Overview on Adding Users

1. **Power of Delegation** - As the **Primary User** on your Account you (and only you) have the ability to delegate ordering authority to additional users. Correspondingly, you are the only user authorized to revoke authority.

2. **Authorized Secondary Users** will have all the capabilities of the Primary User including, but not limited to, the following:
   a. Ordering Parts
   b. Tracking Orders
   c. Viewing price discounts
   d. Looking up Serial Numbers located at Sites

3. Life Fitness is not responsible for any actions taken by either the Primary or delegated users on any Account.

Instructions

1. Log-in to your account through the Web Store Home Page at [https://parts.lifefitness.com](https://parts.lifefitness.com)

2. Click on your name to go to the “Manage My Account” screen

3. Select “Manage Users”

4. Select “Add User”
5. To add New Users, you must review and accept these terms.

6. Complete the Required Fields (indicated with *), select “Yes” to the option to “register this contact as user” to open the Password fields and enter a temp password for the new User, then hit “Apply.”

PLEASE NOTE: For security purposes, all Passwords must be at least eight characters long and include at least one number and one special character (Example – welcome12!)

ADDITIONALLY – This same protocol is used to reset the password for existing Secondary User Accounts.

7. You will need to send a notification to the New User of their User Name (which will be their email address) and the temp password you have created.