Select Add user.
You can invite multiple accounts to perform tasks on behalf of your business. As an additional safety measure, invited accounts will be required to enable 2FA (2 Factor Authentication) to access your account.If the recipient of the email doesn't have an eBay account, they'll need to create an account using the email address the invitation was sent to.<h2 id="section3">Managing your MUAA invitations and permissions</h2>You can manage your MUAA invitations and permissions from the Account Permissions page in My eBay.Go to Account Permissions - opens in new window or tabFrom this page you can do the following:
View a list of all accounts you've sent invitations to
Invitations that haven't been accepted will show as pending and will expire after 24 hours
Revoke an invitation if you've accidentally invited the wrong person
Change or remove permission from an account
TipThere is no limit to the number of users that can be granted access to your account.<h2 id="section4">Viewing your account activity logs</h2>Once you've granted permissions to other users to manage your account, you can view detailed activity logs on

any actions taken.Here's how to view your activity logs:
Go to My eBay and select Account.
Under Account Preferences, select Permissions.
Select Activity.
You'll see a detailed log of each action performed on your behalf, including dates and times and which account completed the task.<h2 id="section5">How authorized users can switch accounts</h2>When you grant access to an authorized user, they'll see a blue banner across the top of the page in Seller Hub, letting them know which account they're acting on behalf of.If they need to switch to another account to manage a different part of your business, they can select Switch account in the banner.They can also switch accounts in My eBay. Here's how:
Go to the Account Permissions page in My eBay and select Account access.
Select the I’d like to dropdown next to the account you’d like to use.
Select Go to Seller Hub.
TipThere is no limit to the number of accounts that you can be given access to using the same eBay account.</h2>

<h2>multi-user account access,MUAA,add user,eBay account permissions,account access,delegate</h2>