GIVING MERCY ME ACCESS

WordPress

Add us as a user on your WordPress website, so we can work on it with our own login.

EMAIL TO ADD	**digital@mercyme.com.au**
ROLE	**Administrator**

Steps

1. Log in to your website's admin area. This is usually your website address followed by /wp-admin, for example yourwebsite.com.au/wp-admin.
2. In the left menu, go to **Users**, then **Add New User**.
3. Enter a username such as **mercyme**, the email **digital@mercyme.com.au**, and the first name **Mercy Me**.
4. Leave the password as it is. Tick the box to **send the new user an email about their account**, so we can set our own password.
5. Set the **Role** to **Administrator**.
6. Select **Add New User**.

> If your website is hosted somewhere that also needs access (for example to move or back up the site), we'll let you know separately.

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 WordPress: Add new user screen