GIVING MERCY ME ACCESS

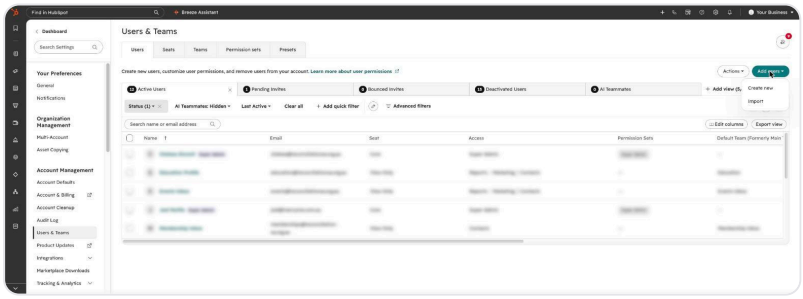
HubSpot

Add us as a **user** in your HubSpot account, so we can work on your CRM, marketing emails and automation with our own login.

EMAIL TO ADD	**digital@mercyme.com.au**
PERMISSIONS	**Super Admin**, unless we've agreed on something more limited
WHO CAN DO THIS	A Super Admin on your account

Steps

1. Sign in at app.hubspot.com and select the **Settings** cog in the top navigation.
2. In the left menu, go to **Users & Teams**.
3. Select **Add users** (top right), then **Create new**.
4. Enter **digital@mercyme.com.au**.
5. Set the permissions (or **Super Admin**), then select **Next** and **Send**.



Settings, then Users & Teams. Select Add users, then Create new.

> On newer HubSpot plans, each user takes up a paid seat. If you're out of seats, let us know and we'll work out the best option with you.

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 HubSpot: Add users