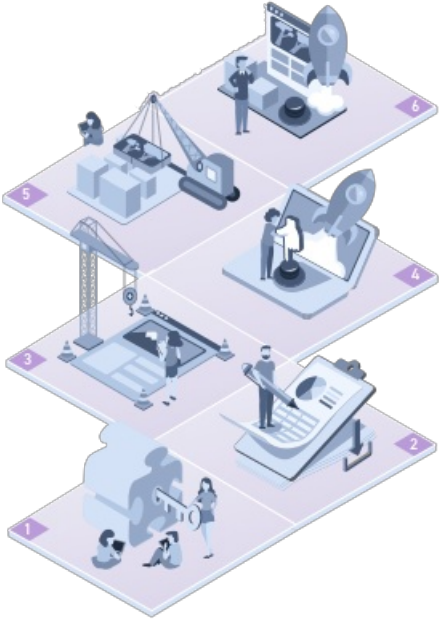


Manage Users

Access to the Monetate platform as well as the transmission and processing of all requests is secure (HTTPS). Access to your account is limited to users with login permissions. There are seven levels of account access in the platform.

	<ol style="list-style-type: none">1. Administrator: Can create and change user credentials and assign account access, construct and activate new experiences, and can use Builders to create actions, events, and targets. Can update domain time zone settings and add SFTP users. Additionally, administrators can control which users have the ability to modify experiences.2. Experience Manager: Can construct and activate new experiences and can use Builders to create actions, events, and targets.3. Action Building: Can construct new experiences, but not push them live. Can use Builders to create actions, events, and targets.4. Experience Building and Activation: Can construct and activate new experiences and can create, view, and download reports.5. Experience Building: Can construct new experiences, but not push them live. Can also create, view, and download reports.6. Reporting Only: View only access for the entire account and can create, view, and download reports.
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User Account Settings

To access user account settings, click the settings icon and then **Users**.

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Showing experiences and account analytics from 30 DAYS ▾

Auto Personalization experiences
Create an Automated Personalization experience to deliver true 1:1 personalization and optimal goal performance

Dynamic Test experiences
Create a Dynamic Test experience to dynamically allocate traffic to the best-performing variant

6 Standard

41 100%

ACCOUNT

- Sites
- API Documentation
- Users**
- Script Revision
- Integration
- Compliance Tools
- Default Metrics
- Email
- Seasonality
- Engine Context

CONTENT

- Experience Tags

METRIC VALUE PERFORM

Click a user name to configure the settings. You can update the first and last name for a user, adjust their role, toggle email notifications, choose a login method, and send an email to reset a password.

▼ DEMO USER (DEMO.USER@EMAIL.COM)

First name

Demo

Last name

User

Role

ADMINISTRATOR ▾

Receive email notifications for experience auto promotion, goal significance, and traffic alerts

NO

Receive Dataset SFTP Error email notifications for monetate-browser-testing.org

NO

Receive Dataset SFTP Success email notifications for monetate-browser-testing.org

NO

Receive Catalog Parsing Error email notifications for monetate-browser-testing.org

NO

Active user

YES

Login Method

MONETATE LOGIN - VIA MARKETER.MONETATE.NET ▾

[SEND RESET PASSWORD EMAIL](#)

Password Requirements

A password must meet the following requirements:

- Contain at least eight and no more than 50 characters
- Contain at least one letter
- Contain at least one numeral
- Cannot match any of your previous 16 passwords

You must change your password every 90 days.

Resetting a Password

If you forget your password, you can request a new one via the password reset link in the platform. After you request a new password, an email containing instructions is sent to the address you provided.

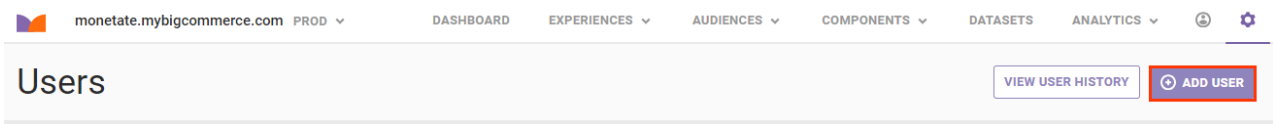
You have 60 minutes from the send time of that email to reset your password. If you fail to do so, you must submit another password reset request in the platform.

Adding a New User



Only users with the Administrator role can add new users and view user history.

To add a new user, click **ADD USER** in the top-right corner of the page.



Once you create an account and the activation email is sent to the new user, they have 60 minutes from send time to confirm their account before the link expires. If the link expires, request a new activation link using the Monetate Technical Support portal (support.monetate.com).