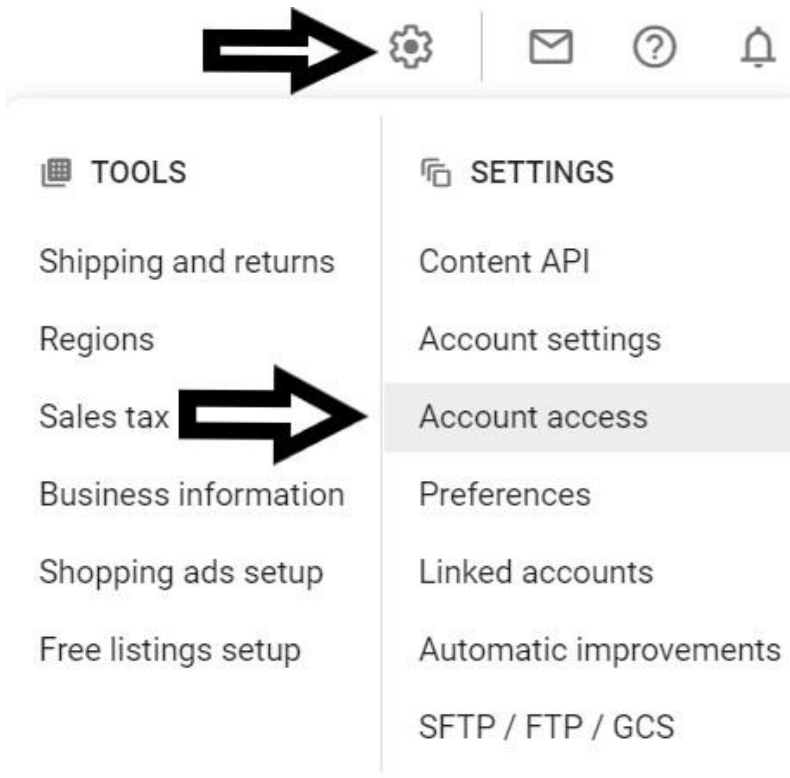


HOW TO CONNECT TO NOVICELL MANAGER ACCOUNT  
GOOGLE MERCHANT CENTER

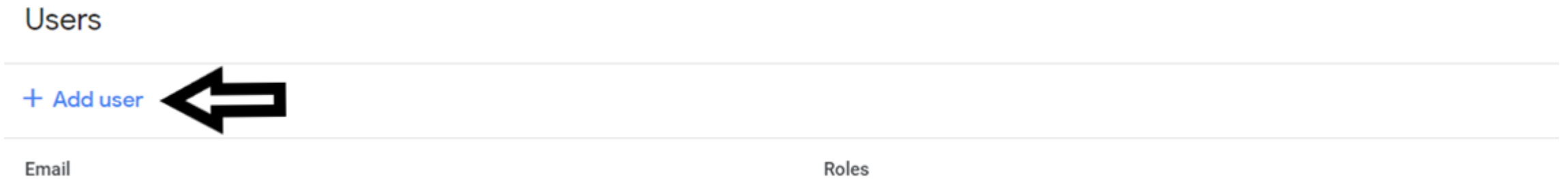
# STEP BY STEP

1. Start by logging onto Google Merchant Center, where you will be met by the front page.
2. Click on the tool's icon in the top right corner and then select Account access / Kontoadgang under Settings / Indstillinger.



# STEP BY STEP

3. Click on + Add User.



4. Enter [novicellcpt@gmail.com](mailto:novicellcpt@gmail.com) and click Add user.

# STEP BY STEP

5. Select the permissions for the new user:

First, tick of Admin / Administrator.

Second, press Add user / Tilføj bruger.

Regarding the email-notifications, you can just select the ones already ticked of when you are redirected to this site.

6. Click Save.

The screenshot shows a user configuration interface. The top section, titled "User access", has a sub-header "Choose what kind of access this person should have". It contains three radio button options: "Admin" (checked), "Standard", and "Google Customer Reviews manager". A large black arrow labeled "1." points to the "Admin" option. The bottom section, titled "Email notifications", has a sub-header "Select which types of Merchant Center emails you'd like this user to receive". It lists eight notification types with toggle switches: "Mandatory service announcements" (on), "Tips and best practices" (on), "Surveys and beta invites" (on), "Opportunities" (off), "Product data alerts" (off), "Orders" (off), "Returns" (on), and "Reports" (on). A large black arrow labeled "2." points to the "Add user" button at the bottom left of the interface.

User access

Choose what kind of access this person should have

1. →

Admin ?

Standard ?

Google Customer Reviews manager ?

Email notifications

Select which types of Merchant Center emails you'd like this user to receive

Mandatory service announcements

Tips and best practices

Surveys and beta invites

Opportunities

Product data alerts ?

Orders

Returns

Reports

2. ↓

Add user Cancel