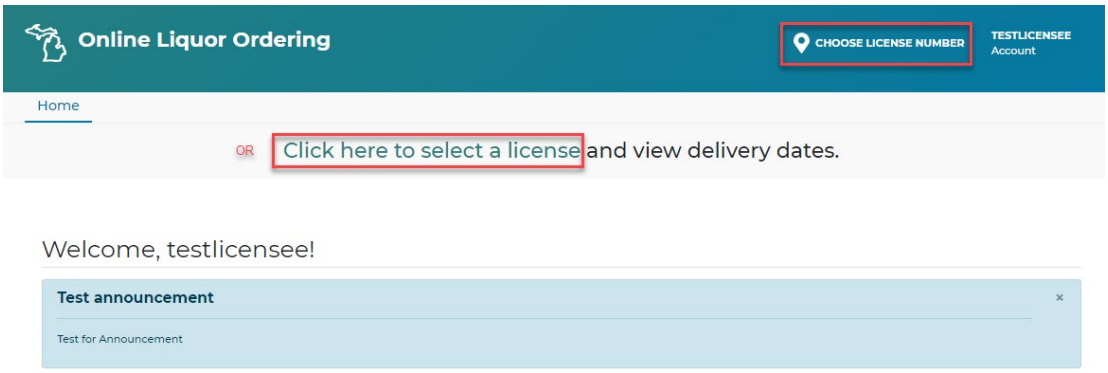
MILO Additional Features – adding another user

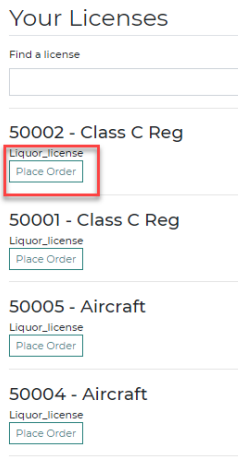
The Main OLO user (Owner) will have the ability to add two additional sub-users **per license number**. These sub-users will be able to place orders and the order history will be available for viewing by the Main OLO user. **Owner must select a license number in order to add users.**

Select a License Number

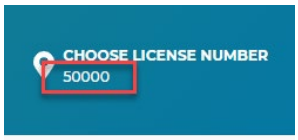
Licensees will choose a license number they would like to manage or place an order for. Licenses can be selected by choosing *Click here to select a license* or *Choose License Number*:



Your Licenses will display, select *Place Order* button under license you wish to place an order for.



After a license has been selected, the user will see a message that the license number has been validated. The license number will display under Choose License Number.

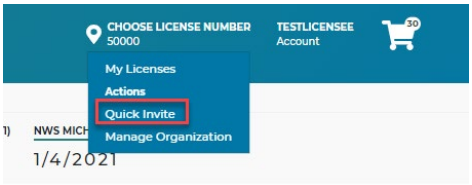


Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin managing the license or placing their liquor order.

Add a sub-user account

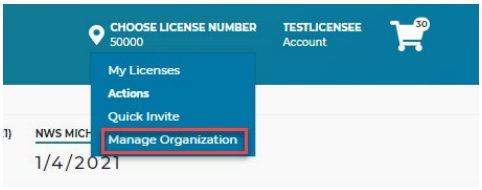
select Choose License Number in upper right corner, users can be added two different ways:

- select quick invite, enter email address of new user
  - New user will receive registration email link and should register account as directed above.

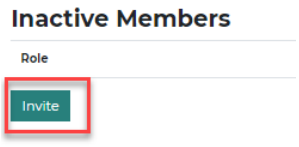


OR

- Select Manage Organization

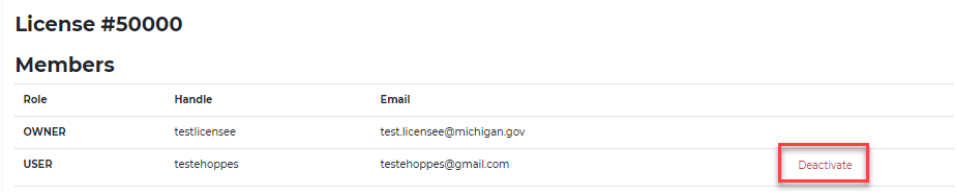


- From manage organization page select invite button, enter email address of new user
  - New user will receive registration email link and should register account as directed above.



An invitation email will be sent to the new sub-user to register. Once registered, the user will receive an additional email to activate the account and can begin placing orders.

OLO Main users can also disable a sub-user that has been added. Users can be disabled by selecting the "***Manage Organization***" link, then selecting deactivate next to the username.



Once disabled, the sub-user will no longer have access to the license in the OLO system.