# ZALORA

# Seller Center Settings

May 2025

# Seller Center Settings

1. Adding & Managing Seller Center Users

2. API Key & Integration Management

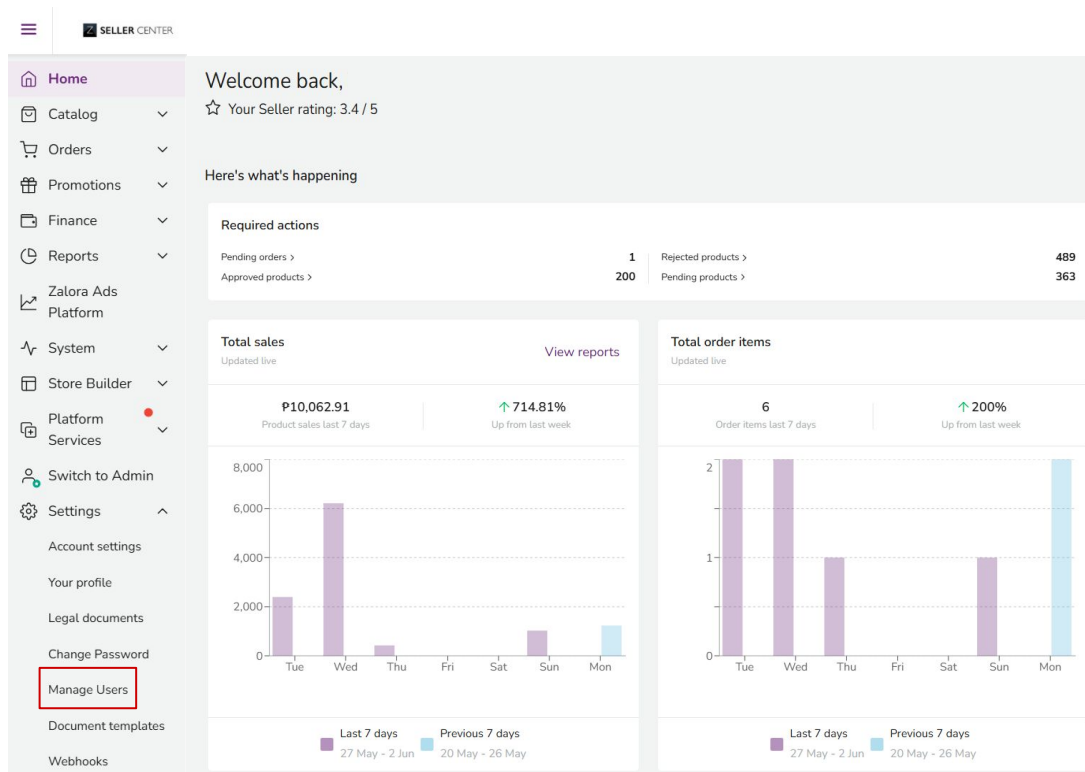ZALORA

# Adding & Managing Seller Center Users

# Adding users to your Seller Center account

You can add users to run your Zalora Seller Center account.

You can choose the function of these users according to your needs
The maximum number of users you can add is 4 users in one Seller Center.

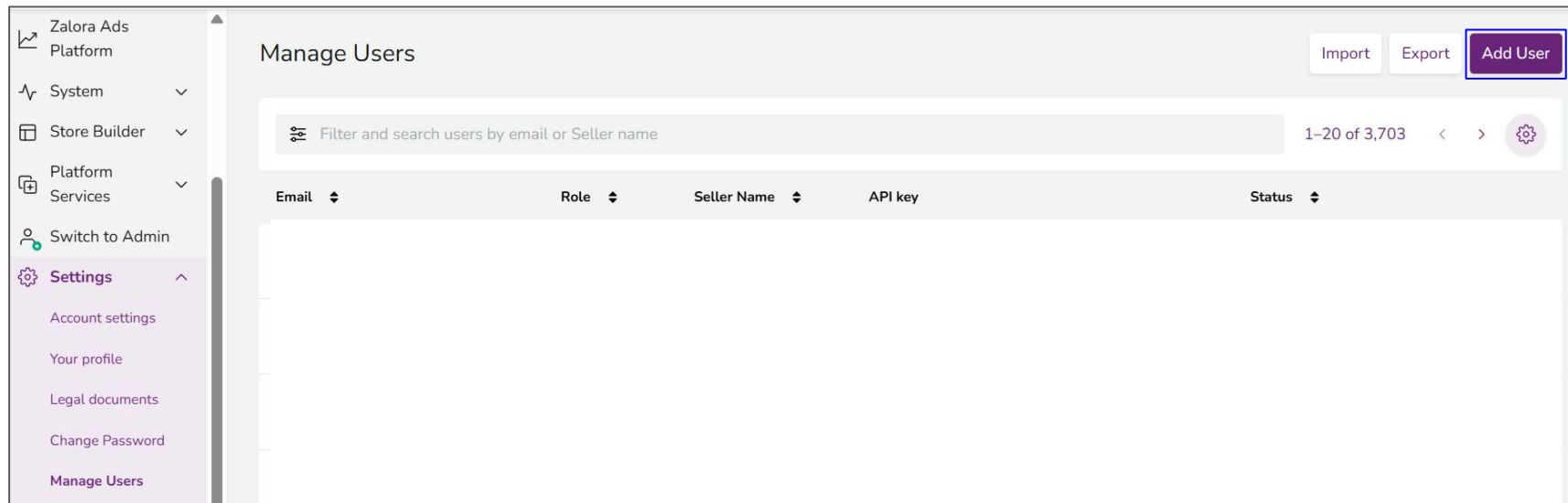Steps to add users to your Seller Center account:

**1** Click the Settings menu > **Manage Users**

# Adding users to your Seller Center account

**2**     Click the button **Add User**

| | |
|---|---|
| Zalora Ads Platform | |

**Manage Users**

Import   Export   **Add User**

- System
- Store Builder
- Platform Services
- Switch to Admin
- **Settings**
  - Account settings
  - Your profile
  - Legal documents
  - Change Password
  - **Manage Users**

Filter and search users by email or Seller name

1–20 of 3,703   ‹   ›

| Email | Role | Seller Name | API key | Status |
|---|---|---|---|---|

# Adding users to your Seller Center account

**3** Fill in some required information on the page **Add User**:

## Add User ✕

Role*

| Seller Full Access | ⌄ |

Email Address*

Name*

Default Language*

| English | ⌄ |

User Settings
- ☑ Active*
- ☑ Allow using password*

Cancel  **Save**

## Add User ✕

Role*

| Seller Full Access | ⌃ |

- Seller Full Access
- Seller Catalog Access
- Seller Order Access
- Seller API Access
- Seller API Product Access
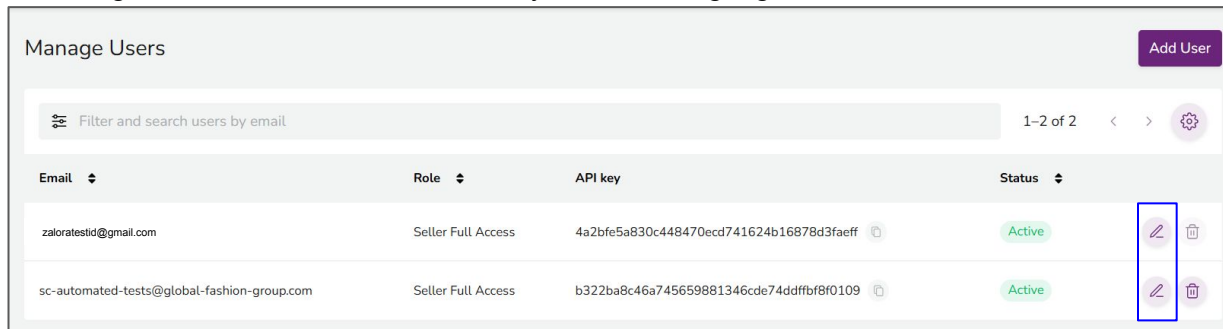- Seller API Order Access
- Developer
- Seller Finance Access

A. Select the role option depending on the access restrictions you grant to the user:
   - **Seller Full Access** – access to all features
   - **Seller Catalog Access** – access only to the Products tab
   - **Seller Order Access** – access only to the Orders tab
   - **Seller API Access** – access to your API account to all features
   - **Seller API Product Access** – access to your API account only to the Products tab
   - **Seller API Order Access** – access to your API account only to the Orders tab
   - **Seller Finance Access** – access only to the Reports tab

B. Fill in the email address that will be added to your Seller Center account

C. Make sure the **Active and Allow using password** sections are checked to activate the newly created user account

D. If all the information is correct, click **Save**

E. A notification email will be sent to the email you registered, check the **Inbox/Spam** folder on the email

F. After **Reset Password**, the email can be used to **Login to your Seller Center**

# Managing Seller Center Users

**A**  **Changing User Access**

To change user role access, name, activity status or language, click **Edit:**
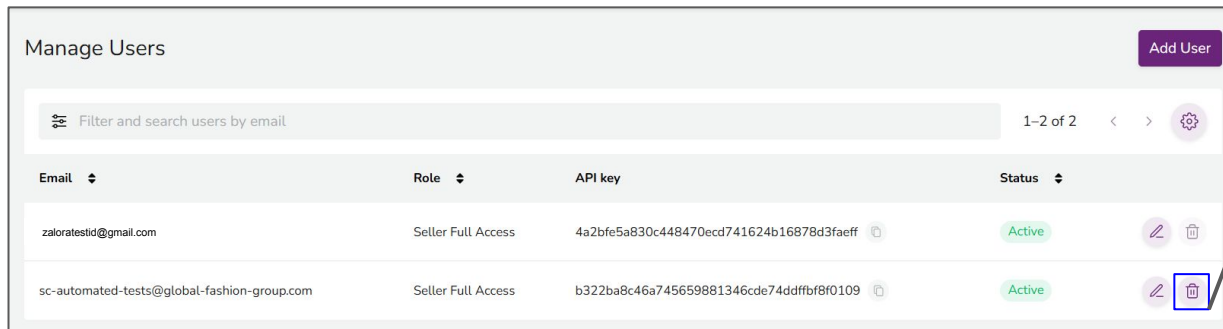
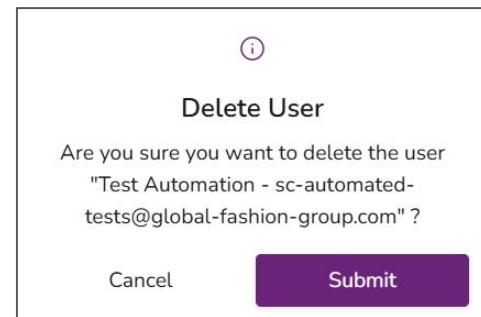| Manage Users | | | | Add User |
|---|---|---|---|---|
| Filter and search users by email | | | 1–2 of 2 | |
| **Email** ⇵ | **Role** ⇵ | **API key** | **Status** ⇵ | |
| zaloratestid@gmail.com | Seller Full Access | 4a2bfe5a830c448470ecd741624b16878d3faeff | Active | ✎ 🗑 |
| sc-automated-tests@global-fashion-group.com | Seller Full Access | b322ba8c46a745659881346cde74ddffbf8f0109 | Active | ✎ 🗑 |

**B**

To delete a user, click the **Delete** button
- A notification pop-up will appear to confirm
- Click **"Submit"** to complete the user deletion, or **"Cancel"** to cancel.

| Manage Users | | | | Add User |
|---|---|---|---|---|
| Filter and search users by email | | | 1–2 of 2 | |
| **Email** ⇵ | **Role** ⇵ | **API key** | **Status** ⇵ | |
| zaloratestid@gmail.com | Seller Full Access | 4a2bfe5a830c448470ecd741624b16878d3faeff | Active | ✎ 🗑 |
| sc-automated-tests@global-fashion-group.com | Seller Full Access | b322ba8c46a745659881346cde74ddffbf8f0109 | Active | ✎ 🗑 |

ⓘ

**Delete User**

Are you sure you want to delete the user
"Test Automation - sc-automated-
tests@global-fashion-group.com" ?
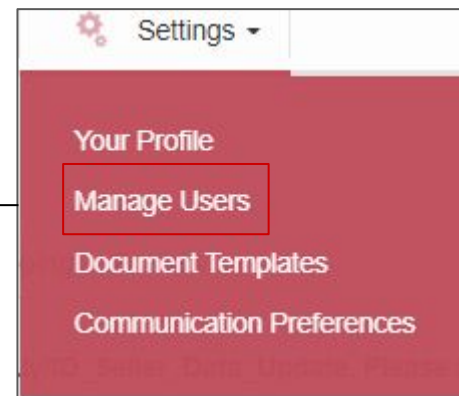
Cancel          **Submit**

# API Key & Integration Management

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# API Key & Integration Management

If you are using a **Third Party or API** to run your Seller Center, you can find the **API Key** in the menu
**Settings > Manage User**

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