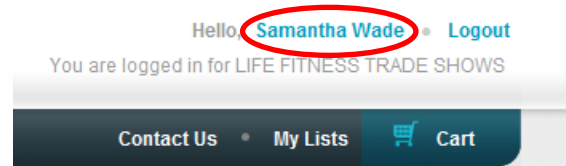


### Overview on Adding Users

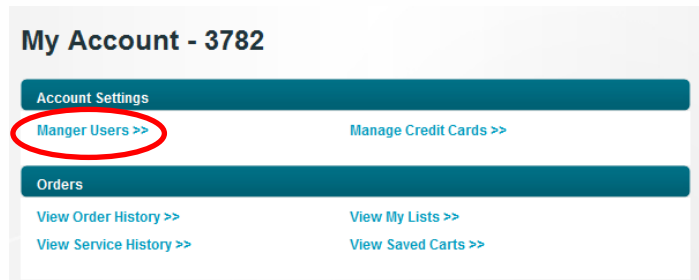
1. Power of Delegation - As the **Primary User** on your Account you (and only you) have the ability to delegate ordering authority to additional users. Correspondingly, you are the only user authorized to revoke authority.
2. Authorized **Secondary Users** will have all the capabilities of the Primary 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>
2. Click on your name to go to the “Manage My Account” screen



3. Select “Manage Users”



4. Select “Add User”

#### User Management

Party Number : 3782  
Party Type : ORGANIZATION  
Party Name : LIFE FITNESS TRADE SHOWS

Search

Search By: Search Category Name  Go

Contacts Summary

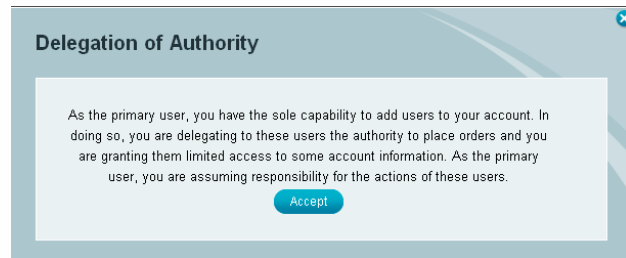
SELECT	NAME ▲	USER NAME ▲	EMAIL ADDRESS	PHONE NUMBER	USER TYPE ▲	PRIMARY ▲
No search conducted.						

**Add User**

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ROSEMONT, IL 60018

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- To add New Users, you must review and accept these terms.



- 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."

The screenshot shows the "Create Contact" form in a web browser. The breadcrumb "My Account > Update Contact" is at the top. On the left, there are search sections for "Serial Number" and "Part Number". The main form area includes fields for First Name, Middle Name, Last Name, Email Address, Business Phone Number, Personal Phone Number, and Fax Number, each with area code and extension sub-fields. A dropdown menu for "Job/Title" is set to "Select". A red circle highlights the question "Do you want to register this contact as user?" with radio buttons for "Yes" (selected) and "No". Below this are fields for "Password" and "Confirm Password". At the bottom right, "Cancel" and "Apply" buttons are shown, with the "Apply" button circled in red.

**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.

- 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.