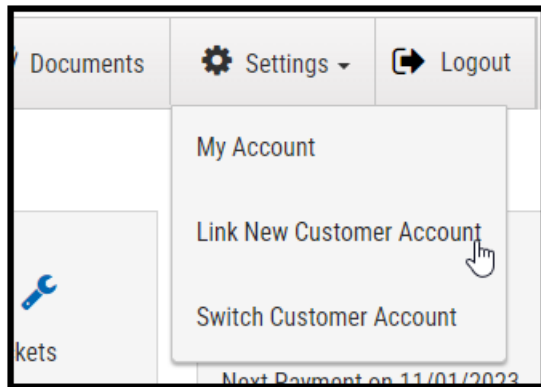


Linking Multiple Accounts to one SedonaWeb Login

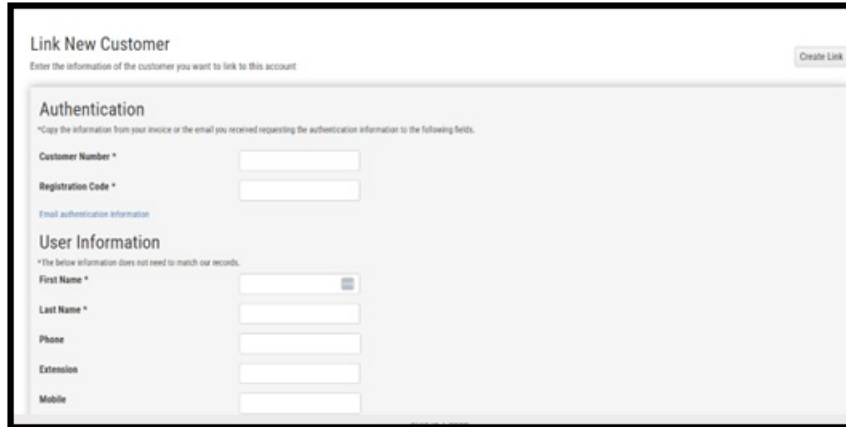
09/30/2025 9:11 am EDT

Once a SedonaWeb 2.0 login is created, the user can go under Settings and select **Link New Customer Account**.



The Link New Customer screen is nearly identical to the screen to create a new account.

You will need the customer number and registration code for the new customer account to be linked.

A screenshot of the 'Link New Customer' form. The title is 'Link New Customer' and there is a 'Create Link' button in the top right corner. Below the title, there is a subtitle: 'Enter the information of the customer you want to link to this account.' The form is divided into two sections: 'Authentication' and 'User Information'. The 'Authentication' section has a note: '*Copy the information from your invoice or the email you received requesting the authentication information to the following fields.' It contains two required fields: 'Customer Number *' and 'Registration Code *'. Below these fields is a link: 'Email authentication information'. The 'User Information' section has a note: '*The below information does not need to match our records.' It contains five fields: 'First Name *', 'Last Name *', 'Phone', 'Extension', and 'Mobile'. Each field has a corresponding input box.

Once the correct information is entered, the user will have access to the new account

They can switch between accounts using the menu selection under the Settings menu, as well as when initially logging in.

Settings ▾ Logout

My Account

Link New Customer Account

Switch Customer Account

Account Name bspickens1@twc.com

Contact Name ARI

Last Login 5/2/2022 11:09:00 AM

Switch Customer Account

Customer Number	Customer Name	Selected	
2103	ARI	Yes	<input type="button" value="View Customer"/>
2030	J.C. Tailor Shop Pizza	No	<input type="button" value="View Customer"/>