# Manage billing administrator store permissions in Premier

Release Notes

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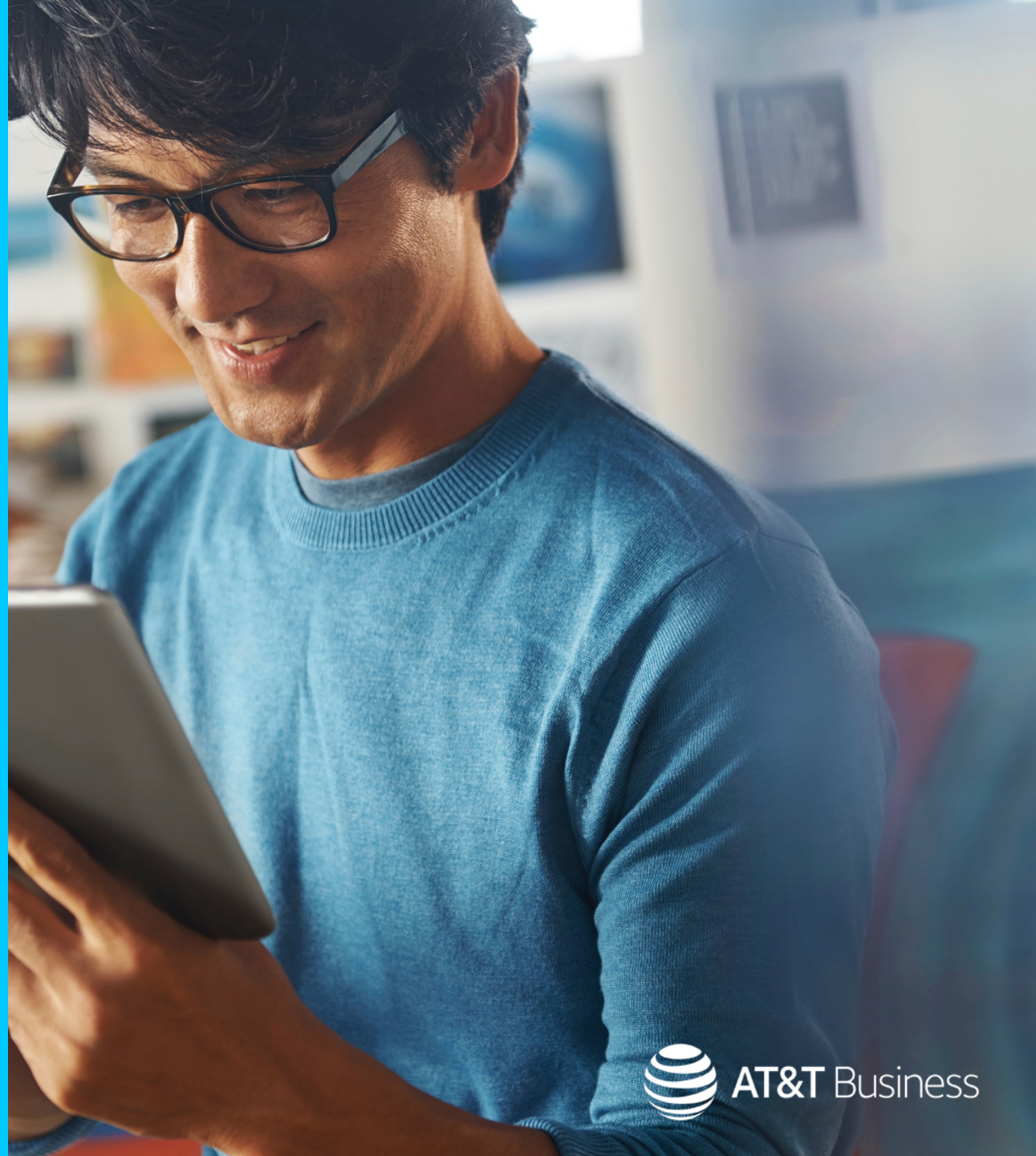

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# Expand self-service options in Premier for your billing administrators.

## As company administrators, you can now give billing administrators permission to shop in Premier Online Store.

You can also select the store order approvers.

Options include:

- Use the current authorized approvers for the employee group.
- Create your own set of authorized approvers – up to 5 approvers.

These changes can be added in Premier Online Care when creating or editing a billing administrator.

In the next section, learn how you can do this quickly and easily in Premier Online Care.

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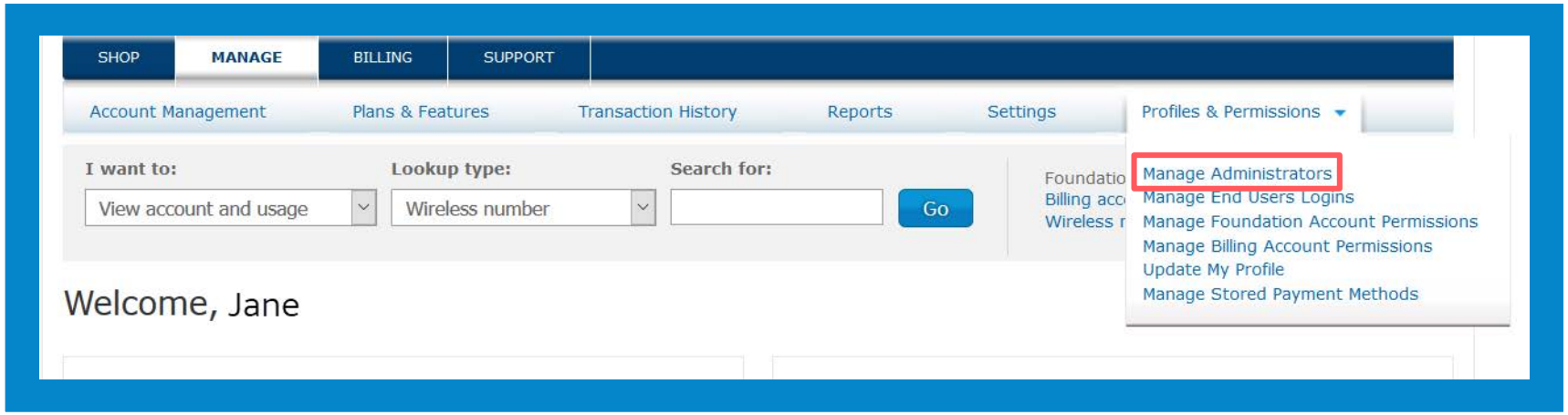
# Easily manage store permissions and choose approvers (1 of 3)

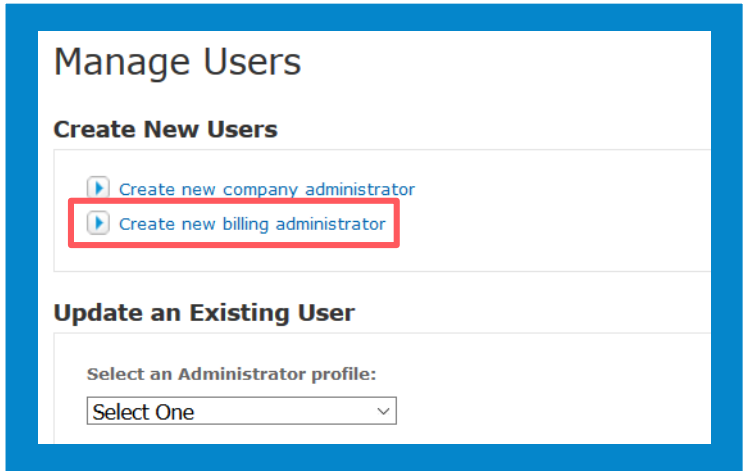



1. Log in to Premier with your Administrator login.

2. Under **Profiles & Permissions**, select **Manage Administrators**.

3. On the **Manage Users** page, select **Create new billing administrator**.

**Note:** To update an existing billing administrator, under **Select an Administrator profile**, select **Billing Administrator**. Then click **View/edit** for the billing administrator you want to update. (Not shown.)



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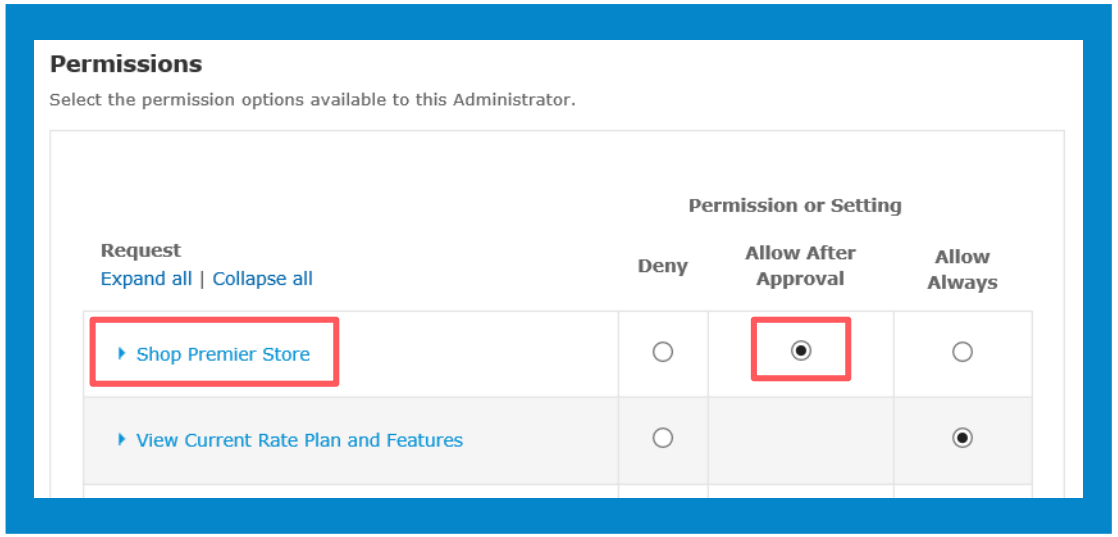
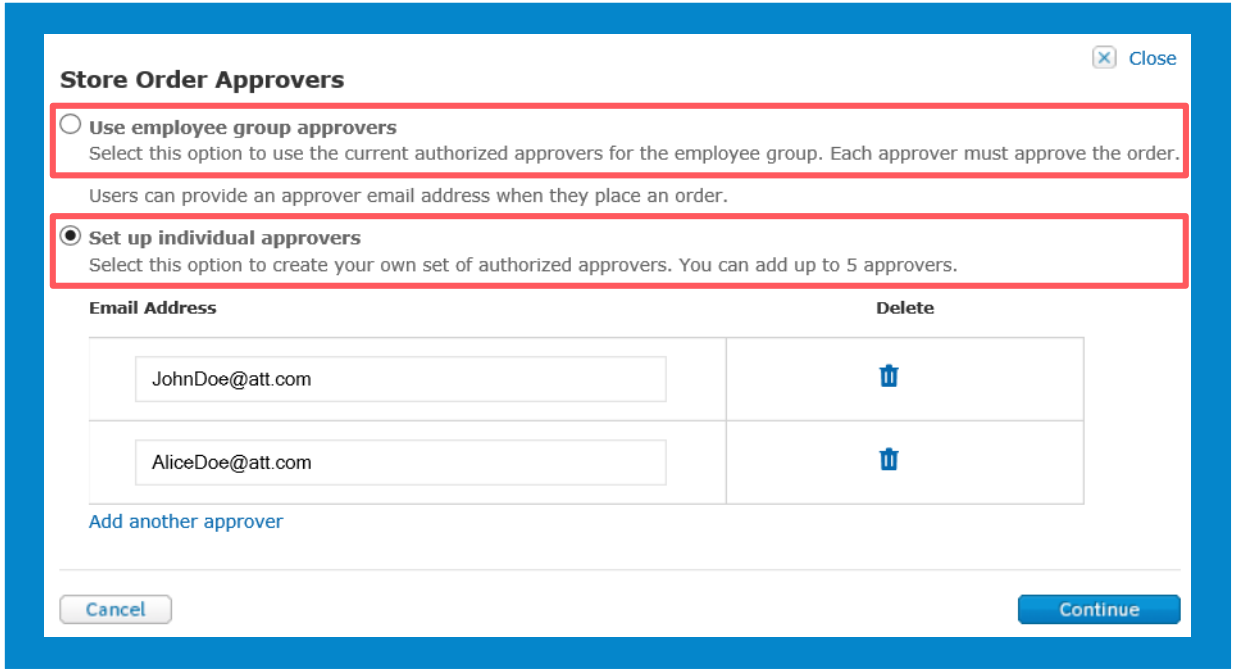
# Easily manage store permissions and choose approvers (2 of 3)




4. Complete the required information for the new billing administrator. (Not shown.)

5. In the **Permissions** section, for the permission **Shop Premier Store**, select the **Allow After Approval** option.

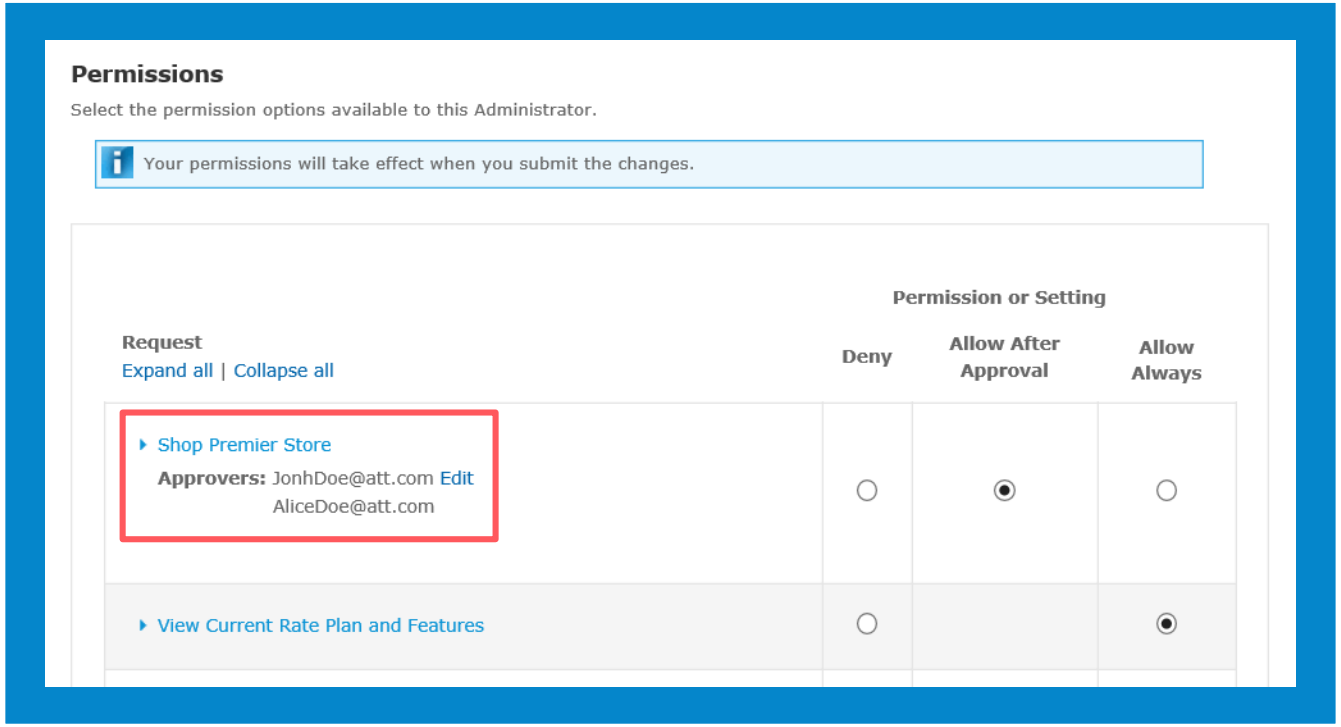



6. The **Store Order Approvers** popup window opens. Select one of the following options:
   - Select **Use employee group approvers** to use the current authorized approvers for the employee group. Each approver must approve the order.
   - Select **Set up individual approvers** to create your own set of authorized approvers. You can add up to 5 approvers.
7. Click **Continue**.

# Easily manage store permissions and choose approvers (3 of 3)

The approvers are now listed under the **Shop Premier Store** permission.

8. Review the information, and then click **Submit**. (Not shown.)



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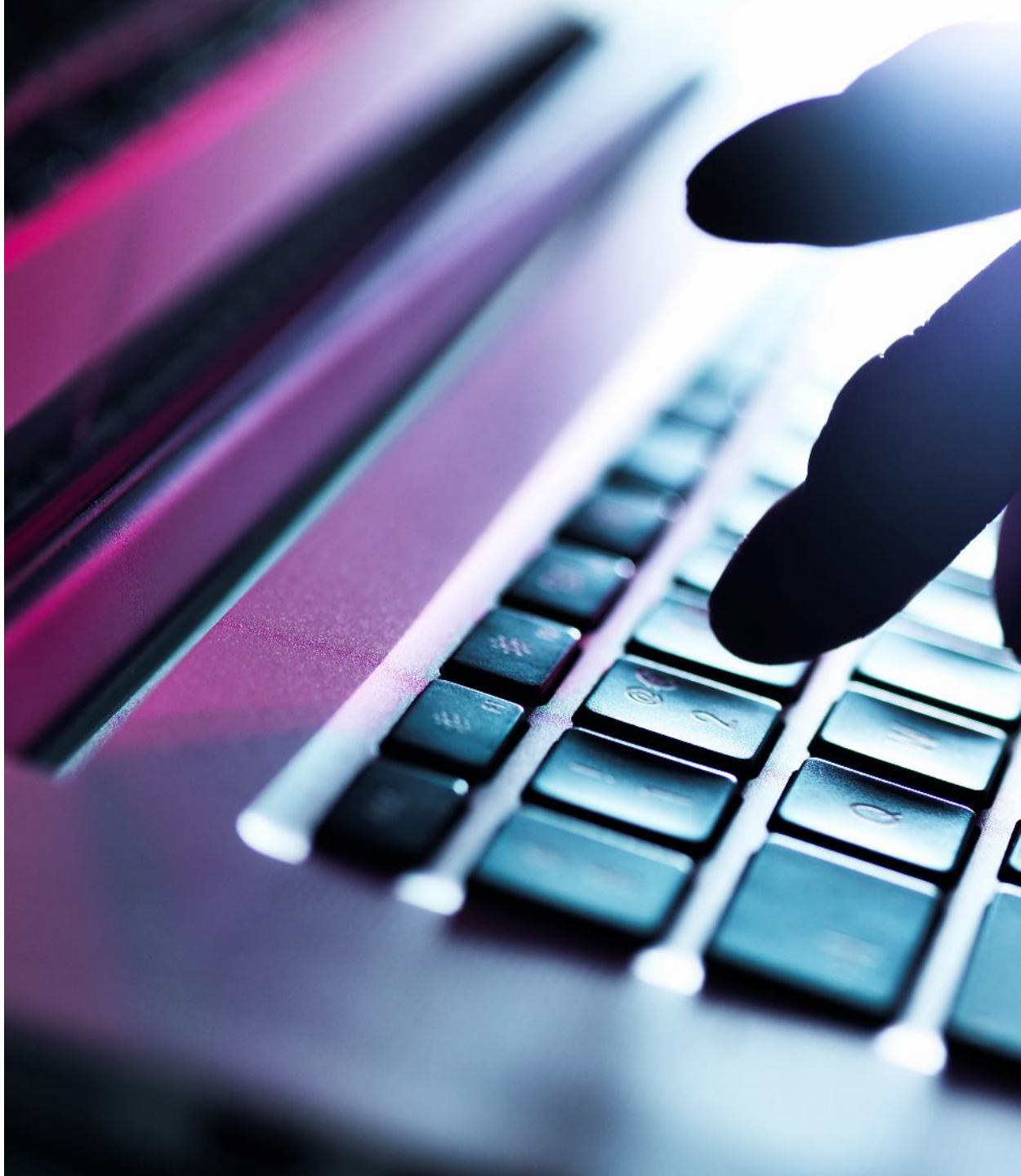
# More information

- Company administrators can edit the approvers from the **Permissions** page in Premier Online Care.
- After the Store Order Approver request is submitted, the list of approvers can be viewed on the **Confirm** page.
- For more information about creating billing administrators, see the video, How to Create or Delete an Administrator.



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