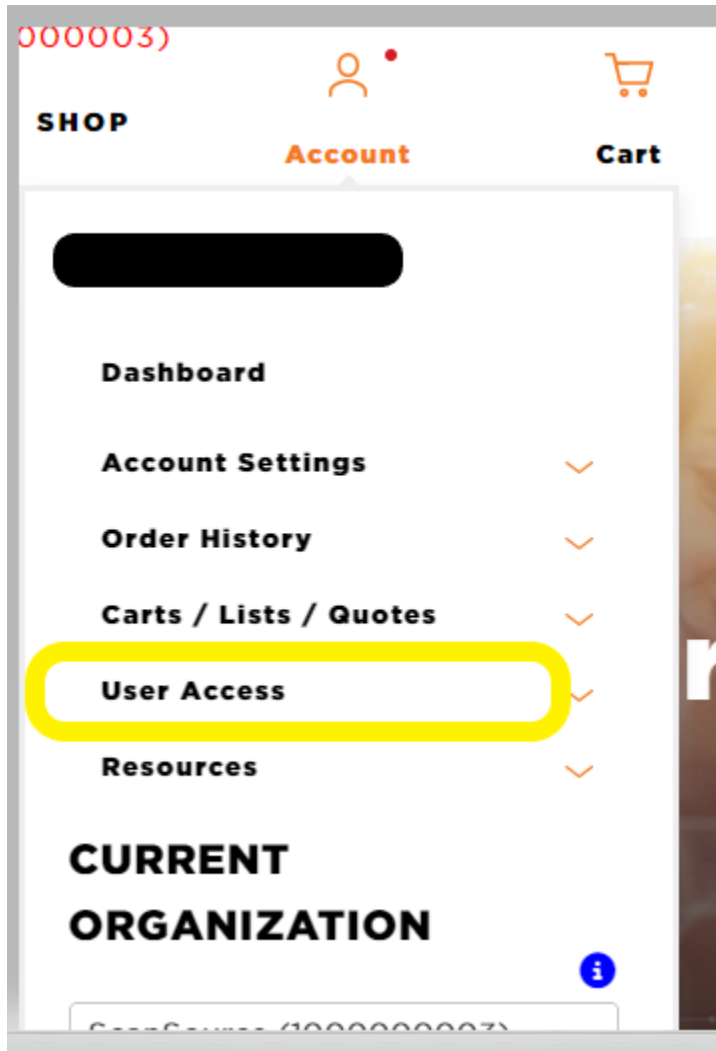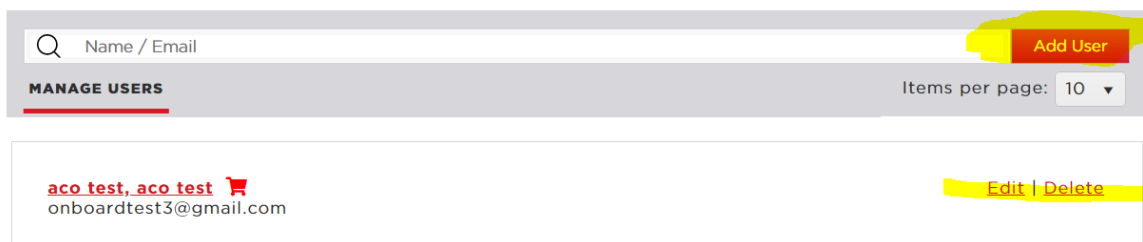For an Ecommerce Admin:

Access My Account, then select the User Access drop-down.

Select Manage Users. You can add, edit and/or delete a user.

There is also a video called "Account Tools" that goes over this, among other things at:

https://www.scansource.com/my-account/resources#tabHowTo

Adding a new user will generate a welcome/registration email to that person, who can then follow the steps to create a password and log in.