

## 4.2. How to link Users ID's?

**!** Once these following steps are executed, you can not unlink the user accounts.

- 1 Initial name/surname
- 2 Link User IDs
- 3 Username: the email address of the another account. You can execute this step instead of the step 4 if you don't know the login and password of the another account. → the another account has to accept the approval by following these steps: log in Ariba Network → Profile settings → Link User ID's → actions → Approve (see the next slide)
- 4 Execute the step 4 instead of the step 3 if you know the login and password of the another account.

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Guide Trends

My Account

**Link User IDs** 2

Contact Administrator

Logout

## Link User IDs

If you have multiple user accounts, you can link your user IDs together. By linking your user IDs you can:  
Log in to all your accounts using one username and password  
Switch between your multiple accounts

### APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: \*

3

Send link request

### NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: \*

Password: \*

4

Link accounts

Cancel

If you executed the 3<sup>rd</sup> step in the previous slide, log in Ariba Network by introducing the login of the ANID which received the request.  
Go to: **1** account Setting **2** Link User IDs **3** Action **4** Approve

#### APPROVAL NEEDED

Send a link request to another account. After the request is approved by the other account, the two accounts will be linked.

Username: \*

Send link request

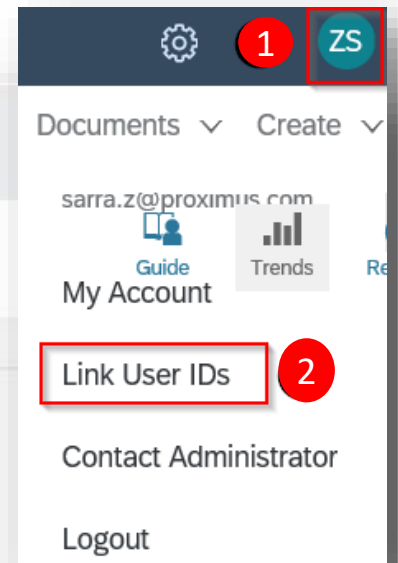
#### NO APPROVAL NEEDED

Enter the username and password of another account to which you want to link.

Username: \*

Password: \*

Link accounts



Settings **1** ZS

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My Account

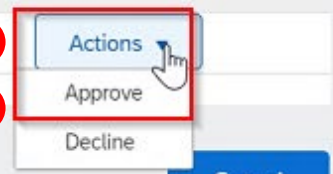
**Link User IDs** **2**

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#### Received Link Requests

Supplier ↑	Network ID	Name	Username	Email Address	Date	
[REDACTED]	AN [REDACTED] 057	Char [REDACTED] it	[REDACTED]@ [REDACTED].com	[REDACTED]	12 Aug 2020	<b>3</b> Actions



**4** Approve

Decline

Cancel