GIVING MERCY ME ACCESS

Shopify

We work in your Shopify store as a **collaborator** through our Shopify Partner account. Collaborators don't use up one of your staff accounts, and you choose exactly what we can see.

WHAT WE NEED FROM YOU	Your **myshopify.com address** and your **4-digit collaborator request code**
HOW IT WORKS	You send us both, we send a collaborator request, and you accept it

1 Send us two things

- **Your myshopify.com address**, for example yourstore.myshopify.com. In your Shopify admin, go to **Settings**, then **Domains** to find it.
- **Your 4-digit collaborator request code.** In your Shopify admin, go to **Settings**, then **Users** (or **Users and permissions**), then **Security**, and select the code to copy it.

2 Accept our request

We'll send a collaborator request from Mercy Me. Then:

1. In your Shopify admin, go to **Settings**, then **Users**.
2. Select **Requests** and open the request from Mercy Me.
3. Check the permissions in the **Roles** section, then select **Accept request**.

> Our access expires automatically if we don't log in for 90 days, and you can remove it at any time from the same page.

Need a new Shopify store?

If we're building your store, we'll create it in our Partner account, build it there, and then transfer it to you when it's ready to launch. You'll get an email asking you to accept the store and choose a plan.

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 Shopify: Collaborator accounts