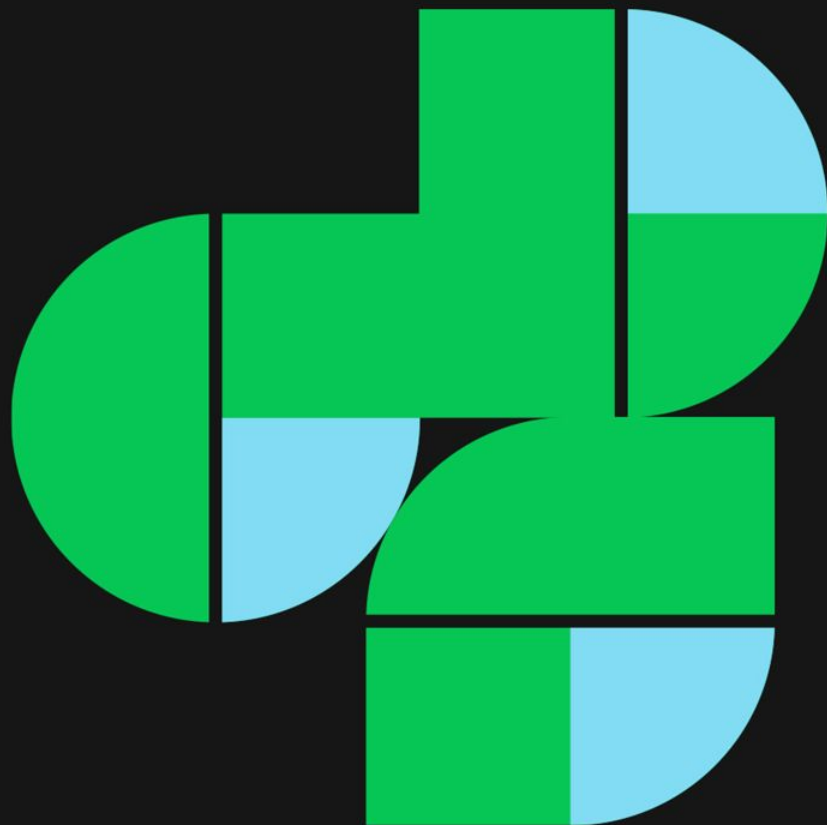


LINE Biz - Solutions

服務提供者管理員權限

2026.07



關於服務提供者管理員 (Provider Admin)

由於**服務提供者管理員**為平台之最高權限者，為保障您的帳號安全：

每個服務提供者，LINE 將**僅發行一位管理員**予該服務企業之員工。若您為目前該服務提供者管理員，可以透過後台管理系統，授予其他成員管理員權限。

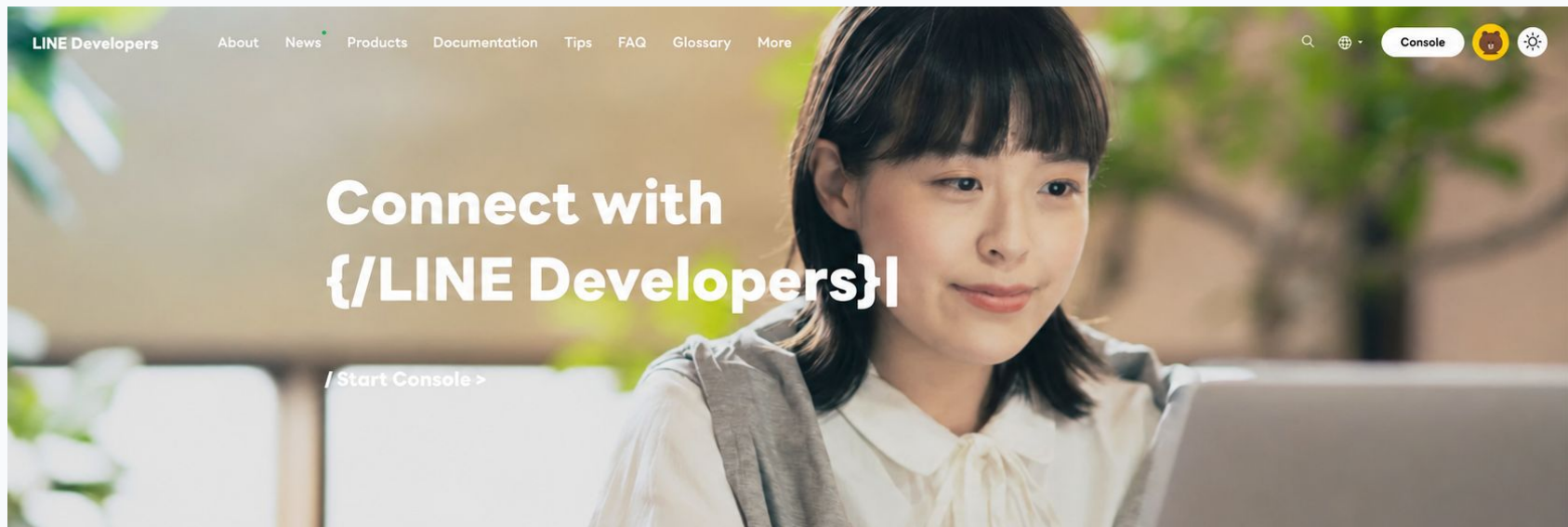
管理員權限授予方式

- ✓ **若您已是服務提供者管理員：**可直接登入 LINE Developers Console，進入對應的服務提供者頁面，點選「Roles」並透過 Email 發送邀請，並將權限設為「Admin」。
- ✓ **若您非服務提供者管理員：**需請目前已擁有該服務提供者管理員權限的成員，透過上述步驟發送 Email 邀請，在您收信並按下「Accept」接受邀請後即可取得權限。

步驟教學

Step 1

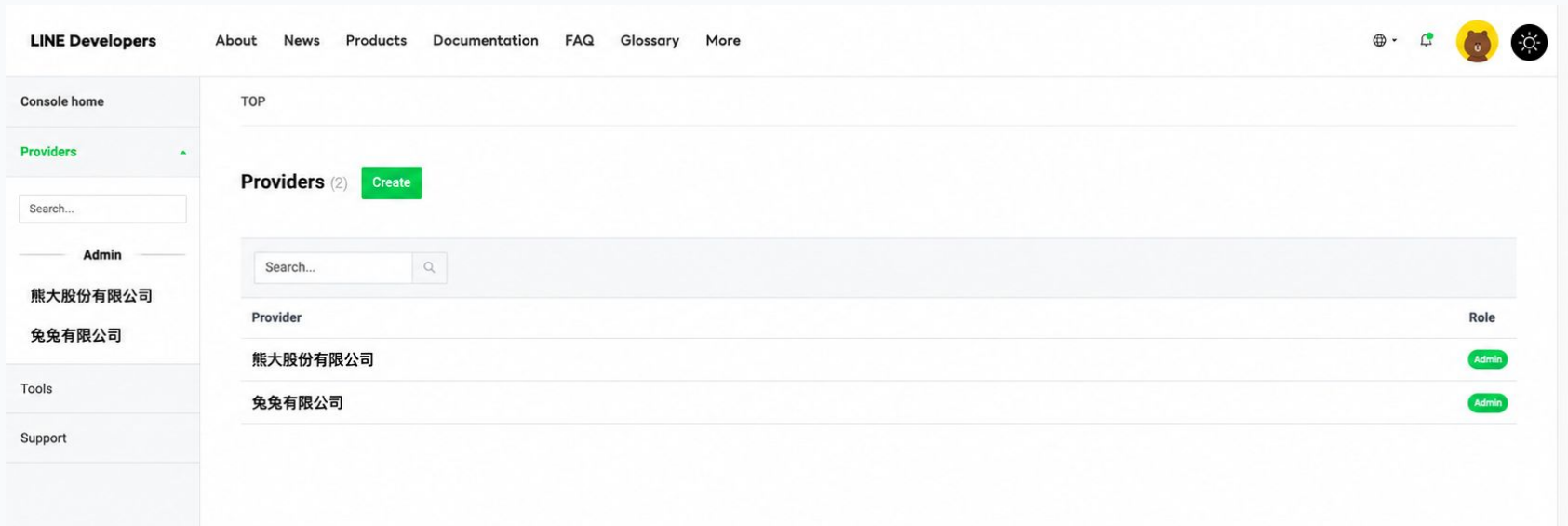
進入 LINE Developers (<https://developers.line.biz/en/>) > 登入帳號 > 點選右上方「Console」按鈕



步驟教學

Step 2

進入「Providers」列表 > 選擇欲新增管理員的服務提供者



The screenshot displays the LINE Developers console interface. The top navigation bar includes links for About, News, Products, Documentation, FAQ, Glossary, and More. The left sidebar shows the navigation menu with options like Console home, Providers (selected), Admin, Tools, and Support. The main content area is titled 'Providers (2)' and features a 'Create' button. Below this is a search bar and a table listing the providers. The table has two columns: 'Provider' and 'Role'. Two providers are listed: '熊大股份有限公司' and '兔兔有限公司', both with the role 'Admin'.

Provider	Role
熊大股份有限公司	Admin
兔兔有限公司	Admin

步驟教學

Step 3

切換至「Roles」分頁 > 點擊「Invite by email」按鈕

Console home

Providers

Search...

Admin

熊大股份有限公司

兔兔有限公司

Tools

Support

TOP > 熊大股份有限公司 > Roles

熊大股份有限公司

Channels Roles Settings

Roles

Invite by email

Give other people access to this provider's information by assigning roles. The level of access depends on the role.

- **Admin** users can view, edit, and delete information about the provider and can view the list of channels associated with the provider.
- **Member** users are linked with the provider but cannot see information about the provider. Adding a user as a "member" of the provider lets you easily add the user to associated channels from the "Provider user list".

List

Search

Showing: All

☐	Name	Email	Role
☐	Brown	brown@browncompany.com	Admin

步驟教學

Step 4

輸入新管理員的 Email > Role 選擇「Admin」> 按下「Send invitations」即可送出邀請

Invite new members

Emails ⓘ

-

✗ Don't leave this empty

✓ Enter no more than 20 lines

✓ Enter a valid email address on each line

Role ⓘ

-

Send invitations

步驟教學

Step 5

新管理員收到邀請信 (You have received an invitation to join a provider) 後, 點擊「Accept the invitation」



LINE Developers <noreply@linecorp.com>

寄給我 ▾

3月4日週二 上午11:59



LINE Developers

Invitation to join a provider

You have been invited to join the provider, 熊大股份有限公司 , as Admin role.

To accept the invitation, click the link below.

Expiration date : 2026/03/05 12:59:41+09:00 Asia/Tokyo

URL : [Accept the invitation](#)

步驟教學

Step 6

登入帳號 >

按下「Accept」按鈕

You are currently logged in with this account

Developer name: Cony

Developer ID: 1234567

Invitation to join a provider



You've been invited to join the provider «熊大股份有限公司» as Admin. To proceed, select Accept.

If you don't know this provider, select Cancel

Cancel

Accept

步驟教學



權限授予完成！

恭喜您, 新的 Provider Admin 帳號已成功開通。

新成員現在可以登入 LINE Developers 後台, 共同管理您的服務提供者。

THANK YOU

