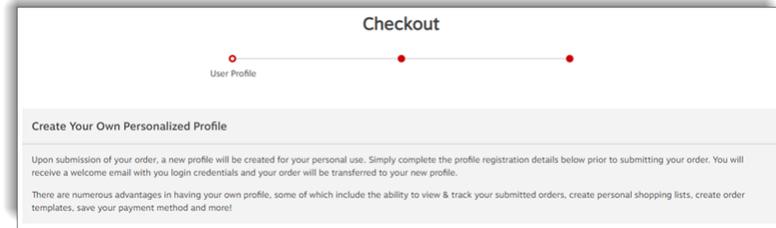




Create a Personalized Profile on eway

Upon checkout, you may have the option of creating your own personalized profile, depending on the account setup you are using.

By creating your own profile, you will see the account as if it were your own, you will be able to view your order history, create shopping lists, templates and save your payment methods.



User Information

In this section you must enter the following information:

- First name
- Last name
- Email Address
 - When information is entered in the **Email Address** field, its content is automatically copied to the **User ID** field in the **Login Information** section that follows. Therefore, if the address entered already exists in our database, you will receive a message advising that the user ID already exists.
- Telephone
- Extension

User Information		
First Name*	Email Address*	
Jasmine	jasmine.miller@abcinc.ca	
Last Name*	Telephone*	Extension
Miller	4504498449	4152



Login Information

- In this section, if the email address entered doesn't exist in our database, the **User ID** field should already contain your email address.
- You must now set a **password** and confirm it in the **Confirm Password** field.
- You can now continue the process to checkout normally.
- A welcome email is sent to you informing you of your login credentials for future shopping sessions.
- The first delivery address you will enter for the shipment of your order will be added as the primary address to your personalized profile.
 - During your next shopping sessions, you can use the **Manage Delivery Addresses** feature under the **Account** button, **My Account**, to manage your addresses.
 - When you will start your next shopping session, you will be prompted to select the shipping address for your order and you'll be able to create shopping lists, add payment methods and more.
- Depending on the account configuration, you may also be able to access **Submitted Orders** in the **Orders** menu and query your order history, otherwise you may use the [Find Your Order](#) page.

The screenshot shows a 'Login Information' form with three input fields: 'User ID*', 'Password*', and 'Confirm Password*'. The 'User ID' field contains the email address 'jasmine.miller@abcinc.ca'. The 'Password' field is highlighted in blue and has a tooltip that reads: 'Your password must be at least 7 characters in length and must be different from your User ID.' The 'Confirm Password' field has a tooltip that reads: 'Passwords are case-sensitive.'