# Account Tools

# **Account Tools**

## **Overview**

## 1 | Change Password

Create a new password

#### 2 | Current Statement

View, print or export your current open statements

#### 3 | Customer Resources

See additional webstore resources such as video tutorials and guides

#### 4 | Invoices & Shipments

Look up previous and current invoices and shipments (If you are looking for a serial number of a specific product you recently purchased that can be found here)

## 5 | Open Backorders

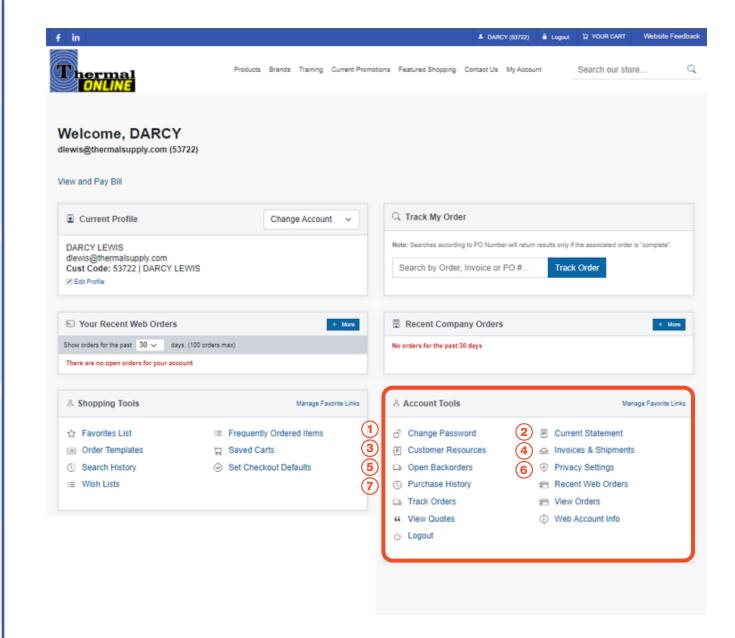
View items that are currently on backorder

## 6 | Privacy Settings

Update privacy settings such as receiving marketing emails and exclusive offers

## 7 | Purchase History

Review previous purchases





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## **Overview**

#### 8 | Recent Web Orders

Search through a list of your previous web orders by Order #, PO # or Order Date

#### 9 | Track Orders

Track current orders

#### 10 | View Orders

View all orders up to a year (to review orders placed over a year ago please contact your sales rep or local branch)

#### 11 | View Quotes

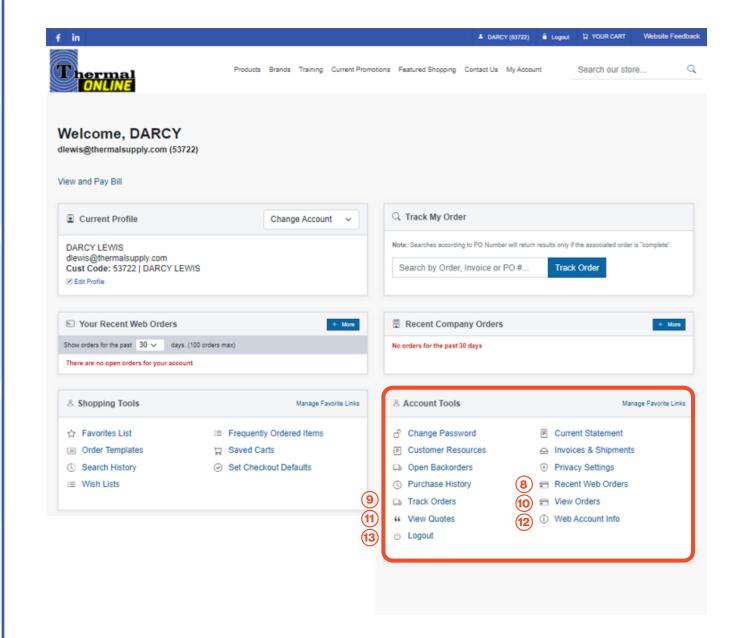
Search any open quote by Quote #, PO # or Date (to turn a quote into an order contact your local branch)

#### 12 | Web Account Info

View and make updates to your account information such as your email, phone number, password and more

## 13 | Logout

Logout of the account





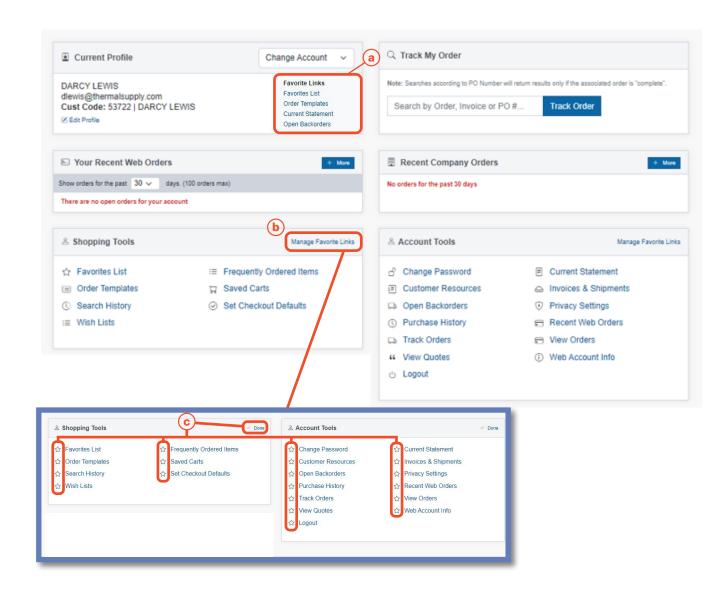
# **Account Tools**

# **Manage Favorite Links**

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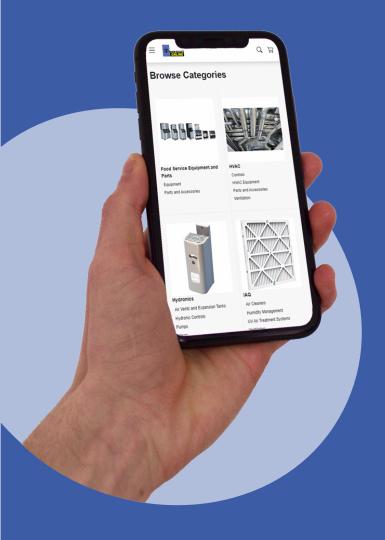
This feature is used to create shortcuts to your most-utilized tools.

- a. The Favorite Links will appear in the "Current Profile" section next to the account details
- b. To edit click "Manage Favorite Links"
- c. Select (or unselect) the stars next to the tools you'd like to add and click "Done" to save





# **Still Have Questions?**



For additional questions, feedback, or to request a virtual tour of the website via Zoom or Microsoft Teams please reach out to our web team:

# **CONTACT**

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