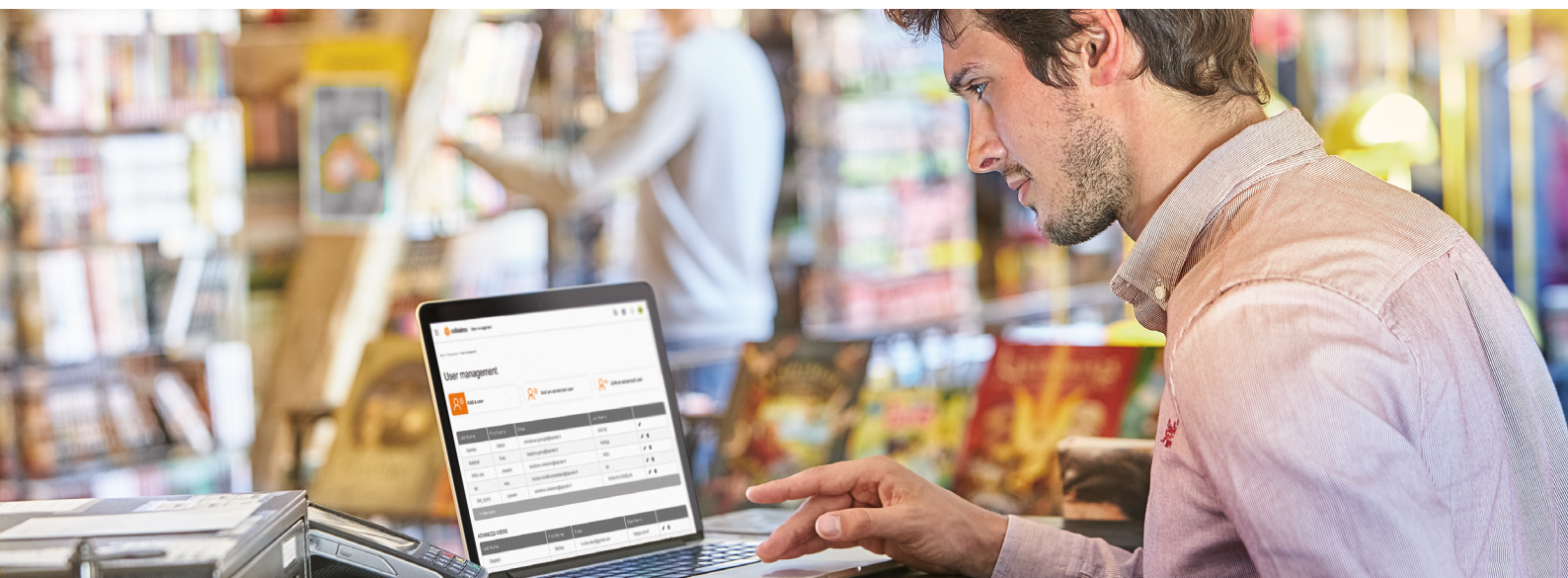
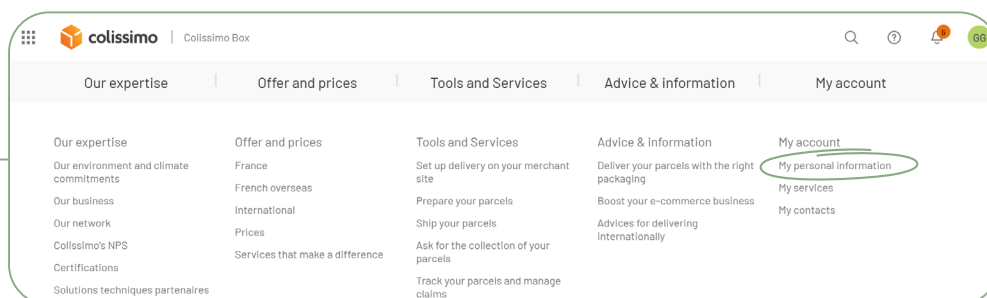


# How can I manage user accounts on my Colissimo Box?



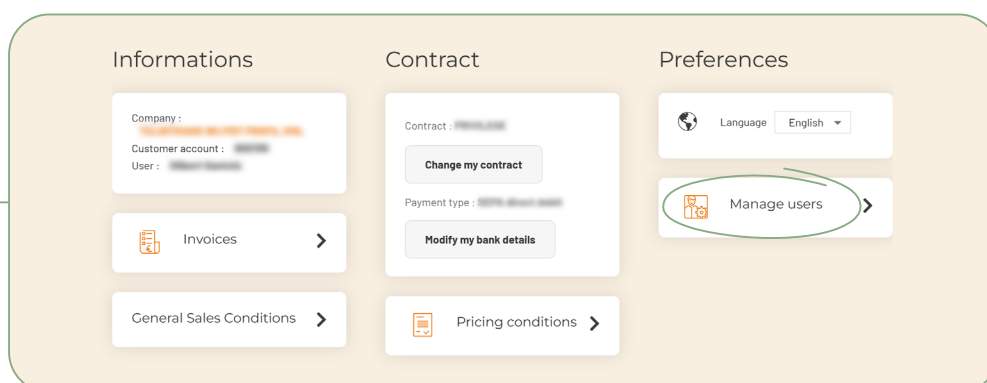
1

In the « **My account** » menu, select « **My personal information** »



2

Click on « **Manage users** »



3

Manage your users by giving them the **level of access they require**

**User management**

Home > My account > User management

**Add a user** **Add an advanced user** **Link an advanced user**

Last Name	First Name	Email	User Name	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	

See more

**ADVANCED USERS**

Last Name	First Name	Email	User Name	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	
Colissimo	Colissimo	colissimo.guest@colissimo.fr	colissimo	

See more

User Guide Export advanced users

- A Add a user:** gives your staff personalised access to applications (franking and returns, tracking, delivery, etc.).
- B Add an advanced user:** gives you a consolidated view of all your accounts. The advanced user must create their login details.
- C Link an advanced user:** allows you to link an existing «advanced user» to a new customer account (one advanced user = one e-mail address).

## CONTACT US



### IT support and assistance

For all your **technical queries:**  
integration, labeling and tracking solutions

**0 241 742 088** Free service + price call

Monday to Friday (excluding public holidays) 8am to 6pm



### Customer service

For all your **post-shipment queries**

**0 825 878 888** Service 0.20 € / min + price call

Monday to Friday (excluding public holidays) 8am to 6pm