

# How to Disable a user by a Company Admin

- Sign into the customer administrator account. Administrators can see new user or existing user activities
- Under **My Company Account > Users > Company Users** – the Customer Admin looks at the users to be reviewed and clicks on each name to edit their status or information
- Administrator can lock by clicking on the icon under the effectiveness column or click on the pencil which will open the Users detail page and clicking on the Lock User Button at the bottom of the page
- Locked accounts can be unlocked by Company Admin at any time.

My Account

My Profile

My Address Book

My Orders

My Warranties

My Cores

My Own Part Numbers

My Price List

Logout

My Company Account

Users

Company Users

Registration Request

Company Users

In this section you can create, edit and delete all users of your company

Create New User

Search term

Enter

Search

30 User(s) Found

Name	E-Mail	Order	Warranty	Core	Effectiveness	
aaaaaa abbbbbb	anu123a@yopmail.com					
Caitlyn Lewis	caitlyn.lewis@bendix.com					
katie lewis	katie.lewis@bendix.com					
Stanley Zochowski	stanley.zochowski@bendix.com					
Faizul adding user	mdfaizi8090@yopmail.com					

User Details

Company Email Address\*

andrea.mccouss@bendix.com

First Name\*

Andrea

Last Name\*

Mccouss

Company Name\*

Bendix

Address 1 (Street Number)\*

101 Cleveland St

Address 2 (e.g. unit, floor, house name)

City\*

Elyria

State\*

Ohio

Zip/Postal Code\*

44035

Country\*

United States

Phone Number

Fax Number

Website Address

Requesting Access for

☒ Order On-Line  
☒ Submit Warranty Claims  
☒ Core Reports

Industry Role\*

☒ Distribution  
☐ Dealer  
☐ Fleet  
☐ OEM

Select Customer ID to be linked with this new user account

Linked Customer ID/Select Default Sold To

☐ BENDIX (BETTS TRUCK PARTS & SERVICE - 1211751 W BUCKEYE ROAD STE 100, PHOENIX, ARIZONA, UNITED STATES  
☐ BENDIX (BETTS TRUCK PARTS & SERVICE - 1041100 DOWLITTLE DRIVE, SAN LEANDRO, CALIFORNIA, UNITED STATES  
☒ BENDIX (WHEELS & SUPPLY INC) 24745 COUNTY ROAD 75, ST AUGUSTIN, MINNESOTA, UNITED STATES

Delete User Account

Lock User Account

Set User Rights

Save

The user caitlyn.lewis@bendix.com has been disabled

Once the users account is locked the following message will show on the screen. If the user tries to log into the site, they will receive an error message.