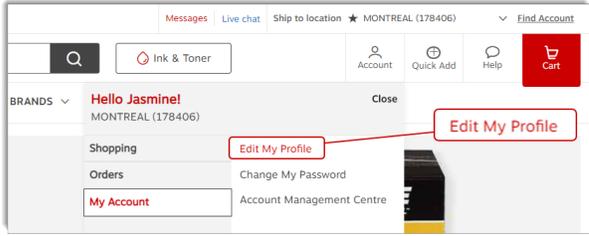


## Modify My Profile



- Click the **Account** menu, hover the **My Account** tab, then select option **Edit My Profile**.

## Payment and Credit Card Information

### Share a Credit Card

You can share any credit card with other selected buyers. Other buyers can also share their credit cards with you.

Type	Number	Card Holder Name	Expiration Date	Actions
Visa	4111 **** * 1111	Edit Langlois	02/24	 <a href="#">Share Credit Card</a>

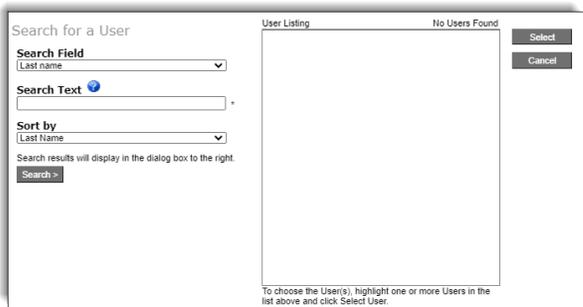
- After adding a new credit card, the **Share Credit Card** link appears in the **Actions** column.
- Click the link to select one of the following two options:



- The **Users** section enables you to select specific users that are authorized to use your credit card for all their purchases.



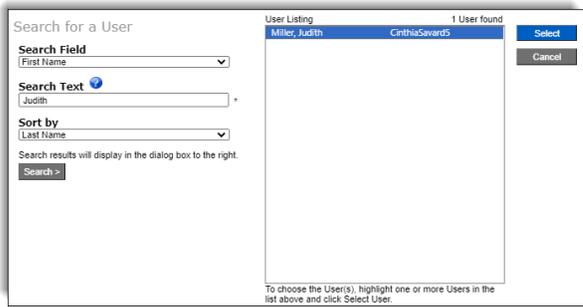
- The **Ship To Accounts** section enables you to select accounts, whose authorized users will be able to use your credit card, when they will order for this specific account.
- Click the **Add** button in the appropriate section.



- Search for users or accounts to be added, using the drop-down lists.
  - Choose from the results.
  - You can use the **Ctrl** key to make multiple selections.

## Payment and Credit Card Information

### Share a Credit Card



- Click the **Select** button to add them to the authorized users list or to the authorized Ship to accounts list.
- Click the **Back** button to return to your profile.
- In the **Actions** column, the link is now called **Shared – Click to Edit**.
- Click on the link to edit the authorized users or accounts.



Note that the credit cards that you share cannot be queried, modified or deleted by the users you share them with.

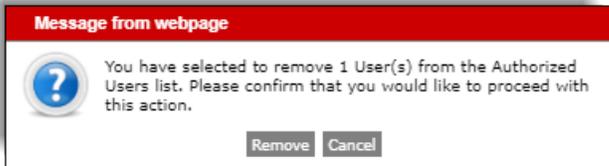
### Stop Sharing a Credit Card

Type	Number	Card Holder Name	Expiration Date	Actions
Visa	4111 **** * 1111	Edit Langlois	02/24	<a href="#">Shared - Click To Edit</a>

- Click the **Shared - Click to Edit** link.



- From the **Users** or **Ship To Accounts** list, select the buyer or account with which you no longer want to share the credit card with.
- Click on **Remove Selected**.
  - If you no longer wish to share the card with all buyers or accounts, click on **Remove All** instead.



- Confirm by clicking on **Remove**.
- Click on **Back** to return to return to your profile.



The Share Credit Card feature is also available to Administrators that have access to User Management in the Account Management Centre. The process is identical to the one described in this guide.