GIVING MERCY ME ACCESS

Mailchimp

We work in your Mailchimp account through our agency account, so nobody shares passwords and we don't use up one of your user seats. We send a request, and you approve it.

WHAT WE NEED FROM YOU	The email address of your Mailchimp account's **Owner** or an **Admin**
WHO CAN APPROVE	Only that Owner or Admin

> Not sure who that is? The **Users** page in your Mailchimp account settings shows everyone's user level.

Approve our request

Once you've sent us the email address, we'll send the request. The email comes from Mailchimp. Then:

1. Open the agency access request email and select **View Request**.
2. Log in to your Mailchimp account.
3. Choose the access level for Mercy Me. We'll let you know which level we need for your project.
4. Select **Grant Access**.

> The request expires after 7 days. If it does, just tell us and we'll resend it.

MercyMe Marketing

Stuck at any step? Let your Mercy Me contact know and we'll happily jump on a quick call to walk through it with you.

More help from Mailchimp: Grant agency access to your account