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Letting a colleague or accountant pay invoices without sharing your password

Paying Your Invoices

CODE	VERSION	COUNTRY · LANGUAGE
RLX-AO-KB-1310	v2026.10.21	Angola · English

Interweb Angola
RLX Angola, Lda. · Group RLX Holdings
Tax ID (NIF) 500 260 5724 · Commercial registration no. 26464-25/250724

https://www.meu.interweb.ao/knowledgebase/1310

Letting a colleague or accountant pay invoices without sharing your password

Paying Your Invoices Created on **October 10, 2026** Updated on **October 21, 2026** 3 min read



Give them a **sub-account** with a single permission: invoices. That way the person signs in with their own password, sees and pays invoices, and sees or touches nothing else. It is the right alternative to handing over your own password, which opens everything and cannot be taken back without changing it for everybody.

Creating an invoices-only sub-account

1. In My Interweb, open **Contacts / Sub-Accounts** and choose to add a new contact. Fill in the name, e-mail and phone.
2. Tick **Activate Sub-Account** and choose a password for the person (they can change it afterwards).
3. In the permissions, tick **invoices only** (view and pay). Leave everything else unticked.
4. Save. The person receives the access details separately and signs in to My Interweb with only what you gave them.
5. If you also want them to receive the invoice e-mails, switch that option on in the same contact. See **sending your invoices to an accountant**.

Which permission allows what

Permission	What the person can do
Invoices	View and pay invoices. It is the only one an accountant needs.

Permission	What the person can do
Quotes	View and accept quotes. Accepting a quote commits the purchase: give it with care.
Orders	Place new orders. **That is spending the account's money.**
Support tickets	Open, answer and manage tickets.
Domains, and manage domains	View the domains; and, the second one, change nameservers, DNS and transfers.
Products, and manage products	View the services; and, the second one, change service passwords and other actions.
Profile and contacts	Change the account details and manage the other contacts. Rarely justified.

The account owner always has every permission, and a sub-account can never see or do more than you gave it. More about the screen in **how to manage sub-accounts**.

What the person sees, and how to change it later

On signing in, the person has access only to the invoices part. If they try to open another area, the portal says they lack the required permission. If they later need more, open the contact under **Contacts / Sub-Accounts**, change the boxes and save. The same route takes a permission away, or sets a new password for the person if they forgot it.

When the person leaves the company, remove the sub-account the same day.
Removing is final: the access disappears and, if you need it again, a new one is created from scratch. If you ever shared your own password, change it now. See **how to recover access to your account**.

Switch on two-step authentication on your own account.
With more people paying, it is worth it. See **how to enable two-factor authentication**. To pay on behalf of another person or company, see **paying an invoice for someone else**.

NEED A HAND?

Not sure which permissions to give whoever handles your invoices? Describe what the person does.

Open a support ticket →

SEE ALSO

- How to manage sub-accounts
- Sending your invoices to an accountant: where invoice e-mails go
- How to enable or disable two-factor authentication (2FA)
- Paying an invoice for someone else, or having your company pay yours

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