

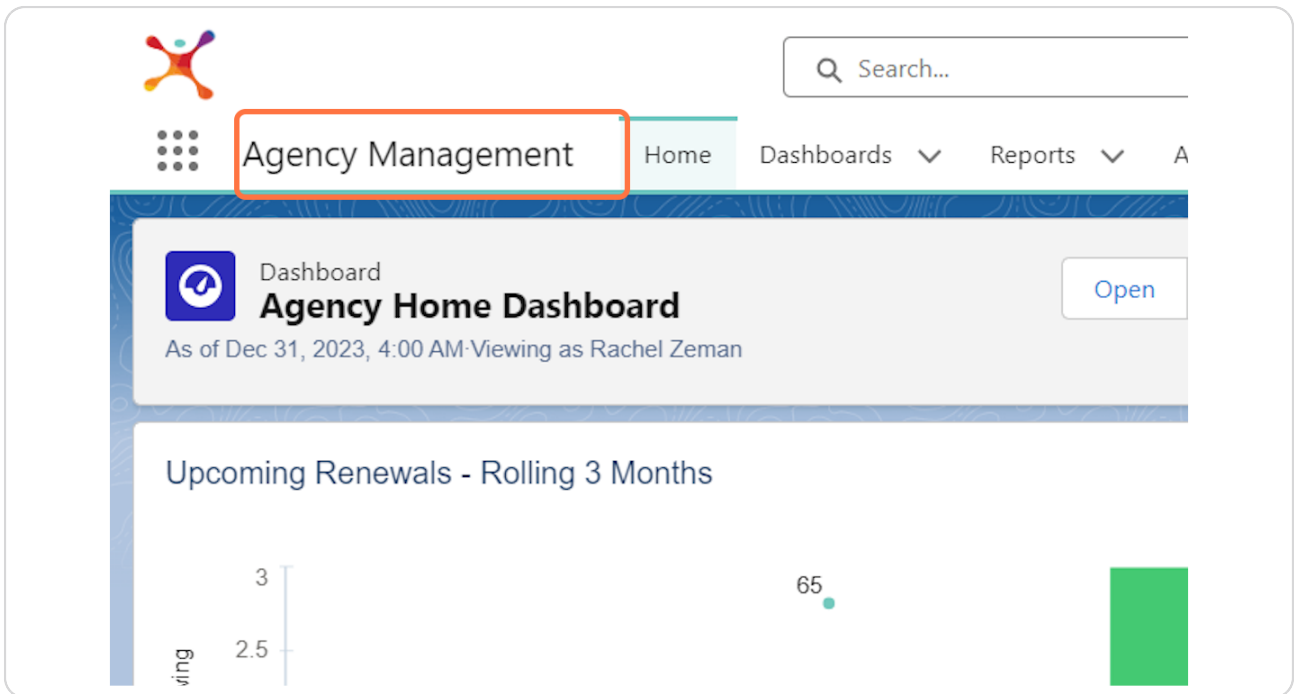
Granting Benelinx Partner Login Access in Salesforce

8 Steps [View most recent version](#) 

Created by	Creation Date	Last Updated
Rachel Zeman	December 31, 2023	December 31, 2023

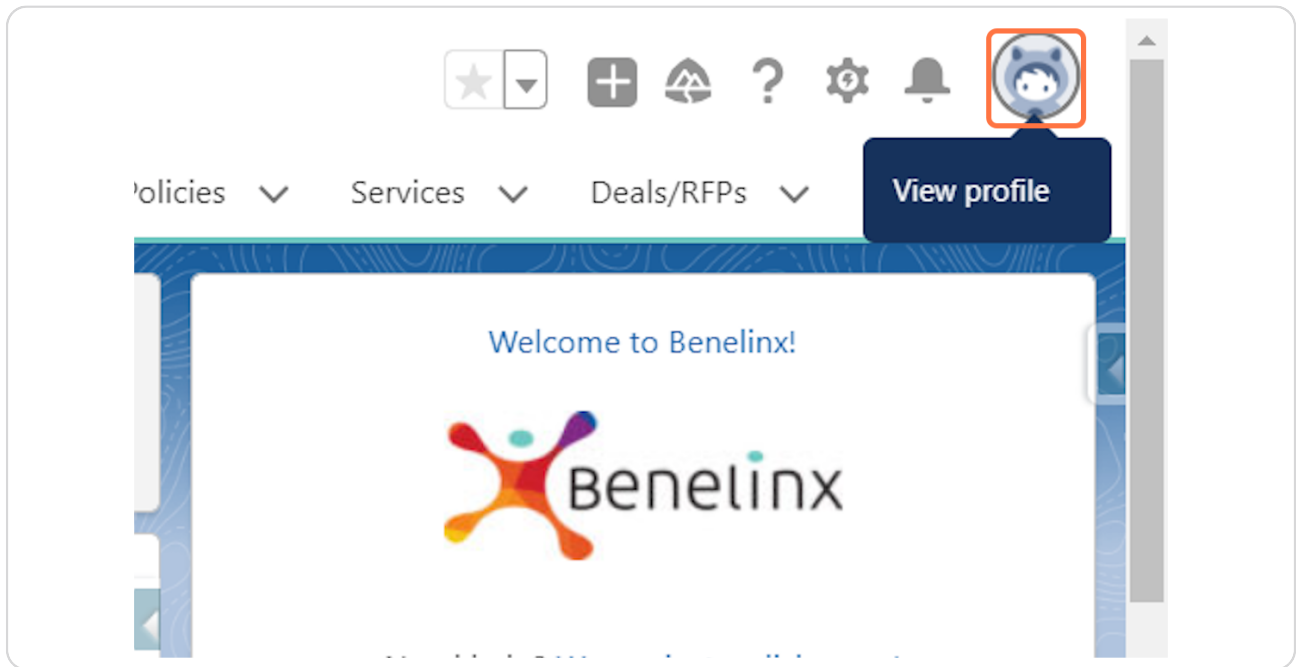
STEP 1

Log into Salesforce/Agency Management



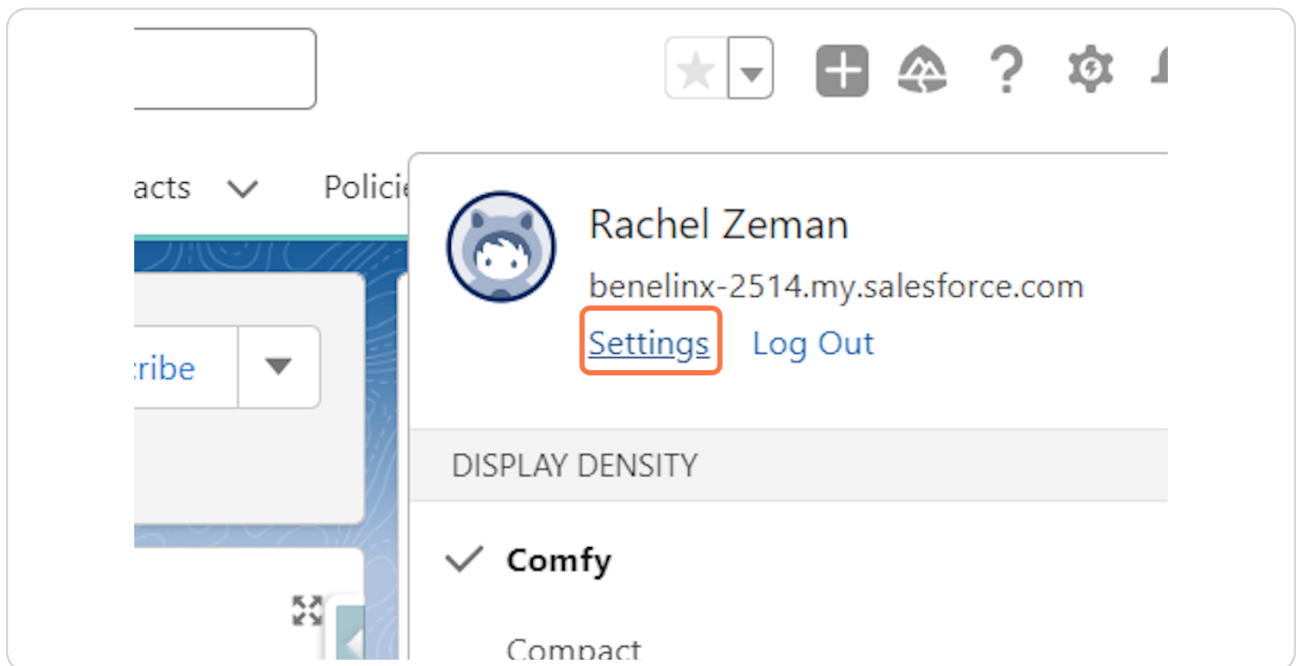
STEP 2

Click on View profile in your Personal Profile Avatar



STEP 3

Click on Settings



STEP 4

Click on Grant Account Login Access from the menu on the left side

The screenshot shows a user profile page with a left-hand navigation menu and a main content area. The navigation menu includes items like 'Approver Settings', 'Authentication Settings for External Systems', 'Change My Password', 'Connections', 'External Credentials', 'Grant Account Login Access' (highlighted with an orange box), 'Language & Time Zone', 'Login History', 'Personal Information', 'Reset My Security Token', and 'Display & Layout'. The main content area is titled 'Details' and contains a form with the following fields: First Name (Rachel), Last Name (Zeman), Alias (AUser), Email (rachel@benelinx.com), Username (redpoint@blx.tso), Nickname (User15726219514904), Phone, Extension, Fax, and Mobile (+1 5035550123). Below the details is an 'Address' section.

STEP 5

Click on Benelinx, LLC Support

The screenshot shows the 'Grant Account Login Access' page. The page title is 'Grant Account Login Access' and the subtitle is 'Grant Account Login Access'. Below the title is a description: 'To assist with support issues, you may grant your administrator or support personnel the ability to login as you and access...'. The page displays the user's username: 'My Username: redpoint@blx.tso'. Below this is a table with the following columns: 'Grant Access To' and 'Access Duration'. The table contains the following rows:

Grant Access To	Access Duration
Salesforce.com Support	--No Access--
Benelinx, LLC Support	--No Access--
Conga Support	--No Access--
Salesforce Labs Business Org (LBO) Support	--No Access--

The 'Benelinx, LLC Support' row is highlighted with an orange box. Below the table is a 'Save' button.

STEP 6

Select 1 Month (exp. 1/31/2024)

Support personnel the ability to login as you and access your data.

	Access Duration
	--No Access--
	1 Month (exp. 1/31/2024)
	--No Access--
	--No Access--

STEP 7

Click on SAVE

Support *i*

ort *i*

abs Business Org (LBO) Support *i*

Save

STEP 8

Confirm - Changes Saved

ne Dashboards ▾ Reports ▾ Accounts ▾ Contacts ▾ Policies ▾ Services ▾ Deals/RFPs ▾ More ▾

Grant Account Login Access

[Help for this Page](#) ?

To assist with support issues, you may grant your administrator or support personnel the ability to login as you and access your data.

✔ Changes Saved

My Username: **redpoint@bix.tso**

Grant Access To	Access Duration
Salesforce.com Support	--No Access-- ▾
Benelinx, LLC Support ⓘ	31 day(s) left. Expires on 1/31/2024. Change
Conga Support ⓘ	--No Access-- ▾
Salesforce Labs Business Org (LBO) Support ⓘ	--No Access-- ▾

