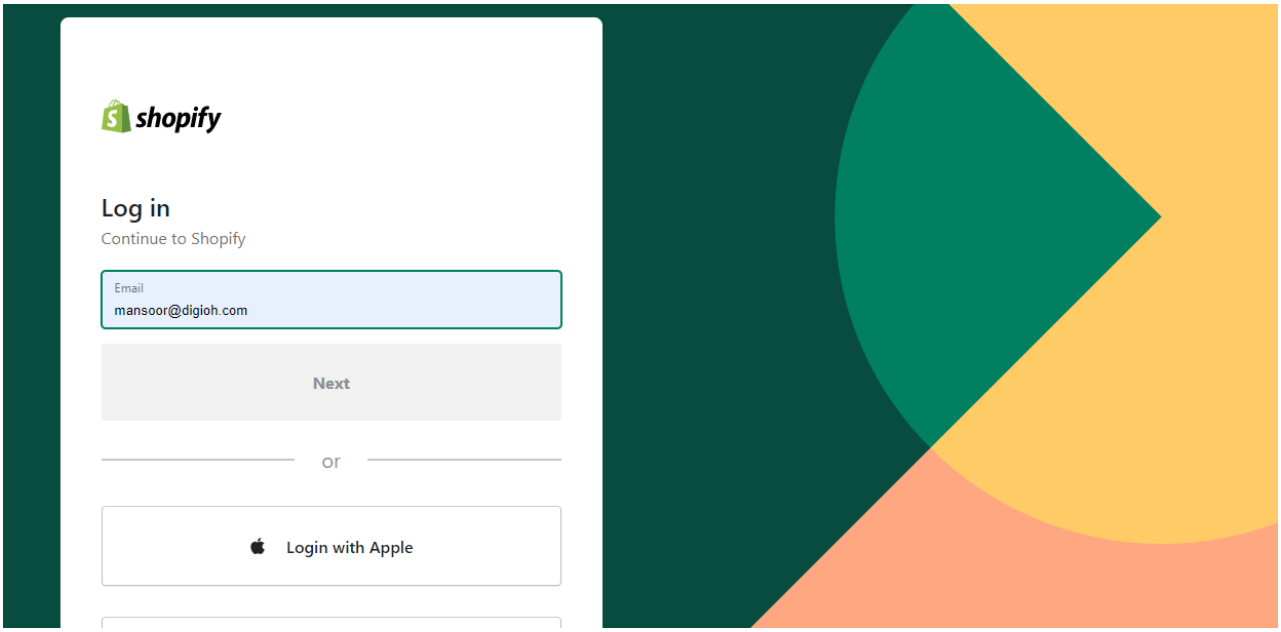
Shopify staff account for exporting products csv

Last Modified on 06/11/2026 10:07 am EDT

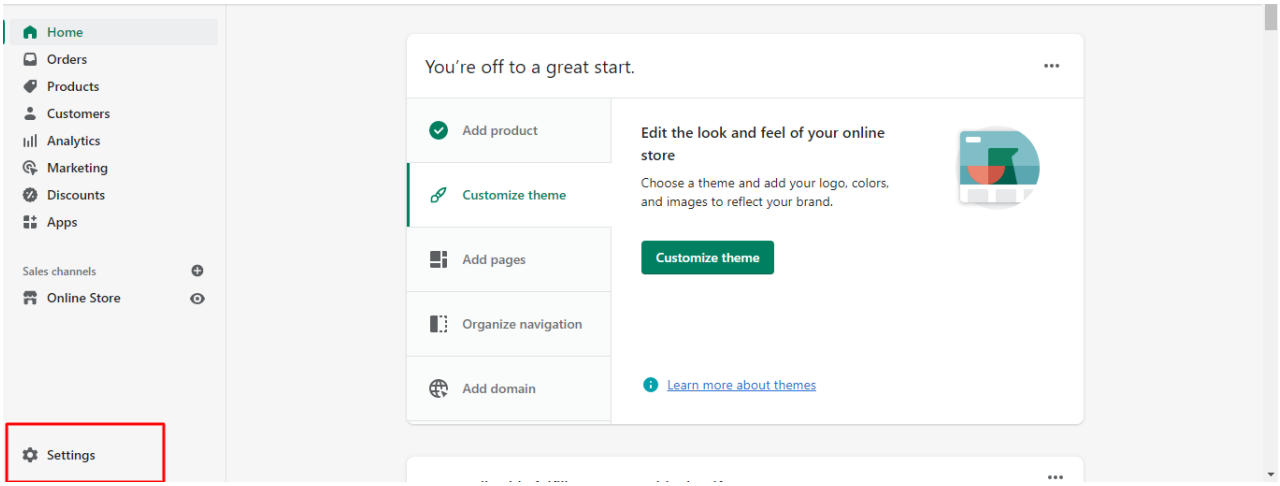
For exporting products from Shopify we need a Shopify staff account with **Products** Permission.

Steps for adding a new staff account with Products Permission.

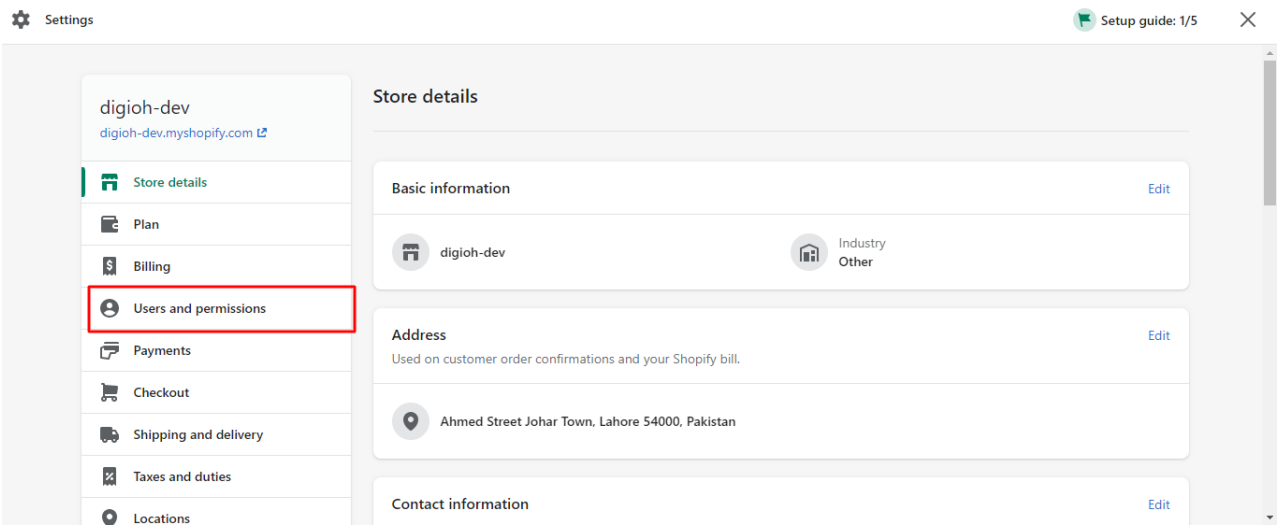
1- Login to Shopify Admin Side.



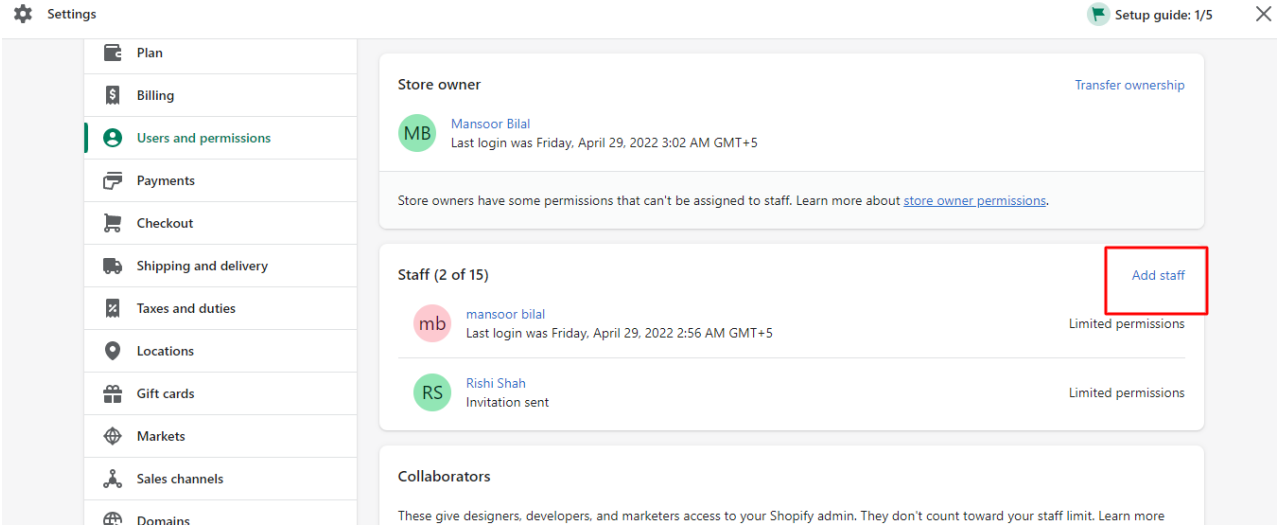
2- After Login go to the Settings Page



3- On the Settings page click on **Users and permissions** Link



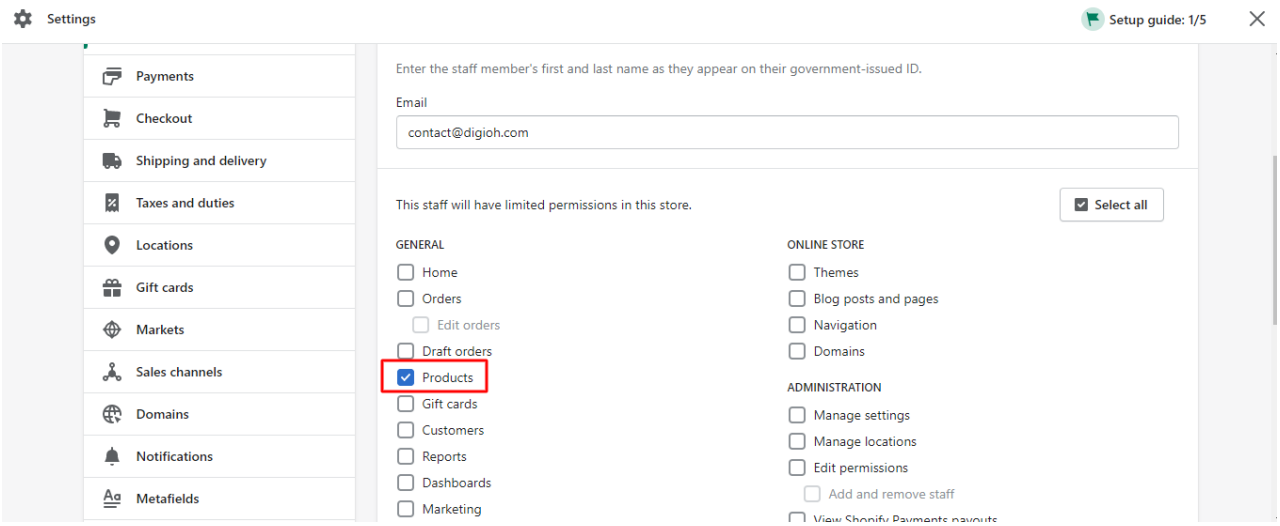
4- On **Users and permissions** page click on **Add staff** link



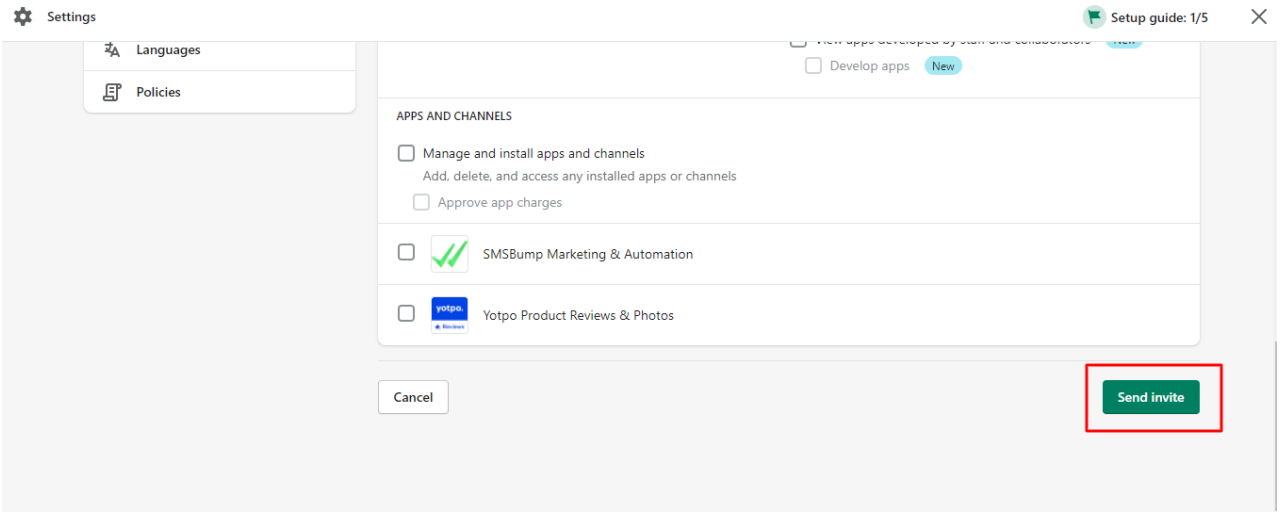
5- On Add Staff page Add Profile Info

- First Name: **Digioh**, Last Name: **Staff**.
- Email **support@digioh.com**

In the Permission tab select **Products**



6- Click on Send invite Button



That's All Once you click on send invite button we will receive the invitation.

Note: Please make sure when adding a staff account the email should be **support@digioh.com**