Modify My Profile

Туре

Visa

Users

Sort By Last Name

Authorized Users

Number

4111 **** **** 1111

	messages	Live chat Ship to location	MONTRE	AL (178406)	✓ E	ind Account
С	🚫 Ink & Toner		Account	Quick Add	Q Help	₽ Cart
BRANDS V	Hello Jasmine! MONTREAL (178406)		Close	Ed	it My Pi	rofile
	Shopping	Edit My Profile			-	
	Orders	Change My Passwor	ď			
	My Account	Account Manageme	nt Centre			
	My Account	Account Manageme	nt Centre			

Card Holder Name

Sort Order

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

Payment and Credit Card Information Share a Credit Card

Expiration Date

No Authorized Users

Actions

fit Share Credit Care

bbA

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

- 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.
- Ship To Accounts
 Sort By
 Sort Order
 Rame
 Control Descending Control Accounts
 Authorized Ship To Accounts
 Add
 Remove Selected
 Remove Al

earch for a Licer	User Listing	No Users Found	
carcinity a user			Select
Gearch Field Last name V		1	Cancel
earch Text 😯			
Sort by			
Last Name 🗸 🗸			
search results will display in the dialog box to the right.			

- 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

	User Listing	1 User found		
bearch for a User	Miller, Judith	CinthiaSavard5	Select	
Search Field				
First Name 🗸			Cancel	
Search Text				
Judith				
Sort by				
Last Name V				
Second and the Market in the Palas has to the Sola				
Search results will display in the dialog box to the right.				
Search >				
	To choose the User(s)	highlight one or more Users in th	e	
	list above and click Se	lect User.		

- 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

Message from webpage

this action.

Туре	Number	Card Holder Name	Expiration Date	Actions
Visa	4111 **** 1111	Edit Langlois	02/24	Shared - Click To Edit

Users				
Sort By		Sort Order		
Authorized Users			1 Authorized User	
CinthiaSavard5	Judith	Miller		Add
				Remove Selected
				Domouto All

You have selected to remove 1 User(s) from the Authorized Users list. Please confirm that you would like to proceed with

Remove Cancel

- 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.

