



How to...

Set administrative account and privileges

myTeleflex.com

As a myTeleflex Admin user you have the ability to set up additional users, change their passwords, or disable other user logins.

To confirm admin access:



Step 1

Go to **myTeleflex.com** and sign in using your credentials.



Step 2

Select **My Account**.



Step 3

If you see Users on the menu – you are a designated administrator.

If you would like to be set up as a designated administrator, but are not currently, follow these steps:



Step 1

Select **Online Support** under Help Menu.



Step 2

Request admin access under “Please describe what you are experiencing”.



Step 3

Submit request and a myTeleflex representative will be in touch to confirm administrative access.

Creating an account for a co-worker

To create an account for your co-worker:



Step 1

Go to **myTeleflex.com** and sign in using your credentials.



Step 2

Select **My Account**.



Step 3

Click on **Users**.



Step 4

Click on **New User** (top right).



Step 5

Complete the New User form

- a. Select the Sold-To accounts that your co-worker needs access to (You may only provide access to accounts which you have been granted access).
- b. You may also allow your co-worker to manage user accounts as well by checking the Manage Users box.
- c. Make sure your new user is set to Active.



Step 6

Click **Save**.



Step 7

A Welcome Email will be sent to any user you create with login instructions for myTeleflex.com.

Resetting 'other' user password

If you and your co-worker order under the same account number on myTeleflex, you may be able to reset their password without contacting Teleflex. You must be designated as a myTeleflex Admin for your account to complete this task.

To reset a password for your co-worker:



Step 1

Go to **myTeleflex.com** and sign in using your credentials.



Step 2

Select **My Account**.



Step 3

Click on **Users**.



Step 4

Select the name of the user you want to reset a password for.



Step 5

Click the **Reset Password** button.



Step 6

An email has been sent to your co-worker with further instructions from **myTeleflexadmin@teleflex.com**.



Step 7

Tell your co-worker:

- a. Click on the password reset link.
- b. Set their new password and confirm it on the next line.
 - i. Their new password must have at least 8 characters and it must contain at least one digit, one lower case letter, one upper case letter, and a special character.
- c. Click Update.

Disabling a login for your co-worker

If you order under the same account number as your co-worker for myTeleflex, you may be able to de-activate their account without contacting Teleflex. You must be designated as a myTeleflex Admin to complete the task.

To de-activate an account for your co-worker:



Step 1

Go to **myTeleflex.com** and sign in using your credentials.



Step 2

Select **My Account**.



Step 3

Click on **Users**.



Step 4

Select the name of the user you want to reset a password for.



Step 5

Make sure the user is not set to Active.



Step 6

Click **Save**.



Step 7

The user is now Disabled and the status can be seen in the users table.

Email us
cs@teleflex.com



Call us
866-246-6990