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My Account User Guide

Your My Account portal is your resource for all of your account information with {CompanyName}.

On this page of our site, you will find information such as Order Tracking, Order History, Invoice History, Frequently Purchased Items and more.

We created this page for you so that you have convenient access to customer service day or night.

You can access the My Account Portal from our navigation menu (My Account link) or by clicking on your name in the header of our website.

- 1) The Current Profile section shows your web user profile details. Any links Shopping Tool or Account Tool links your favorite will also be shown here.
- 2) Order tracking is available from this section by entering an order number, invoice number or PO number.
- 3) The Recent Web Orders area lists the recent orders you have placed via our website
- 4) The Recent Company Orders area lists all orders placed with us that are associated with your customer code. This may include orders from the web, phone, EDI, etc.
- 5) The Frequently Purchased Items area shows the items your company most frequently purchases. It is a quick way to find things you order regularly.
- 6) The Recent Company Quotes area allows you to see quotes that we have created for your company and process them through our website.
- 7) The Shopping Tools area has many convenient tools that you can use to improve your shopping experience.
- 8) The Account Tools area is where you can access additional account information including information such as Online Statements, Backorder Lists, Privacy Settings, and more.
- 9) Manage Favorite Links allows you to 'favorite' Shopping Tools or Account Tools and make them available in your Current Profile Favorite Links area for quick access.

