

A close-up, side-view photograph of a person's hands typing on a silver laptop. The person is wearing a light blue, long-sleeved button-down shirt. The laptop is open and positioned on a wooden desk. In the background, there is a blurred office environment with a window showing a cityscape, a small orange pot with a cactus, and a white desk organizer. The overall lighting is bright and natural, suggesting a daytime office setting.

New mySchneider Admin Console User Guide

Guide sections:

1. The **Role of the Admin**
 - ❖ Check your admin status by searching for the console
2. **Admin Console:**
 - ❖ **mySchneider Admin Guide**
 - Navigating the mySchneider Admin page
 - Invite a Colleague
 - Approve, deny or revoke access to mySchneider
 - Assign member to a mySchneider admin role
 - Download User Report
 - ❖ **Order Admin Guide**
 - Navigating the Order Admin page
 - Approve, update or deny access to Order Services
 - Assign member to an Order admin role
 - ❖ **Rewards Admin Guide**
 - Find your Admins
 - Approve or deny access to Rewards
 - Assign member to a Rewards Admin and Redeemer roles
3. **Requesting access** to digital services thru the **NEW Services section (All users)**
4. **APC** – Requesting access
5. Need **Support?**

Access the Admin Console

Access to the admin console is available via the Business services area on your overview page or by choosing it from the drop-down menu located under your avatar.

The screenshot displays the Schneider Electric user interface. At the top, there is a navigation bar with 'Life Is On' and 'Schneider Electric' logos, a search bar, and a user profile section for 'Test CAMuser71'. Below the navigation bar, a green banner says 'Hello Test' and includes filters for 'SE France' and 'Account ID: 10001'. A secondary navigation bar lists various service areas: Price and availability, Orders Overview, Quotes, Topics for you, Trainings, and Programs. The main content area is titled 'Business Services' and features a grid of service tiles. The 'Admin Console' tile is highlighted with a blue border and contains the text 'Admin Console' and 'Manage user roles and permissions'. Other tiles include 'Price and availability', 'Orders Overview', 'Quotes', 'Product Configurators', 'Trainings', 'Opportunities', and 'Programs'. To the right, there is a 'Support' section with 'Cases Need Attention' and 'Open Cases' counts, and a 'Quick Links' section with various links. A user profile dropdown menu is open, showing options like 'Welcome', 'Profile', 'Services', 'Settings & Preferences', 'Admin Console' (highlighted with a blue box), 'User Administration', and 'Logout'.

The screenshot shows the 'Admin Console' page. The page title is 'Overview / Admin Console'. The main heading is 'Admin Console'. Below the heading, there is a '10101' icon and a section titled 'User Administration' with the subtitle 'Manage user access'.

If you do not see this service you are not the admin. Please reach out to your admin or ACM to have them assign you as one.

The Role of the Admin

The Role of the Administrator

As the administrator for your company in mySchneider, you are responsible for managing your company's online profile and your employees' access to important features. There are 2 types of administrators:

❖ **mySchneider Admin** – **Rule: There can be up to 2 user administrators for only 1 account, administrator cannot manage multiple accounts.**

Role:

- Invite a Colleague to register to mySchneider under your same Company Profile
- Approve, deny and revoke access to you Company's profile in mySchneider platform (includes Training, Opportunities, Programs & Rewards)
- Maintain your company's business information up-to-date and manage its public profile under **Profile** in the **Company Information** tab

❖ **Orders Admin** – **Rule: Up to 2 order administrators can support multiple accounts but must also be company administrators for 1 account.**

Role:

- Approve or deny employees' access to Order Services (Price & Availability, Order Management, SPA, Returns)
- Assign access roles for Orders Services (Viewer, Editor, Admin or Custom)
- Revoke access to Order Services

❖ **Rewards Redeemer** – **Rule: Only 1 rewards redeemer per company and must also be a mySchneider administrator.**

Role:

- Approve or deny employees' access to Rewards Services (View Company Reward Points)

mySchneider Admin

Navigating the mySchneider Admin page

The relevant filters for mySchneider admins are highlighted in blue

Registration Status Filter
Filters users' registration status to mySchneider platform

Select All
Click here to select all users and update all statuses

Role
Filters assigned roles
For mySchneider admin only: filters for other mySchneider admins

Invite Colleague
Allows mySchneider admin to invite users to their home account

The screenshot shows the 'User Administration' interface. At the top, there are tabs for 'All Users' and 'Users pending service requests'. Below the tabs are several filter sections: 'Registration Status' (dropdown), 'Service Request Status' (dropdown), 'Role' (dropdown), and 'Service Name' (dropdown). There are also input fields for 'Registered from', 'Registered to', and 'Company Name'. A search box for 'User Name / Email' is also present. On the right side, there is an 'Invite Colleague' button. Below the filters is a table with columns: 'User', 'Email', 'Company Name', 'Registration D...', 'Registration Status', and 'Service Requests'. The table contains five rows of test users. A 'Download All Users Report' button is located to the right of the table. The 'Registration Status' column in the table has dropdown menus for each user, all set to 'Pending Approval'.

Download All Users Report
Report in excel format that allows you to download and view all the users' status

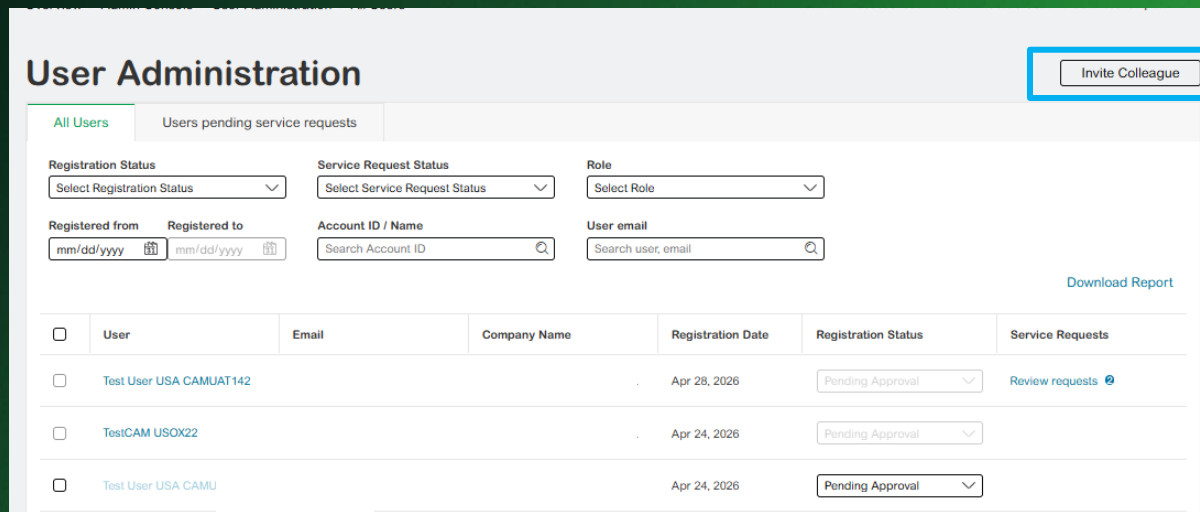
User Name / Email
Search user by name or email

Registration Status
View a user's registration status to mySchneider platform

Invite a Colleague: *Now in the console*

- Click **Invite colleagues** to invite them to your company's account in mySchneider.
- Enter their **email address**
- Click **Send** and that's it. When they register, they will be automatically approved

Attention: This does not grant the user Order Services, the user must still request it and the Order admin must approve the access



The screenshot displays the 'User Administration' interface. At the top right, the 'Invite Colleague' button is highlighted with a blue border. Below the header, there are two tabs: 'All Users' and 'Users pending service requests'. The 'Users pending service requests' tab is active. The interface includes several filter fields: 'Registration Status' (dropdown), 'Service Request Status' (dropdown), 'Role' (dropdown), 'Registered from' (date picker), 'Registered to' (date picker), 'Account ID / Name' (search field), and 'User email' (search field). A 'Download Report' link is located on the right side. Below the filters is a table with columns: User, Email, Company Name, Registration Date, Registration Status, and Service Requests. The table contains three rows of data, each with a 'Pending Approval' dropdown and a 'Review requests' link.

<input type="checkbox"/>	User	Email	Company Name	Registration Date	Registration Status	Service Requests
<input type="checkbox"/>	Test User USA CAMUAT142			Apr 28, 2026	Pending Approval	Review requests
<input type="checkbox"/>	TestCAM USOX22			Apr 24, 2026	Pending Approval	
<input type="checkbox"/>	Test User USA CAMU			Apr 24, 2026	Pending Approval	

Approve or Deny users to mySchneider platform

Grants mySchneider access to Company profile including Training, Programs and Opportunities

To approve or deny users to mySchneider platform, filter **Registration Status** to **'Pending Approval'**

Registration Status

Select Registration Status ^

Pending Approval

Approved

User Administration

Invite Colleague

All Users | Users pending service requests

Registration Status: [Select Registration Status] | Service Request Status: [Select Service Request Status] | Role: [Select Role] | Service Name: [Select Service Name]

Registered from: [mm/dd/yyyy] | Registered to: [mm/dd/yyyy] | Company Name: [Search Company Name] | User Name / Email: [Search User Name / Email]

Download All Users Report

Status: Pending Approval | Reset all

16 rows selected

<input checked="" type="checkbox"/>	User	Email	Company Name	Registration D...	Registration Status
<input checked="" type="checkbox"/>	Test user CAM US 01	test_user_camusa_us_01@y...		May 13, 2026	Pending Approval
<input checked="" type="checkbox"/>	TestCAM US0X43	testcam-us-ox43@yopmail.c...		May 7, 2026	Pending Approval
<input checked="" type="checkbox"/>	TestCAM US0X42	testcam-us-ox42@yopmail.c...		May 7, 2026	Pending Approval
<input checked="" type="checkbox"/>	TestCAM US0X41	testcam-us-ox41@yopmail.c...		May 7, 2026	Pending Approval

Update All Statuses ^

Approve all

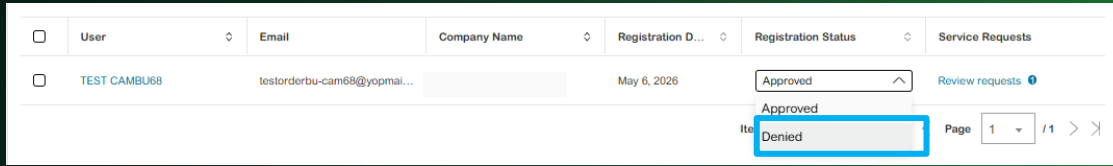
Deny all

Select **one or more** users to approve

Click **Update All Statuses** or click on **Pending Approval** dropdown and select **Approve or Deny** user

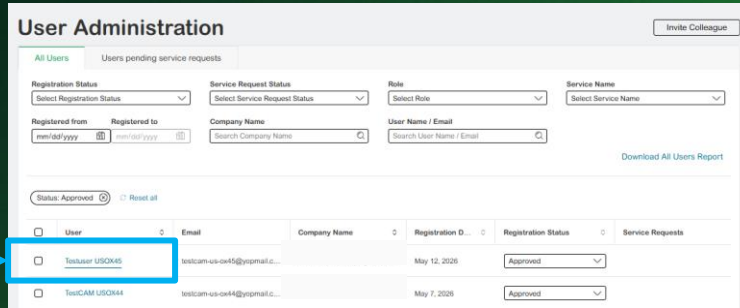
Revoke access to ALL mySchneider

To revoke access, search for the user's name and under Registration Status, select 'Denied'



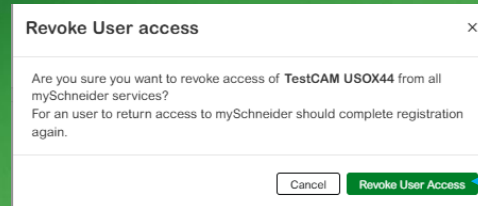
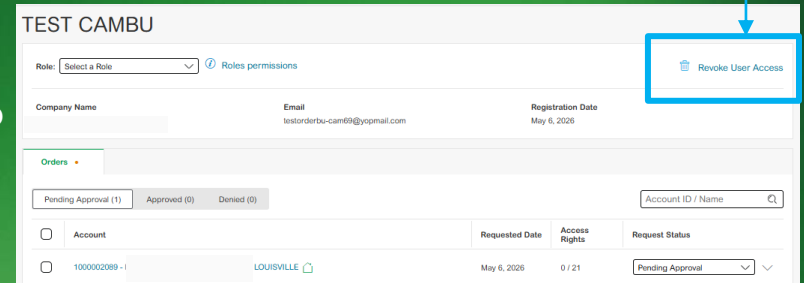
OR

Click **Revoke User Access**



Click on the user to be removed from mySchneider

AND



Confirm selection and the user will be removed from your company



Assigning a new or additional mySchneider admin

An account can now have multiple mySchneider admins, however these can only be assigned to one account

The 'User Administration' interface features a search and filter section at the top with dropdowns for 'Registration Status', 'Service Request Status', 'Role', and 'Service Name'. Below these are input fields for 'Registered from', 'Registered to', 'Company Name', and 'User Name / Email'. A 'Download All Users Report' link is on the right. A table below lists users with columns for 'User', 'Email', 'Company Name', 'Registration D...', 'Registration Status', and 'Service Requests'. The first user, 'Taskuser US0K65', is highlighted with a blue box and a checkbox.

Click on the user to be assigned as company admin

Go to Role and select Admin

A close-up of the 'Role' dropdown menu. The 'Admin' option is highlighted with a blue box. Other visible options include 'Editor', 'Viewer', and 'GAM V'.

The 'TEST CAMBU' user profile page shows account details: 'Company Name: CAM WDC', 'Email: testordorbu-cambu@yepmail.com', and 'Registration Date: May 6, 2026'. Below this is an 'Orders' section with a filter for 'Pending Approval (1)'. A table lists orders with columns for 'Account', 'Requested Date', 'Access Rights', and 'Request Status'. The first order is for account '1000002081' with a status of 'Pending Approval'.

Download User Report

To review all users and their statuses in an excel file, click '**Download All Users Report**'

User Administration

Invite Colleague

All Users Users pending service requests

Registration Status

Service Request Status

Role

Service Name

Registered from

Registered to

Account ID / Name

Company Name

User Name / Email

[Download All Users Report](#)

Orders Administrator

Orders Admin User Administration Page

Each account can have two order admins, and order admins may be assigned to several accounts. Additionally, an order admin also serves as a mySchneider admin for one of the accounts they oversee.

User pending service request tab

Access all users with pending requests to mySchneider services

Service Request Status

Filters users' status to any service requests.

For mySchneider admins: rewards, if applicable

For Order admins: Order access

Role

Filters assigned roles

For mySchneider admin only: filters for other mySchneider admins

For Order admins: filters for Order and mySchneider admins, Editor and Viewer roles

Service Name

Filter Services available for your Business Type

Account ID / Name

This information is intended solely for Order administrators to see which Order Accounts users are associated with.

Select All

Click here to select all users and update all statuses

The screenshot shows the 'User Administration' interface. At the top right is an 'Invite Colleague' button. Below it are two tabs: 'All Users' and 'Users pending service requests'. The 'Users pending service requests' tab is active. The filter section includes: 'Registration Status' (dropdown), 'Service Request Status' (dropdown), 'Role' (dropdown), 'Service Name' (dropdown), 'Registered from' and 'Registered to' (date pickers), 'Account ID / Name' (dropdown), 'Company Name' (search input), and 'User Name / Email' (search input). A 'Download All Users Report' link is also present. Below the filters is a table with columns: 'User', 'Email', 'Company Name', 'Registration D...', 'Registration Status', and 'Service Requests'. The table contains four rows of test users, each with a 'Pending Approval' status and a 'Review requests' link.

Service Requests

Review **Service Pending Requests** for a particular user

Company Name

This filter identifies the company name associated with a user's registration. It is useful for organizations that operate multiple companies under different names but are overseen by a single Order administrator.

Registration Status

The registration status can be viewed for all users who have requested Order access to the accounts you oversee as an order admin. However, changing the registration status will only be available for those users who are under the Company Profile you manage as a mySchneider admin.

Order Admin or Other business services admin

Order admins will have access to additional sections in the Admin console.

- **Users pending service requests**
- **Service Request Column**

Click on any to view any pending order requests from users.

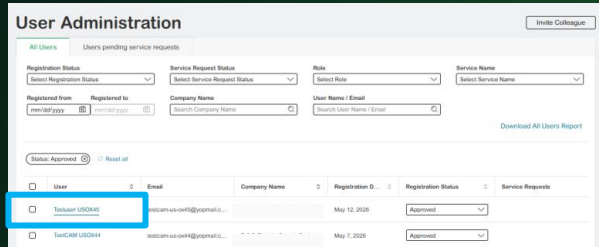
The screenshot shows the 'User Administration' interface. At the top, there is a navigation bar with 'All Users' and 'Users pending service requests' tabs. Below this are several filter sections: 'Registration Status' (dropdown), 'Service Request Status' (dropdown), 'Role' (dropdown), 'Registered from' (date picker), 'Registered to' (date picker), 'Account ID / Name' (search), and 'User email' (search). A 'Download Report' button is located to the right of the filters. Below the filters is a table with columns: 'User', 'Email', 'Company Name', 'Registration Date', 'Registration Status', and 'Service Requests'. The 'Service Requests' column contains a 'Review requests' link with a notification icon. A blue arrow points from the 'Users pending service requests' tab to the 'Review requests' link.

<input type="checkbox"/>	User	Email	Company Name	Registration Date	Registration Status	Service Requests
<input type="checkbox"/>	Test User USA CAMUAT142	test_user_usa_camuat142@...		Apr 28, 2026	Pending Approval	Review requests @
<input type="checkbox"/>	TestCAM USOX22	testcam-us-ox22@yopmail.c...		Apr 24, 2026	Pending Approval	
<input type="checkbox"/>	Test User USA CAMUAT136	test_user_usa_camuat136@...		Apr 24, 2026	Pending Approval	

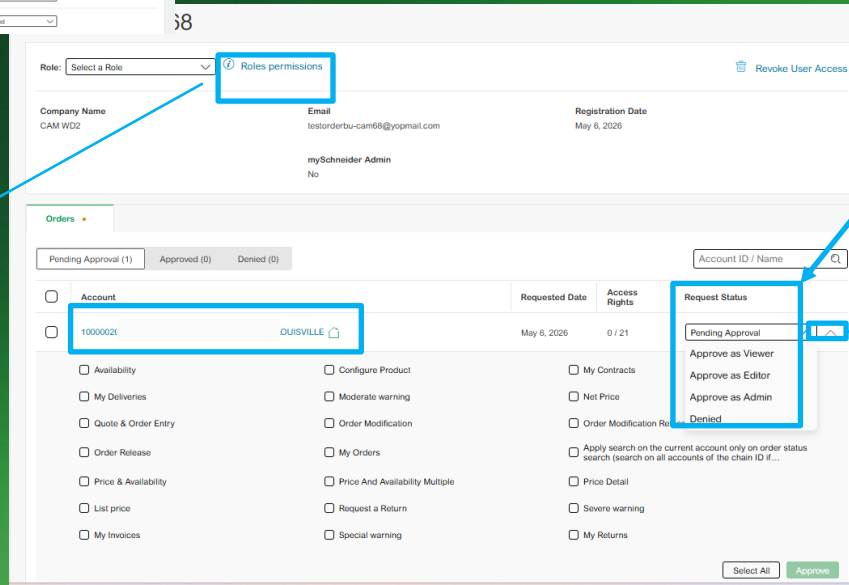
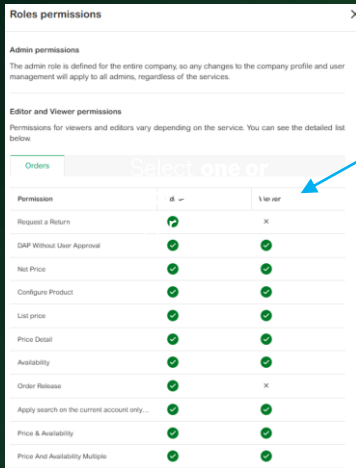
If you are an orders admin for a user but not the mySchneider admin, the registration status will appear grey and you won't be able to take any action. Only the mySchneider admin for that user has the authority to manage their status.

Modifying Order access from the User Details Page

Click on the user's name to go to the User's detail page



View the predefined Role permissions

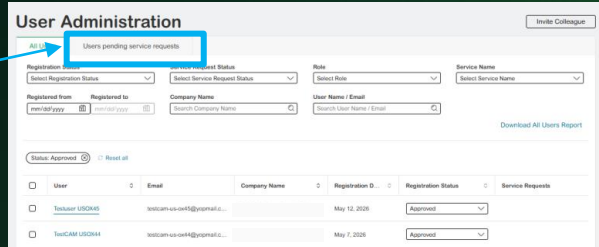


Choose one of the predefined roles: **Admin** (accessible only if the user shares the same Company Profile as the Order admin), **Editor**, or **Viewer**.

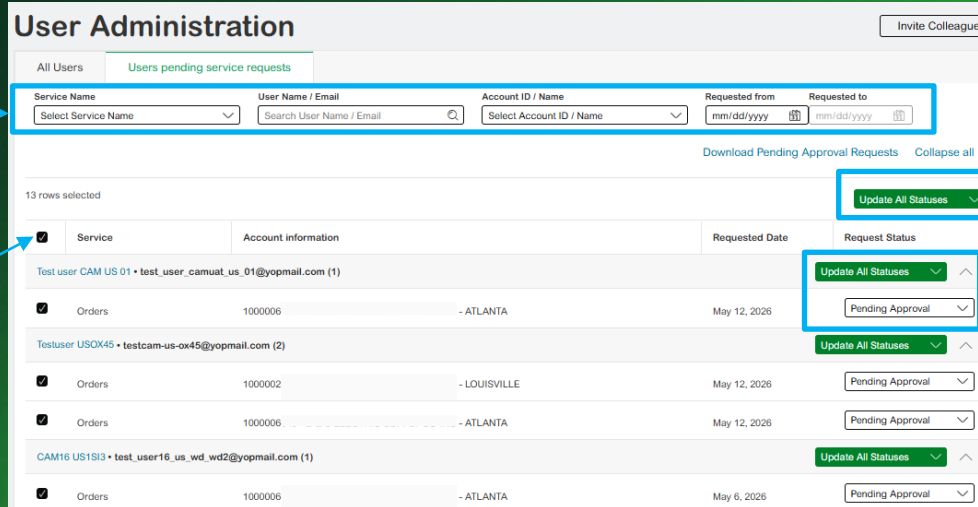
Or

Customize the Access rights to Order Services under the dropdown

Modifying Order access from the Users pending services request tab



Click on the Users Pending Services Request tab



Apply one of the filters when necessary to narrow down your results.

Select **one or more** users to approve

Update All Statuses of the selected users to a specific predefined role: **Editor** or **Viewer**

Or

Update All Statuses for one user or update the status of each specific account

Removing Order Access for a user

Click on the user's name to go to the **User's detail page**

User Administration Invite Colleague

All Users | Users pending service requests

Registration Status: Service Request Status: Role: Service Name:

Registered From: Registered to: Company Name: User Name / Email:

Download All Users Report

Status: Approved Reset all

User	Email	Company Name	Registration D.	Registration Status	Service Requests
TaskUser US0245	lost_user16_us_wd2@yopmail.com		May 12, 2026	Approved	
TaskCAM US0244	lostcam-us-0244@yopmail.com		May 7, 2026	Approved	

CAM16 US1S13

Role: Roles permissions Revoke User Access

Company Name: CAM WD2 | Email: lost_user16_us_wd2@yopmail.com | Registration Date: May 7, 2026

mySchneider Admin: Yes

Orders

Pending Approval (0) | Approved (1) | Denied (0) |

Account	Requested Date	Access Rights	Role
1000006645 - ATLANTA	May 7, 2026	18 / 18	<input type="text" value="Editor"/> Viewer Admin Deny

If you are the order AND mySchneider admin for the user, you will be able to revoke access to the entire platform by clicking on **Revoke User Access**

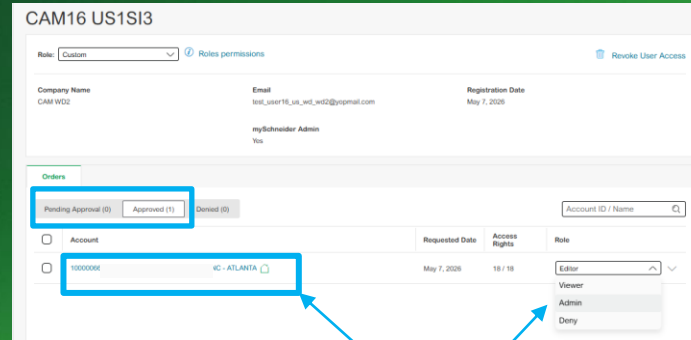
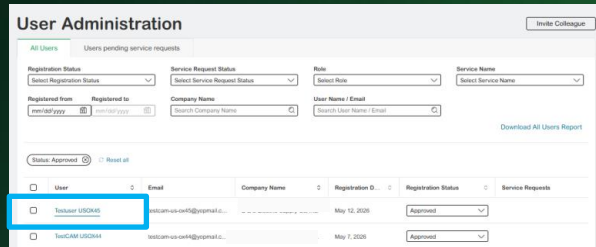
If you are only the Order admin, you can **Deny** access to Orders and **contact the mySchneider admin to remove user from mySchneider platform**

Limit 2 order admins per account.

Assigning an Order Admin

An order admin is permitted to assign another order admin only if the user is part of the same Company Profile. If not, please contact the CCC through chat or email at partnercommercial@se.com.

Click on the user's name to go to the **User's detail page**



Select the account under the **Pending Approval** or **Approved** section. Select **Admin** under the dropdown.

Rewards Admin

A mySchneider Admin is authorized to manage Rewards once they have agreed to the Rewards Terms & Conditions

Find your Rewards Admins (mySchneider admin)

Users who qualify for reward access can view the email addresses of their mySchneider admin(s) and Rewards Redeemer admin.

The screenshot shows the Schneider Electric mySchneider portal. The user is logged in as CAM USOM8. The 'Services' dropdown menu is open, with 'Services' highlighted. The 'Requested Services' list on the left has 'Available Rewards' highlighted. The 'Contact Admin' dropdown is open, showing a list of Admins and a Redeemer. The 'Rewards Access Granted' message is displayed in the center.

Role	Email Address	Action
Admin	test_user101_us_om8@yopmail.com	Copy
	test_user_01_usa_rewards_cam@yopmail.com	Copy
	test_user105_us_om8@yopmail.com	Copy
	test_user102_us_om8@yopmail.com	Copy
Redeemer	test_user_01_usa_rewards_cam@yopmail.com	Copy

All eligible users will see the **Rewards** tab under Requested Services

From the profile icon dropdown, click **Services**

Under Contact Admin, you can find the mySchneider admins responsible for **approving/denying access**

And the Reward Redeemer Admin which can:

- Approve/deny users reward access
- **View all reward points contributions in real-time**

Approve/Deny Rewards Access

As a mySchneider Admin, you will be able to approve or deny users to Rewards once you have agreed to the Rewards T&Cs

Under pending service request tab

User Administration Invite Colleague

All Users **Users pending service requests**

Service Name: User Name / Email: Requested From: Requested To:

Orders Download Pending Approval Requests Collapse all

Rewards (Service Name: Rewards) [Reset all](#)

2 rows selected

<input checked="" type="checkbox"/>	Service	Account information	Requested Date	R
<input checked="" type="checkbox"/>	Rewards	usaom test05142026 • usa_om1_01_05142026@yopmail.com (1)	May 14, 2026	<input type="button" value="Update All Statuses"/> Pending Approval
<input checked="" type="checkbox"/>	Rewards	usasiz Test05142026 • usa_siz_02_05142026@yopmail.com (1)	May 14, 2026	<input type="button" value="Update All Statuses"/> Pending Approval

Update All Statuses

Bulk Reward access is manageable by selecting **"Rewards"** in the service name dropdown

To **approve/deny** all users pending reward access, click the **Select All** checkbox

Under **Update All Statuses**, select:

- **Approve all as Viewer**

Note: This will grant all users reward access to see the company total reward points. These users will be required to sign the Rewards T&C when they access the Rewards business service.

- **Deny all**

Note: This will reject all users reward access to your company.

Assign a *NEW* Rewards Administrator (mySchneider admin)

As a mySchneider Admin, you can assign another admin to manage Rewards

Overview / Admin Console / User Administration / All Users

User Administration

Registration Status: [Select Registration Status] Service Request Status: [Select Service Request Status] Role: [Select Role] Service Name: [Select Service Name]

Registered from: [mm/dd/yyyy] Registered to: [mm/dd/yyyy] Company Name: [Search Company Name] User Name / Email: [Search User Name / Email]

Service Name: Rewards [Reset all]

User	Email	Company Name	Registration D.	Registration Status	Service Requests
usaom8 om803	usa_om8_03_05142026@yn...	CAM test	May 15, 2026	Approved	
usaai2 Test05142026	usa_ai2_02_05142026@yop...	CAM test	May 15, 2026	Approved	
usaom test05142026	usa_om1_01_05142026@yn...	CAM test	May 15, 2026	Approved	
usaom8 02051312026	usa_om8_02_051312026@y...	CAM test	May 13, 2026	Approved	
usaai2 ai205	usa_ai2_05142026@yopmar...	CAM test	May 15, 2026	Approved	

After selecting “**Rewards**” in the service name dropdown menu, click the user you wish to assign as a Rewards/mySchneider Admin

Roles permissions

Admin permissions
The admin role is defined for the entire company, so any changes to the company profile and user management will apply to all admins, regardless of the services.

Editor and Viewer permissions
Permissions for viewers and editors vary depending on the service. You can see the detailed list below:

Permission	Editor	Viewer	Redeemer
Redeem Points (See r...	X	X	✓
View All Users Rewar...	X	X	✓
View Company Rewa...	✓	✓	✓
View Own Points Con...	✓	✓	✓
Earn Points	✓	✓	✓

On the Users details page select “**Admin**” from the Roles dropdown menu to change the users role to a mySchneider Admin

Note: When the new Admin logs in they will be requested to sign the Rewards T&C.

Overview / Admin Console / User Administration / All Users / Users details

usaom8 om803

Role: [Select a Role] Roles permissions [Revoke User Access]

Comp: Editor CAM Viewer

mySchneider Admin No

Change user role

This action will automatically update the user role to Admin for all available services & accounts. Do you want to proceed with changing the role to Admin?

Cancel Change role

Requested Date	Access Rights	Request Status
May 15, 2026	0 / 5	Pending Approval

Assign a NEW Rewards Redeemer

To assign a new Rewards Redeemer you must be a mySchneider Admin first

Overview / Admin Console / User Administration / All Users

User Administration

Invite Colleague

All Users | Users pending service requests

Registration Status: Select Registration Status | Service Request Status: Select Service Request Status | Role: Select Role | Service Name: Select Service Name

Registered from: mm/dd/yyyy | Registered to: mm/dd/yyyy | Company Name: Search Company Name | User Name / Email: Search User Name / Email

Orders | Rewards | Report

Service Name: Rewards | Reset all

User	Email	Company Name	Registration D...	Registration Status	Service Requests
<input type="checkbox"/> usaom8 om803	usa_om8_03_05142026@yop...	CAM test	May 15, 2026	Approved	
<input type="checkbox"/> usa02 Test05142026	usa_a02_02_05142026@yop...	CAM test	May 15, 2026	Approved	
<input type="checkbox"/> usaom test05142026	usa_om1_01_05142026@yop...	CAM test	May 15, 2026	Approved	
<input type="checkbox"/> usaom0 02051312026	usa_om0_02_051312026@yop...	CAM test	May 13, 2026	Approved	
<input type="checkbox"/> usa02 v0205	usa_a02_05142026@yopmar...	CAM test	May 15, 2026	Approved	

After selecting "Rewards" in the service name dropdown menu, click any user that has already been approved under "Registration Status"

Roles permissions

Admin permissions

The admin role is defined for the entire company, so any changes to the company profile and user management will apply to all admins, regardless of the services.

Editor and Viewer permissions

Permissions for viewers and editors vary depending on the service. You can see the detailed list below:

Permission	Editor	Viewer	Redeemer
Redeem Points (See r...	X	X	✓
View All Users Rewar...	X	X	✓
View Company Rewa...	✓	✓	✓
View Own Points Con...	✓	✓	✓
Earn Points	✓	✓	✓

On the Users details page select "Approve as Redeemer" from the Request Status dropdown menu to change the users role to a Rewards Redeemer

Note: The existing and new Redeemer will get an email confirmation of the updated roles

Overview / Admin Console / User Administration / All Users / Users details

usaom8 om803

Role: Admin | Roles permissions | Revoke User Access

Company Name: CAM test | Registration Date: May 15, 2026

mySchneider Admin: No

Request Status: Approved | Approve as Redeemer | Deny

Confirmation

Only one Redeemer role can exist per company. The user **test_user_01_usa_rewards_cam@yopmail.com** currently holds the Redeemer role. If you proceed, this permission will be removed from **test_user_01_usa_rewards_cam@yopmail.com** and assigned to **usa_om8_03_05142026@yopmail.com**. Do you want to continue?

Cancel | Yes

NEW – Services Section

Please share this guide with others in your organization to direct them how to request access to services.

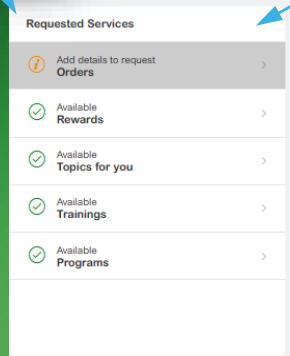
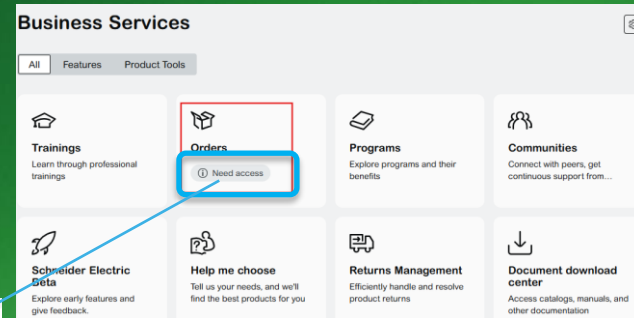
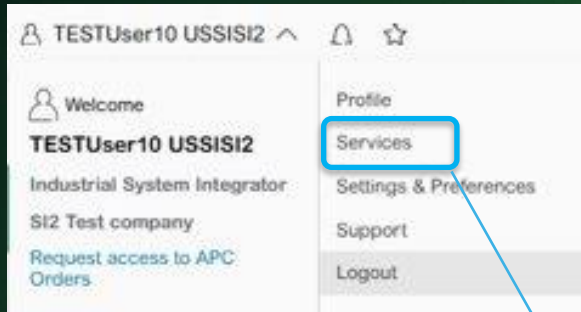
All users – New Services Section

Requesting and viewing status of your service access

- To go to the new Services section
- Select **Services**

OR

- To go to the Homepage
- Select **Need Access** for any service where you require access



Requesting Access to Order Services

Under Orders, select:

- SE US for US Orders Access
- SE CA for Canada Order Access
- APC for Secure Power

Enter your **Account ID** and click **Search**

Requested Services

Orders Request Request access to APC Orders

Add details to request Orders

Available Rewards

Available Topics for you

Available Trainings

Available Programs

Which account would you like to access as Home account?*

Please enter the Account number assigned by Schneider Electric to your Company, if you are unsure of this please ask your Company administrator.

SE US

Enter Account Number

Search Reset

- If you need access to additional accounts / branches, select **Yes**
- **Select** all the accounts you need access to orders
- Click **Submit**

Services

Requested Services

Orders Request Request access to APC Orders

Add details to request Orders

Waiting for approval Rewards

Available Topics for you

Available Trainings

Available Programs

Which account would you like to access as Home account?*

100005820 - ALAMEDA ELECTRICAL DISTRIBUTORS INC - PÉTALUMA

Do you need access to other branches or accounts?

Yes

Which additional branches/accounts would you like to access?

16 selected

10000038

10000058

10000076

10000107

+ 11 more

Do you need access to Financial & Credit services for applicable accounts?

Yes No

Submit Reset

- Your Order access has been requested, and your **Order Admin(s) will approve your access**

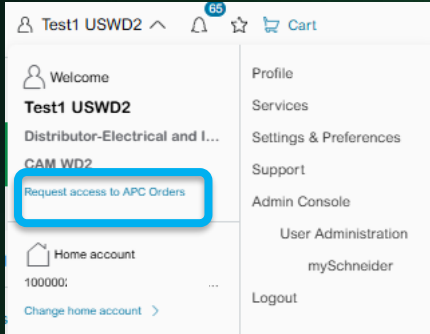
APC – Requesting access

Currently, APC order experience has not been transferred to the CAM platform. Access to APC orders continues to be managed in the same way as before. Additional details can be found in the following slides.

Requesting access to Order Services

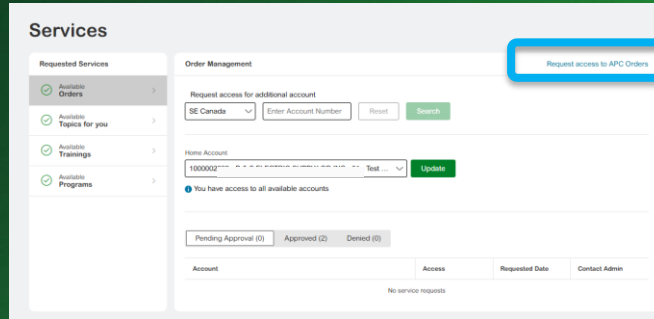
How to request access to APC – Secure Power (if applicable)

Click Avatar (name in top right corner) and select **Request access to APC orders**



OR

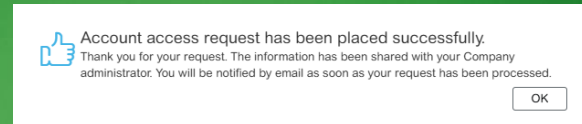
From the Services page, under Orders, select **Request access to APC orders**



Add Secure Power account ID and click **Submit**

A form titled 'Request for more order sites'. It asks 'Which account would you like to access as Home account?' and provides instructions: 'Please enter the Account number assigned by Schneider Electric to your Company, if you are unsure of this please ask your Company administrator.' There is a dropdown menu with 'APC / ITB / Secure Power' selected, an 'Enter Account Number' text input field, and 'Search' and 'Cancel' buttons at the bottom.

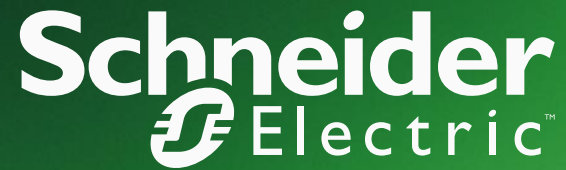
Your Secure Power Order admin will approve your request



Need Support?

For mySchneider admin support contact
partnerportalsupportnam@se.com

For Orders admin support chat via
mySchneider or contact
partner.commercial@se.com



se.com

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