



Secondary Access Setup

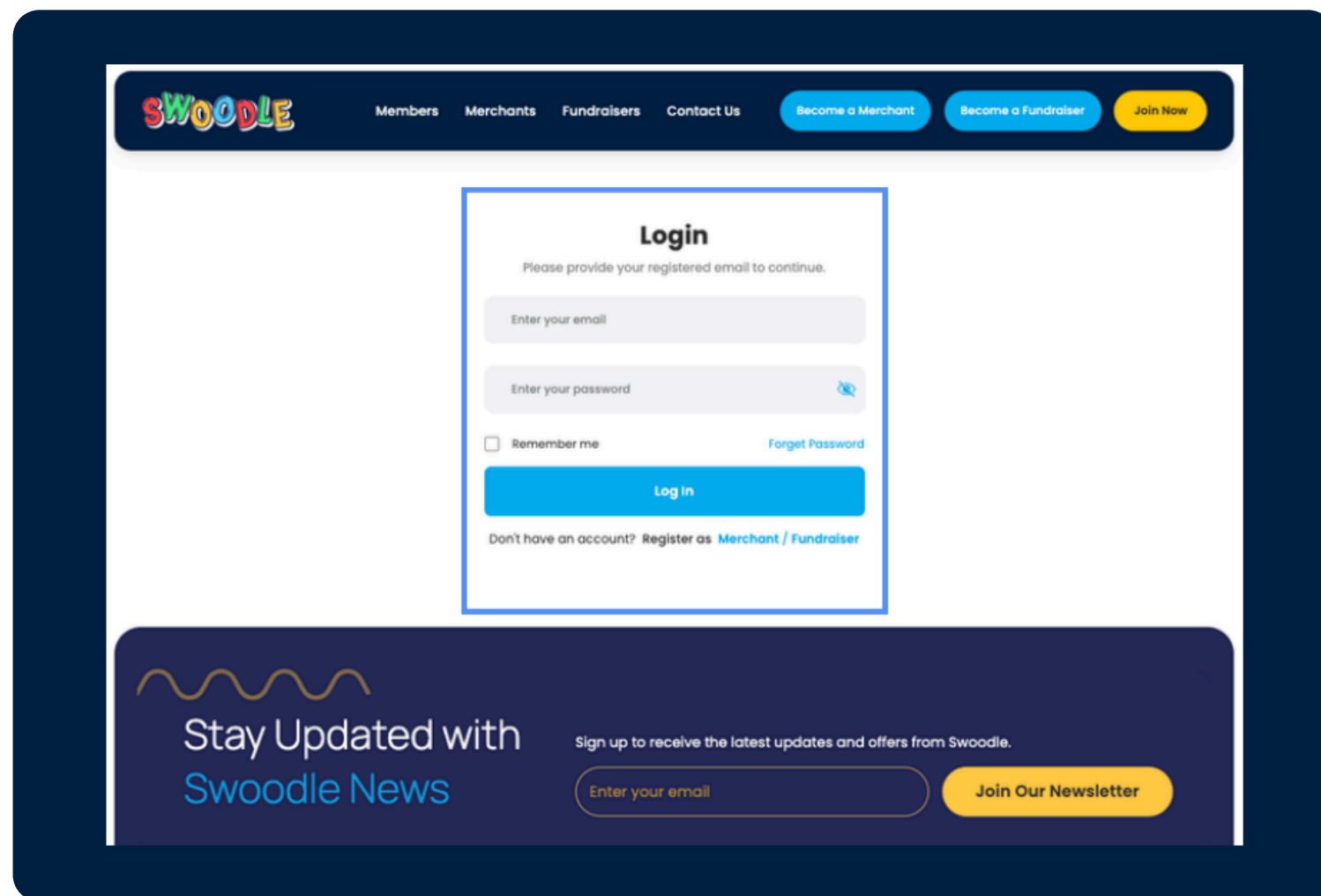
Learn how to securely add secondary users to your Swoodle Merchant Portal, giving your team access to manage offers, view account activity, and support day-to-day operations.



LOG IN TO MERCHANT PORTAL

Merchants can access their account by visiting the Swoodle Merchant

Login page: <https://panel.swoodle.com.au/>



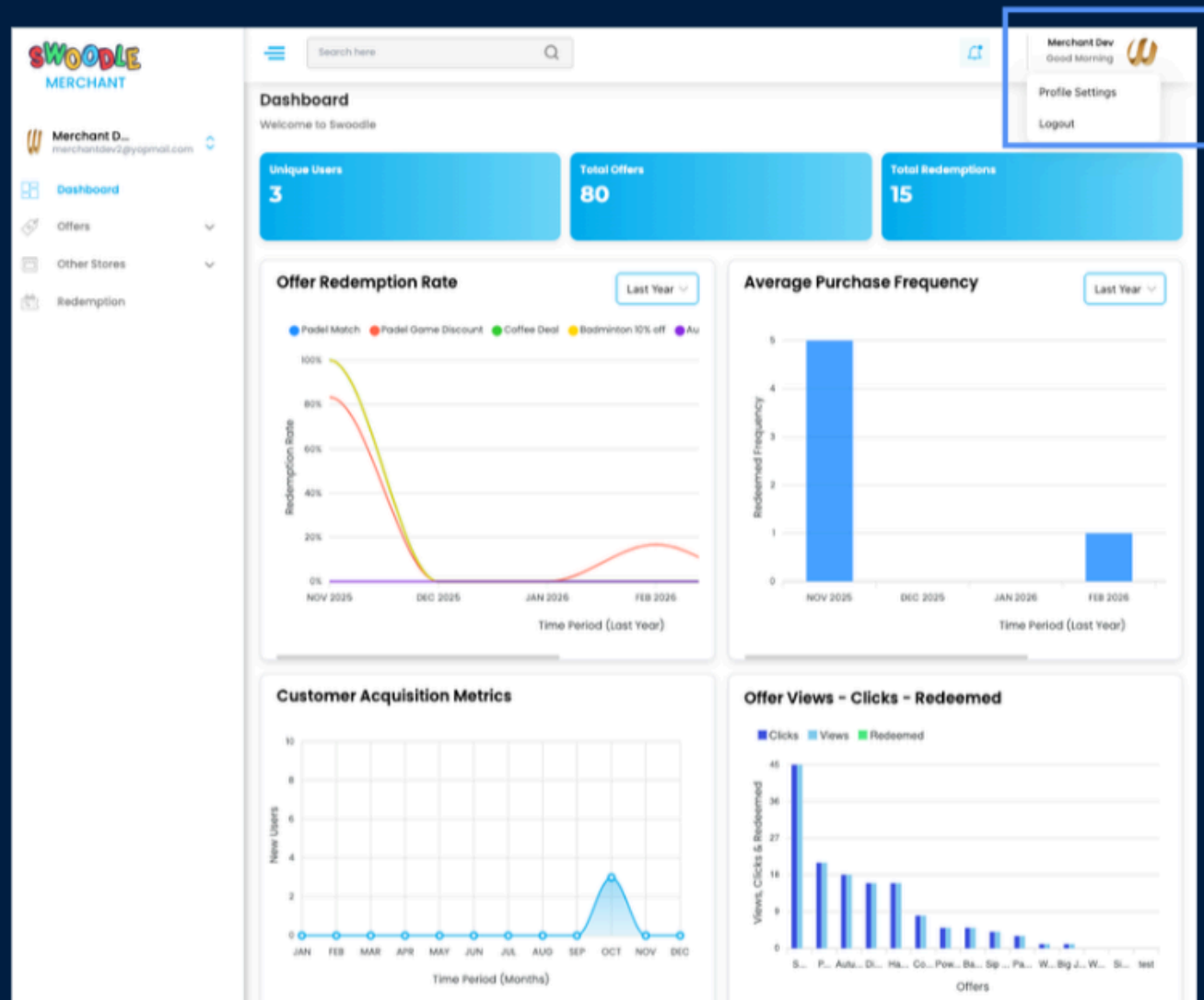
Instructions

1. Enter your registered email and password.
2. Click “**Log In**” to access your Dashboard.

ACCESS PROFILE SETTINGS

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Instructions

1. Click your Business Name & Logo (top right)
2. Select **Profile Settings** from the dropdown

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ADD SECONDARY EMAIL ACCESS

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The screenshot shows the Swoodle Merchant dashboard. The left sidebar contains the Swoodle Merchant logo and a menu with items: Dashboard, Offers, Other Stores, and Redemption. The main content area is titled 'Profile Information' and includes sections for 'Update Password', 'Store Location', 'Store Type', and 'Attach Secondary Email'. The 'Attach Secondary Email' section is highlighted with a blue box and contains a text input field labeled 'Enter email address...' and an 'Add' button. The 'Store Location' section shows a map with a pin at 60A Brimbank Rd, Kellar East VIC 3033, Au. The 'Store Type' section has a checkbox for 'I deal in online offers and don't have a physical address.' The 'About Business' section at the bottom contains a text area with the text 'Hi, I'm a Dev merchant tester.'

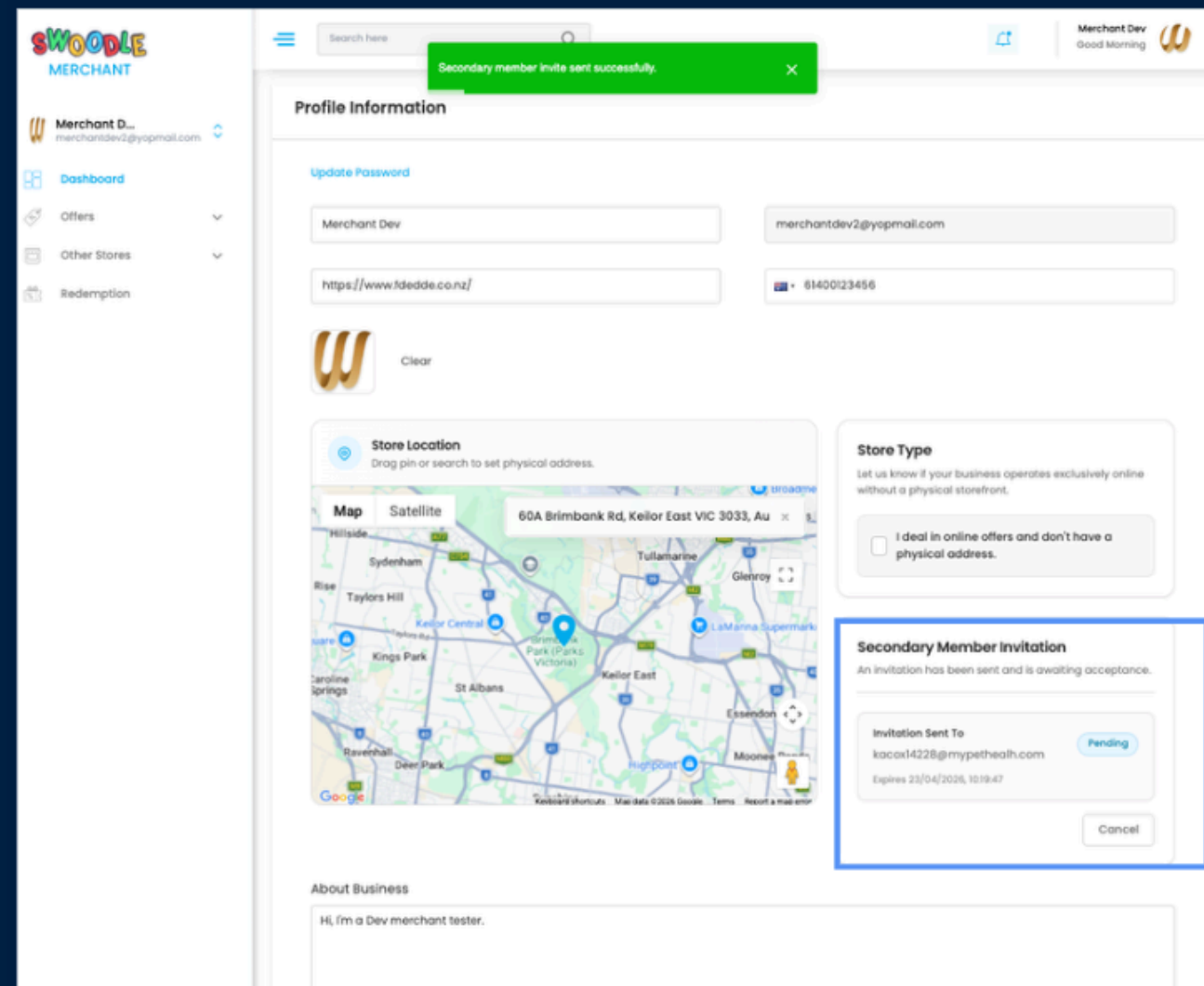
Instructions

1. Scroll to **"Attach Secondary Email"**
2. Enter the additional user's email address
3. Click **Add**

USER RECEIVES INVITATION

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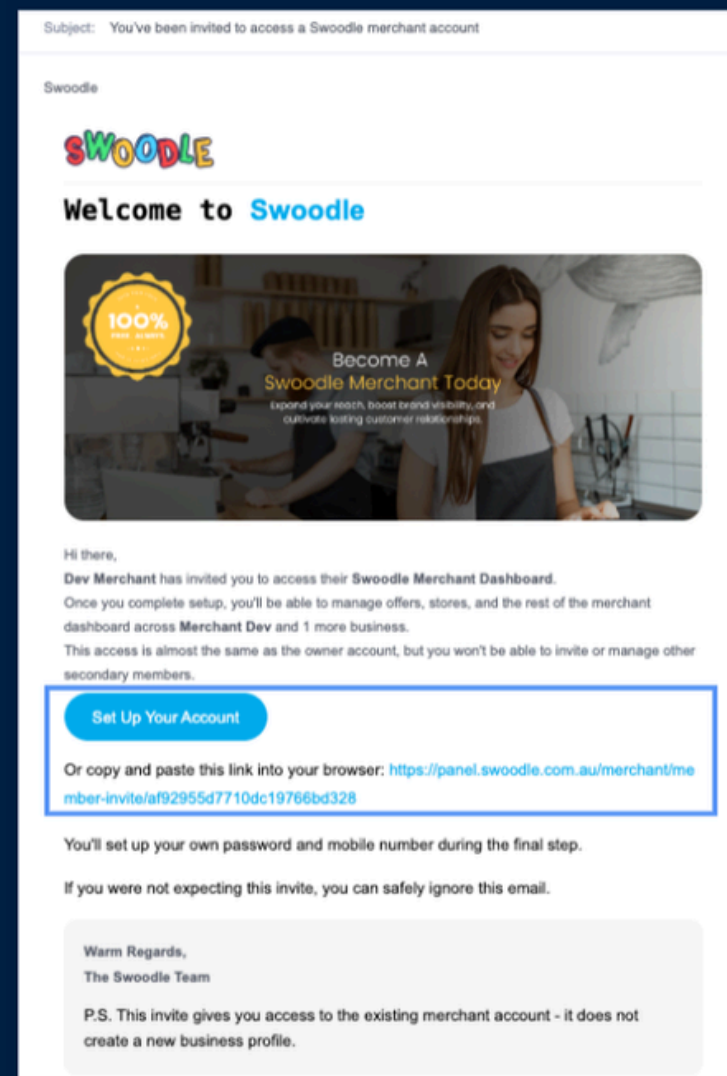
Instructions

1. New user receives an email invite
2. Click **"Set up your Account"**
3. Create login details

COMPLETE ACCOUNT SETUP

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Instructions

1. Enter name and contact number
2. Create password
3. Submit to activate access

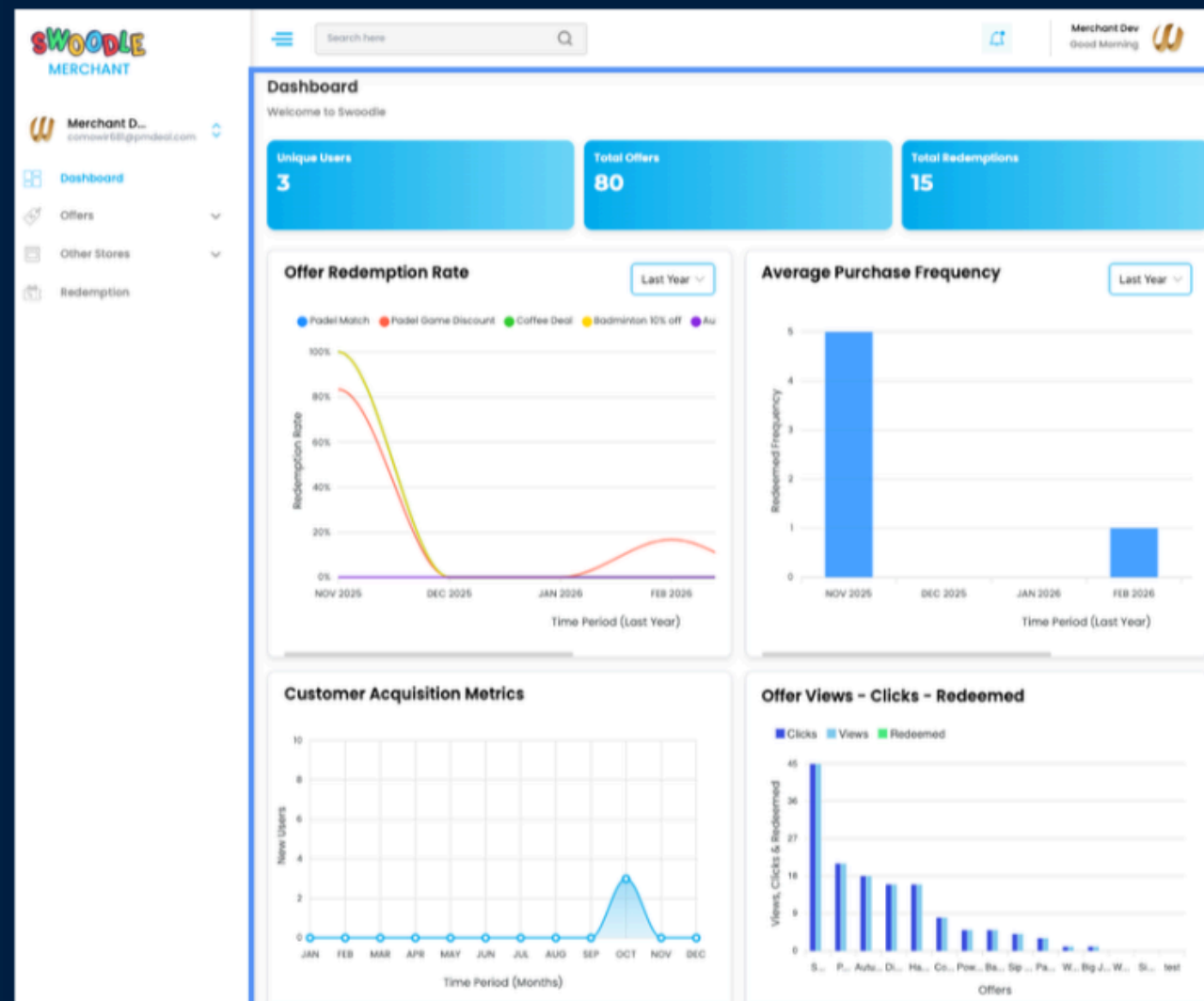
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SECONDARY ACCESS ENABLED

Merchants can access their account by visiting the Swoodle Merchant

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Instructions

Fill in your name, contact number and create your account

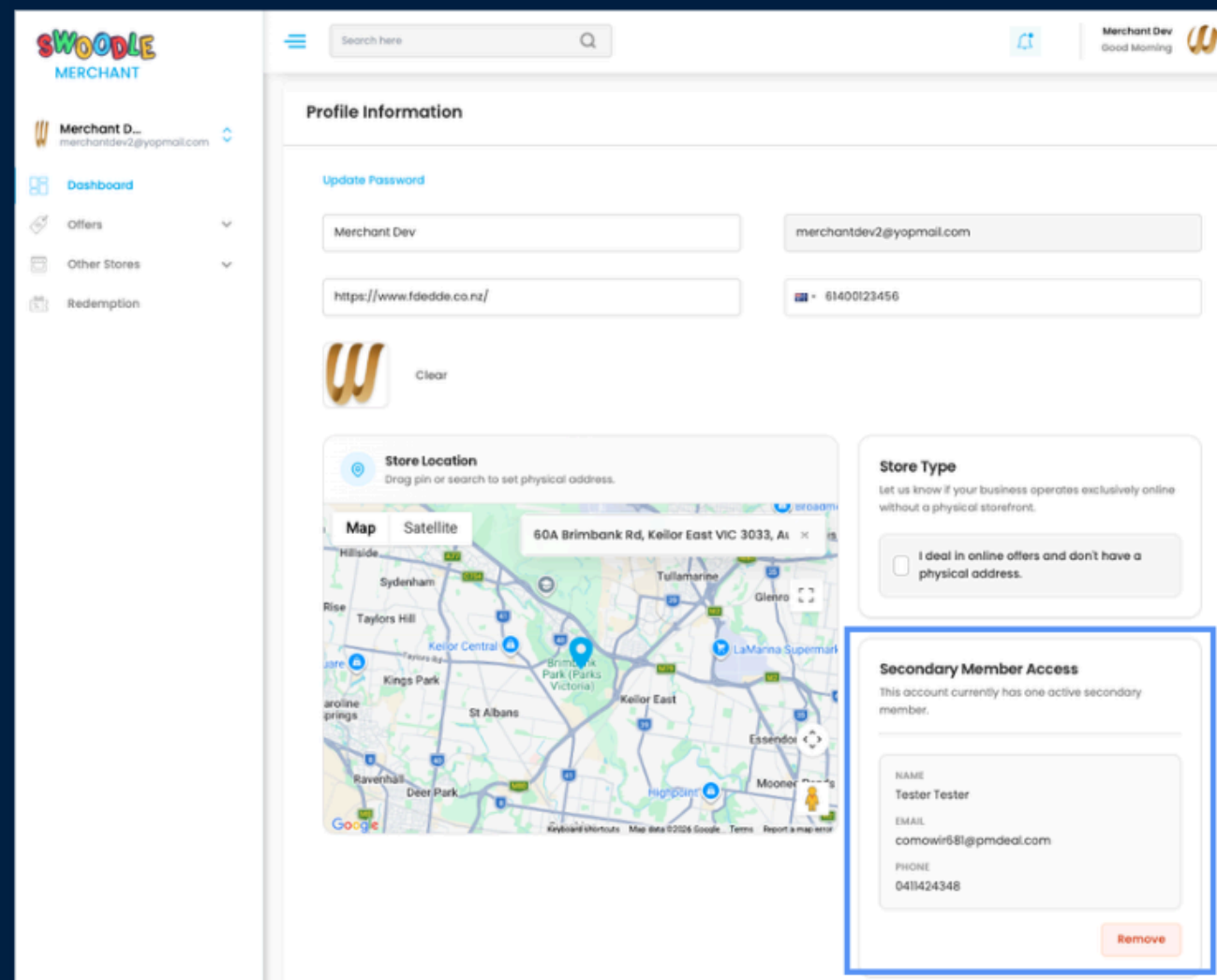
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MANAGE OR REMOVE ACCESS

Merchants can access their account by visiting the Swoodle Merchant

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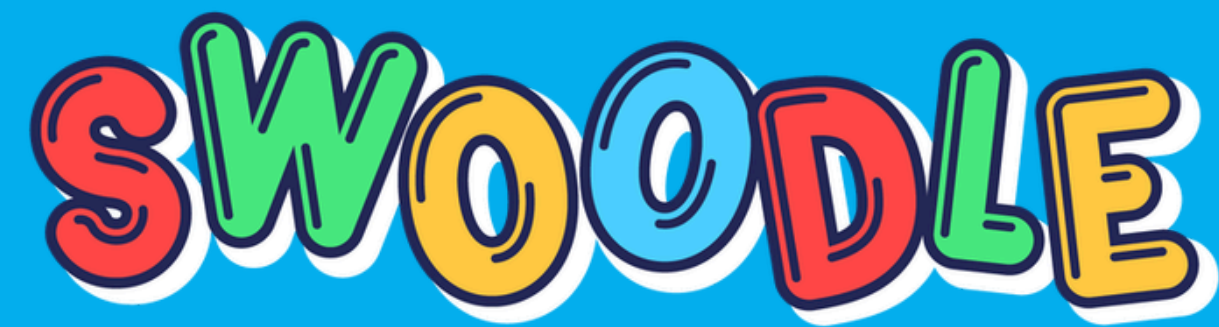


Instructions

Modify or remove secondary users anytime

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Members save. Businesses grow. Fundraisers get support.