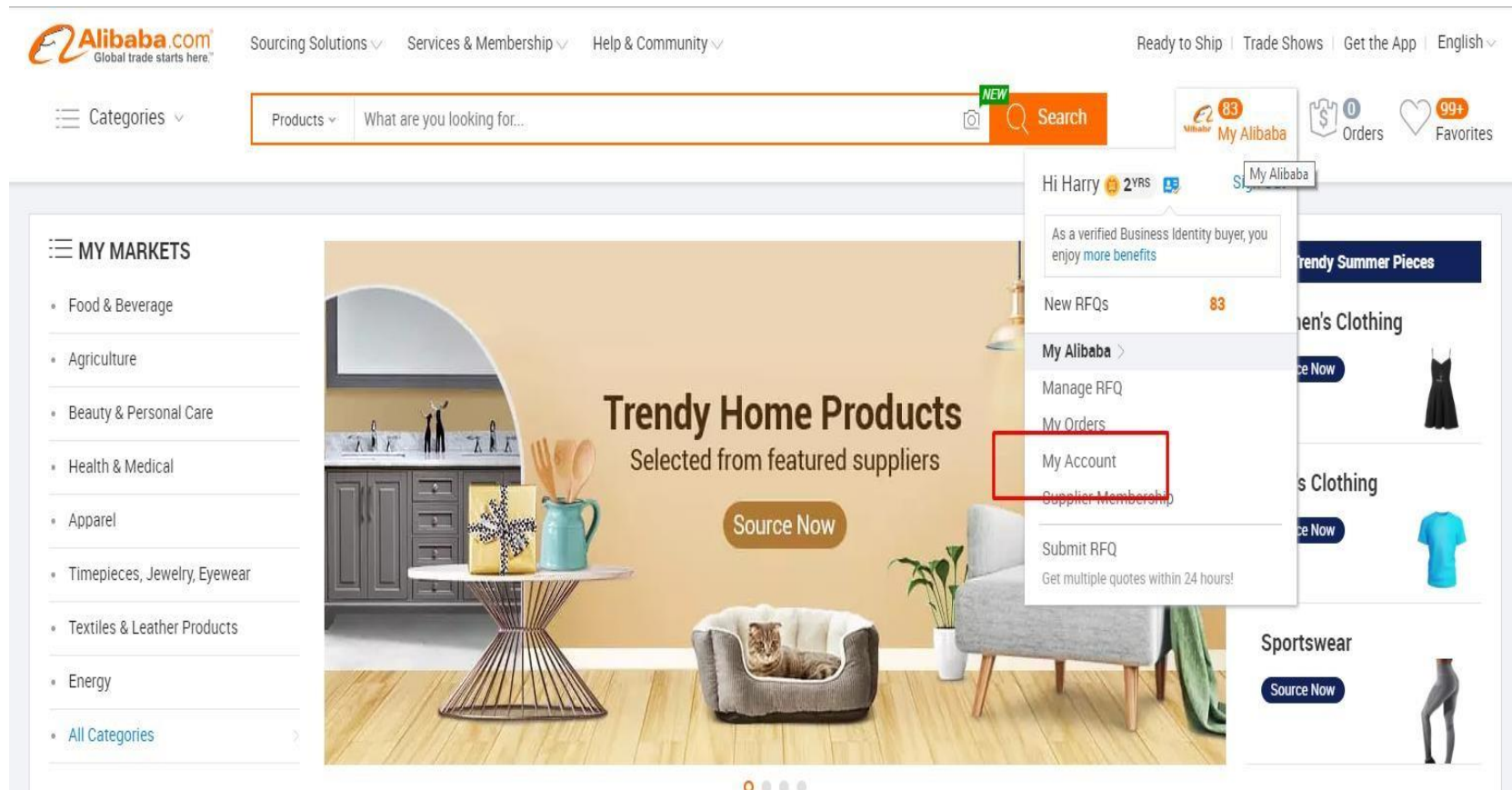




# A. CÁCH TẠO TÀI KHOẢN PHỤ TRÊN ALIBABA


## Bước 1 : Vào My Alibaba My Account



## Bước 2 : Vào mục Add a new sub-account

 My Alibaba

  
Upload Photo

Your Member ID: alitpsalestest04 

Email: gso\*\*\*@163.com [Change Email Address](#)

Linked Mobile: [Enter Mobile Number](#)

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Personal Information	Account Security	Sub-Account Setting	Finance Account
<a href="#">My Profile</a>	<a href="#">Change Email Address</a>	<a href="#">Add a New Sub-Account</a>	<a href="#">My Bank Account</a>
<a href="#">Member Profile</a>	<a href="#">Change Password</a>	<a href="#">Manage Sub-Account</a>	
<a href="#">Upload My Photo</a>	<a href="#">Set Security Question</a>	<a href="#">Sign In Information</a>	
<a href="#">Privacy Setting</a>	<a href="#">Manage Verification Phones</a>	<a href="#">Messages Setting</a>	
<a href="#">Email Services</a>	<a href="#">Manage My Connected Accounts</a>		
	<a href="#">Manage Authenticator</a>		

**iExport.vn**  
**21Bis Hau Giang St, Ward 4, Tan Binh Dist, HCMC**  
**Hotline: 0909 346 247 - 0978 801 999**  
**Email: support@iexport.vn**

**Bước 3 : Điền 6 số code Alibaba gửi về và tiếp tục hoàn thành email, sdt, chức vụ của tài khoản phụ**

The screenshot shows the 'Add A New Sub-Account' page on Alibaba.com. The account type is 'Advanced Sub-Account'. A modal box titled 'EMAIL Verification' is overlaid on the page. The modal box contains the following text and form elements:

**EMAIL Verification**

Please complete the info below.

Email: gso\*\*\*@163.com

Click "Get Verification Code" then check your email for the verification code. If you have not received, please click "Resend Verification Code" then check your email again.

\* Verification Code:

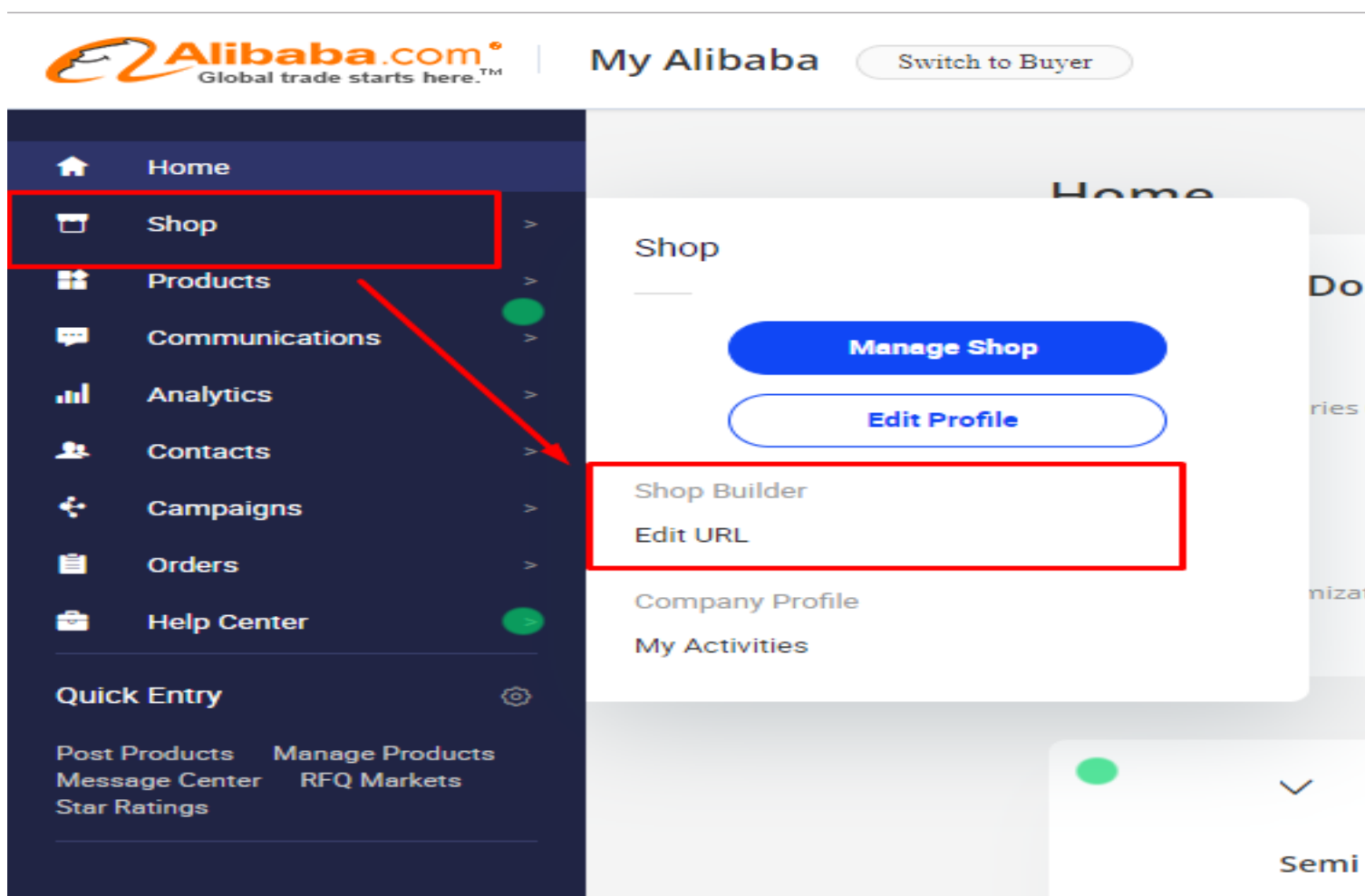
The verification code consists of 6 digits and is valid for 10 hours. Please use it within validity period.

**What can I do if I did not receive the verification code?**

You might not receive the verification code due to errors with the Internet. Please wait for a while or try again later. If you still can't receive the verification code after a few attempts (or if you have questions), please [contact our Customer Service Team](#).

## B. CÁCH ĐỔI TÊN ĐƯỜNG LINK MINISITE TRÊN ALIBABA

Bước 1 : Click vào My Alibaba ➔ Chọn Shop ➔ Chọn Edit URL để đổi địa chỉ website



**Bước 2 : Điền tên muốn đổi vào ô trống (ví dụ : tên Công ty :namviet)**

Sau khi đổi tên, địa chỉ minisite của công ty từ <http://vn.8945641684845165.trustpass.alibaba.com> sẽ đổi thành [namviet.trustpass.alibaba.com](http://namviet.trustpass.alibaba.com)

Alibaba.com<sup>®</sup> | My Alibaba  
Global trade starts here.™

Shop

Manage Shop

Edit Profile

Shop Builder

Edit URL

Company Profile

My Activities

### Change My Website Address

**Note:** You can only change your URL once. By confirming below, you will permanently change your web address.

My Current Website Address: <http://vn1249577998@trustpass.alibaba.com>

Change My Website Address to: trustpas...alibaba.com

4 - 20 characters (a-z, 0-9, no spaces)

**I confirm to change my website address PERMANENTLY**

**\*\*\* Lưu ý: Địa chỉ minisite trên My Alibaba chỉ được đổi MỘT LẦN DUY NHẤT**