



Access multiple Bigin accounts using one set of login credentials

Bigin enables users to access multiple Bigin organization accounts with one set of login credentials. For example, let's say an organization operates on a multi-franchise model and each franchise has its own Bigin account. Having each member of the franchise management team sign up individually to access each franchise's Bigin account can make things overly complicated. It's also difficult to remember different login credentials.

With Bigin's multi-org feature, the franchise management team can simply create multiple Bigin accounts and switch between them all using the same login credentials. This makes accounts more accessible, as it enables users to be a part of several Bigin org accounts simultaneously.

Users can be a part of multiple org accounts via the following means:

- By creating new org accounts
- By accepting invitations from other org accounts

(!) Please note that this feature is not designed to sync any data between different Bigin accounts. The sole purpose of this feature is to let users create and manage multiple Bigin accounts for their unique requirements with ease.

Creating multiple Bigin organizations

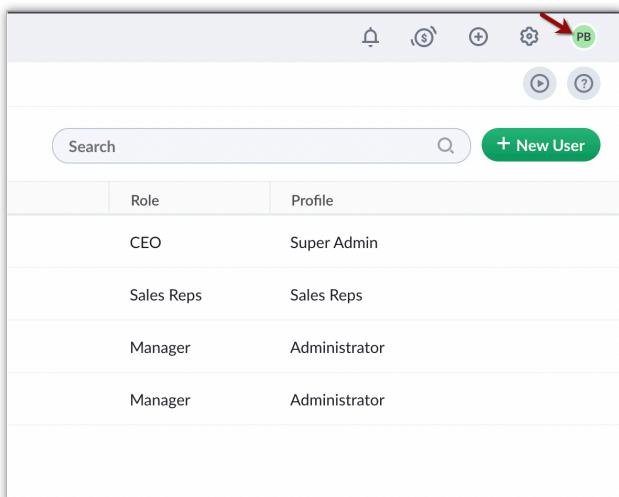
(i) Users with **Super Admin** and **Administrator** profiles can create multiple orgs. Non-admin users must be invited to join these orgs in order to be part of multiple orgs.

Note

- Any user can join up to 10 accounts at a time. These accounts can be in different editions (Free, Express, Premier and Zoho One). For example, Alan can be a part of Zylker Services (Premier edition) and Zylker Products (Express edition).
- Out of these 10 accounts, as a super admin or admin you can create up to five new org accounts.
- The new org account that is created will always be set to Premier trial edition by default. The admin can upgrade to the required subscription before the trial period ends.
- User licenses must be purchased separately for each org account.
- Zoho One users cannot create a new org but they can join non-Zoho One organizations.

To create multiple organizations

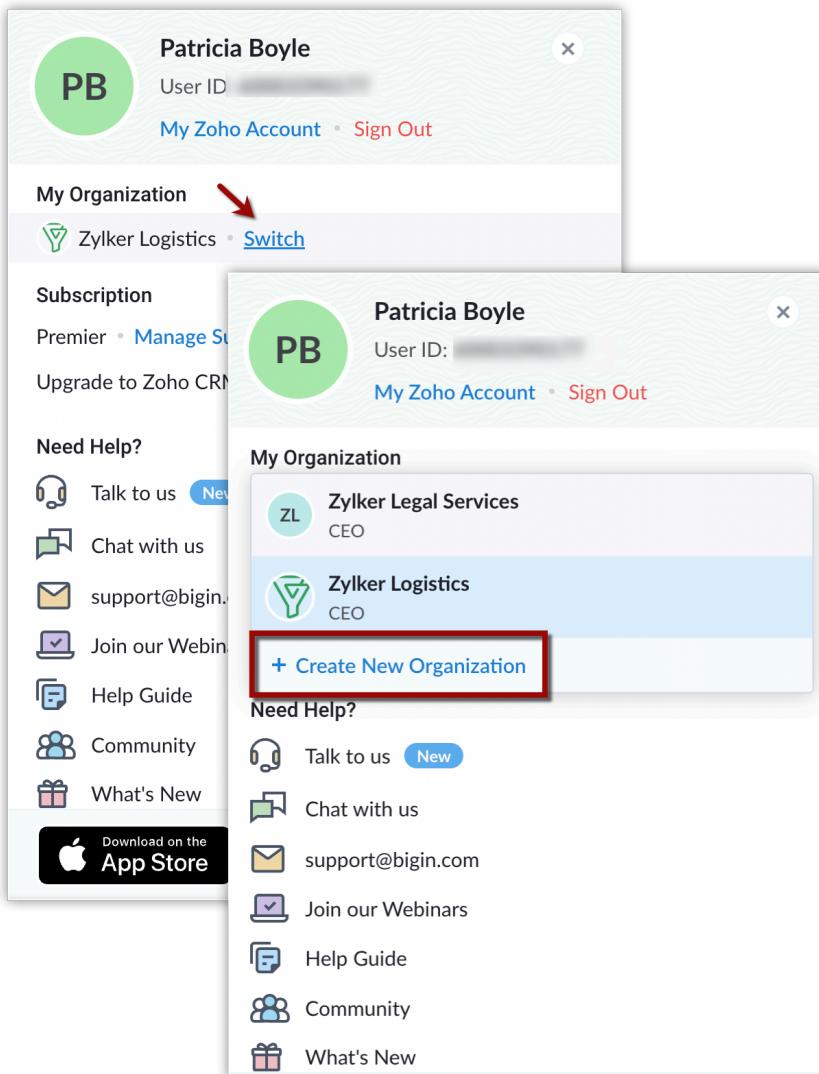
1. Log in to your Bigin account with administrative privileges.
2. Click the **Profile** icon.



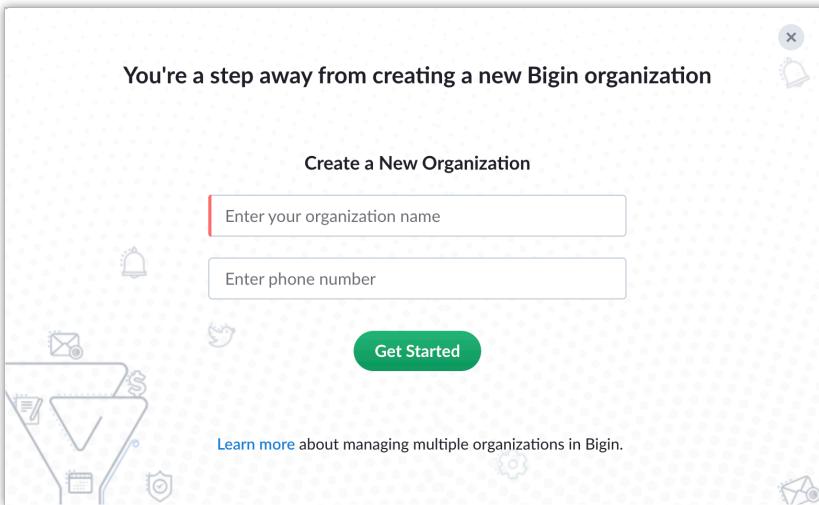
	Role	Profile
CEO	Super Admin	
Sales Reps	Sales Reps	
Manager	Administrator	
Manager	Administrator	

3. Click on the **Switch** button next to the org name.

4. Click + Create New Organization.



5. Enter the org name and phone number.



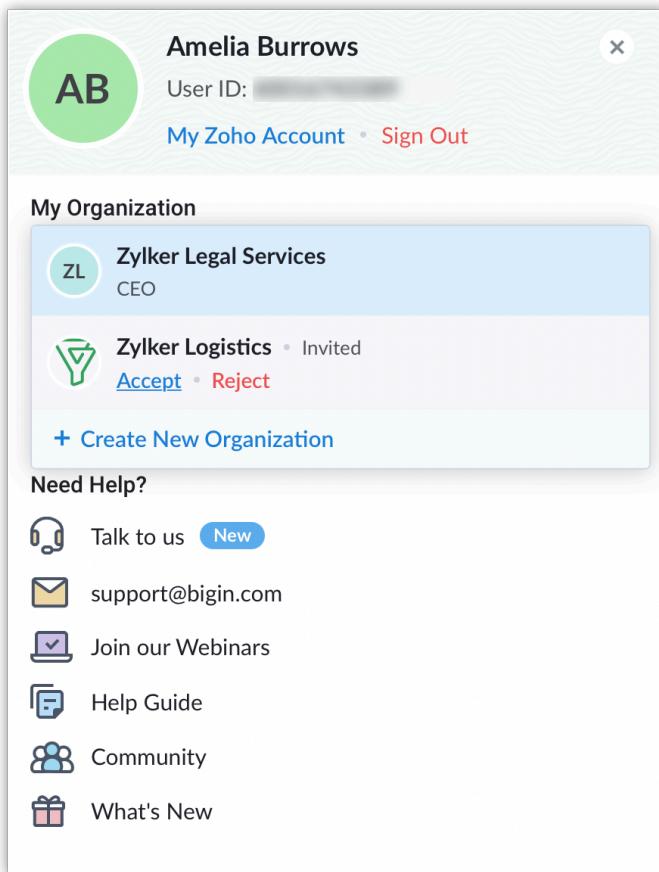
6. Click Get Started.

You will be redirected to the Bigin account of the new organization.

Sending invitations to users from different organization accounts

Bigin users who are already part of a Bigin account can be added and invited to multiple org accounts. They will be able to accept the invitation from another account without having to disassociate from their existing account. The user can accept or reject the org invitation within seven days from the following places:

- **Email:** The email invitation sent by the host will have the option to accept or reject the invitation. If the user is part of other org accounts, those account names will be listed in the email.
- **Organization listing:** The user can go to the profile icon and click Switch. The list of Invited organizations will be available under **My Organization**. User can Accept/Reject invitations from there.



Switching between Bigin accounts

Users who are part of multiple accounts can switch between their Bigin accounts from their profile.

To switch between accounts

1. Click the **Profile** icon in your Bigin account.
2. Click on the **Switch** button next to the org name.

3. Select and click on the desired org.

