Delegation of Access: The Recipes

Overview

Several of the decisions required for setting up your website involve choosing 3rd party services to work with. Some of these services offer the ability to delegate administrative access to someone other than yourself, without relinquishing overall control.

This is a powerful feature, but sometimes hard to find details about. This document collates that information in one easy to use location.

The services, mentioned in the guide, that offer delegation are:

- [GoDaddy](#)
- [WPEngine](#)
- [Google Analytics](#)
- [MailChimp](#)

GoDaddy

1. Log into your account at mya.godaddy.com

2. Click Account Settings

3. Click Delegate Access

4. Scroll to the bottom of the page, and click Grant Access in the People who can access my account section

5. Enter the delegate's name and email

6. Select Manage Products (this should be suitable for 99% of freelancers, you'll know if you have someone you trust enough to grant them Purchase ability as well)

7. Click Invite

In case the steps change, here is the relevant area of GoDaddy's documentation regarding delegation:

https://www.godaddy.com/help/give-others-access-to-my-godaddy-account-12376

WPEngine

1. Log into the user portal at my.wpengine.com

2. If you have multiple WPEngine installs, choose the correct install via the drop down in the top menu

3. Click **Users** in the top menu

4. Click **Add user**

5. Fill out the **First name**, **Last name**, **Email** and **Phone** (optional) fields

6. If you want to delegate full control without exposing your billing/payment options, pick **Full (no billing)** from the Account access drop down. If you have multiple installs and wish to delegate access to only one, pick **Partial (no billing)** and then select the relevant **Install**

7. Click **Create user**

In case the steps change, here is the relevant area of WPEngine's documentation regarding delegation: https://wpengine.co.uk/support/users/

Google Analytics

1. Sign in to Google Analytics at https://www.google.com/analytics/web/#home/

2. Click **Admin**

3. Navigate to your desired **account/property/view**

4. Within the relevant column, click **User management**

5. Enter the delegate's Google account email address under **Add permissions for**

6. **Edit** access would give your delegate permission to do everything related to analytics except for managing users. If you just want your delegate to be able to **Collaborate** (create reports of their own and share them, or work on shared assets) choose that. If you just want them to **Read & Analyze** your existing reports and data, choose that.

In case the steps change, here is the relevant area of Google's documentation regarding delegation: https://support.google.com/analytics/answer/1009702?hl=en

MailChimp

1. Go to your admin dashboard at https://admin.mailchimp.com

2. Click your name to open the drop down, and pick **Account**

3. Open **Settings**, and click **Users**

4. Click **Invite A User**

5. Enter your delegate's email address

6. Pick the level of access you want them to have, typically this will be **Author** (if you want them to be able to do everything related to campaigns, templates, and automations but without allowing them to send the campaigns) or **Manager** (if you want them to do everything but billing, manage add-ons, manage users, and export your list).

In case the steps change, here is the relevant area of MailChimp's documentation regarding delegation:

https://kb.mailchimp.com/accounts/manage-users/manage-user-levels-in-your-account