



## **New User / Access Policy for Nutechonline / Croxleyonline**

***Friday 14th March 2008***

When activating an online account for the first time for all Croxley e-commerce sites, An Administrator must be elected by the customer / business concerned (generally this will be the owner / manager).

The Administrator will be responsible for allocating and allowing multiple users to access different areas of their online activity. It is solely the Administrators decision as to what access a new user shall be allowed.

It is up to the Administrator of each account to maintain user access and is also responsible for suspending authorization (in the event of the staff member leaving) or submitting new authorization requests (for new users).