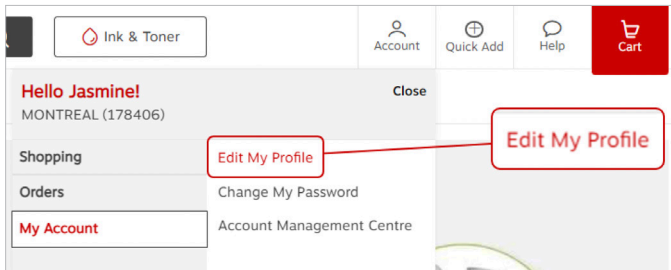


## Edit My Profile

1. Click on the **Create New List** button.



- From the **Account** menu, hover the **My Account** tab and select option **Edit My Profile** to update your buyer profile.
- Make sure the information in this page is accurate.
- Your profile's page contains 4 sections.



All fields marked with an asterisk are mandatory.

## General Information

- Update the fields in the **General Information** section.
- You can enter more than one email address in the **Secondary Email Address** field by separating each of them by a semicolon.
  - Only order confirmation notifications are sent to the secondary email address.

A screenshot of the 'Edit My Profile' form, specifically the 'General Information' section. The form has a 'Change Password' button and a 'Save' button. The 'General Information' section is highlighted with a red box. The form fields include:
 

- First Name\* (Jasmine)
- Last Name\* (Miller)
- Title (Acheur)
- Phone Number\* (4504498449)
- Extension (8504)
- Preferred Language (English)
- Fax Number
- Email Address\* (cynthia.savaard@staples.com)
- Secondary Email Address

 A note at the bottom says 'Add a ( ; ) between address if more than one.'

## Preferred Payment Method

Modify your payment information from the choices available in the list. The choices may differ depending on your account's configuration.

- The **On Account** option will have your purchases billed on your account to be paid later by check or other payment method by your business.
- The **Account Credit Card** option, will bill your purchases to the credit card previously provided by your business.
- The **Profile Credit Card** option, will bill your purchases on the credit card that you will register in the module lower in the section.
- The **Check Out Credit Card**, will bill your purchases on the credit card you will enter when you checkout to complete your order.

A screenshot of the 'Payment and Credit Card Information' form. The 'Preferred Payment Method' dropdown menu is open, showing options: 'On Account', 'None', 'Account Credit Card', 'Profile Credit Card', and 'Checkout Credit Card'. The 'On Account' option is currently selected. Below the dropdown, there are fields for 'Cardholder' and 'Expiry Date'.

## Save a Credit Card to Your Profile


1. From the **Preferred Payment Method** list, select **Profile Credit Card**.
2. Enter the credit card information in the **Card Number**, **Card Holder Name** and **Expiration Date** fields and click on the **Add Card** button when you're done.



You will notice that part of the card number is hidden, this is a general security measure of the eway system to ensure the confidentiality of your sensitive information.

**Payment and Credit Card Information**

Preferred Payment Method

Type	Number	Cardholder	Expiry Date	Actions
Visa	4111 **** * 1111	Jasmine Miller	02/25	 <a href="#">Share Credit Card</a>

Card Number\*

Card Holder Name\*




Expiration Date\*

[Add Card](#)

## Delete a Credit Card

To delete an expired credit card or a card you no longer use, click on the bin of the card to delete.

- For security reasons, credit card information cannot be changed, you must delete the card and reenter it.
- A card marked as **Shared** cannot be deleted because it belongs to another buyer that shares it with you.
- This card's information is confidential and you cannot query, modify or delete them.

Type	Number	Cardholder	Expiry Date	Actions
Visa	4007 **** * 2454	Billy Hart	02/28	  <a href="#">Share Credit Card</a>
Visa	4111 **** * 1111	Jasmine Miller	02/25	 <a href="#">Share Credit Card</a>



To learn more about the administrative credit card sharing feature, see the Share a Credit Card PDF Guide.

## Settings

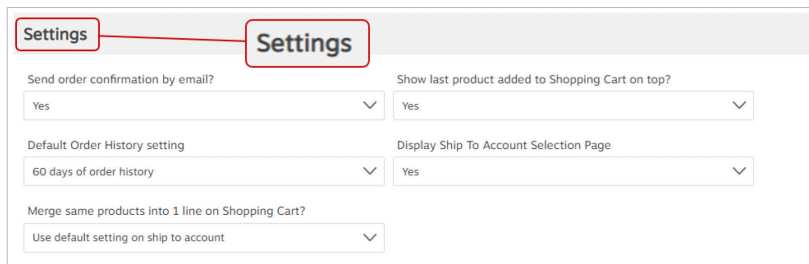
Review the various settings to personalize your shopping session.

- Send order confirmation by email?
  - This option allows you to block the sending of all emails associated with orders, including order confirmations.



Note that the password reset email is not impacted.

- Default Order History setting
  - This option allows you to limit the display of submitted orders to 30, 60, 90 or 180 days.
- Default Order History setting
  - This option allows you to limit the display of submitted orders to 30, 60, 90 or 180 days.
- Merge same products into 1 line on Shopping Cart?
  - This option displays each new product on a row in the cart or increases the quantity ordered for identical products.
- Show last product added to Shopping Cart on top?
  - This option allows you to define the display order of the products added to the cart.
- Display Ship -To Account Selection Page
  - This option enables or disables the feature that allows you to select accounts and add favourites when you sign in.



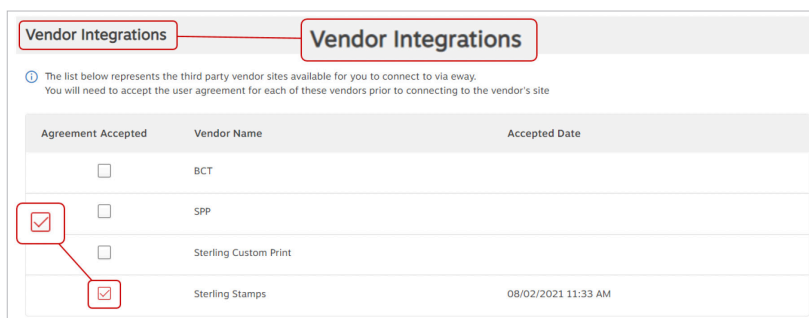
The screenshot shows the 'Settings' page with the following options:

- Send order confirmation by email? (Yes)
- Show last product added to Shopping Cart on top? (Yes)
- Default Order History setting (60 days of order history)
- Display Ship To Account Selection Page (Yes)
- Merge same products into 1 line on Shopping Cart? (Use default setting on ship to account)

## Vendor Integrations

Modify the agreements statuses concerning access to vendor's sites through away.

- When this box is checked for a vendor, it means you agreed to the terms and conditions of the relevant vendor's site.
- A request for agreement module displays when you select specific product categories, such as custom print solutions and stamps.
- By unchecking a vendor's box you withdraw your consent to the agreement.



The screenshot shows the 'Vendor Integrations' page with a table of vendor agreements. The table has three columns: Agreement Accepted, Vendor Name, and Accepted Date.

Agreement Accepted	Vendor Name	Accepted Date
<input type="checkbox"/>	BCT	
<input type="checkbox"/>	SPP	
<input type="checkbox"/>	Sterling Custom Print	
<input checked="" type="checkbox"/>	Sterling Stamps	08/02/2021 11:33 AM

## Change Password

1. Click on the **Change password** button to update it.



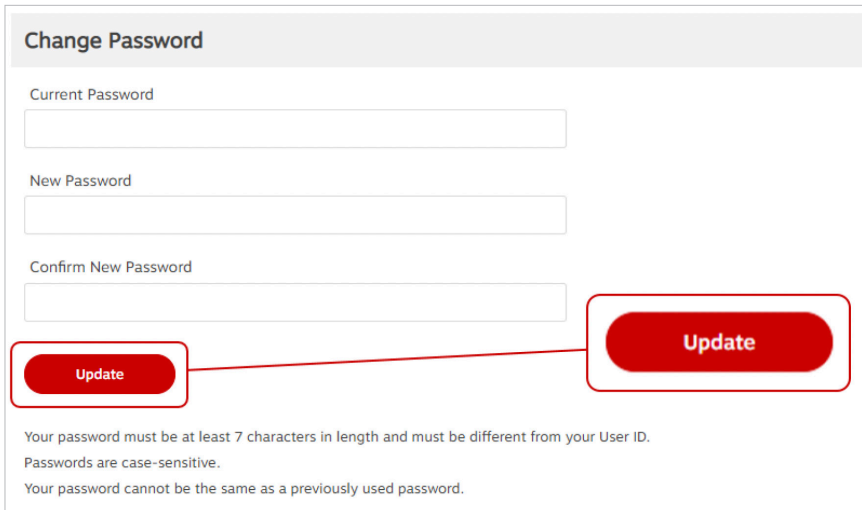
2. Enter your current password, i.e. the password you used to sign in your current session.

3. Enter your new password.

4. Confirm the new password you have just entered.

- Observe the following criteria for your password to be valid.
  - Minimum 7 characters
  - Different from user name
  - Case sensitive
  - Different from the previous one.

5. Click the **Update** button.

A screenshot of a web form titled "Change Password". It contains three input fields: "Current Password", "New Password", and "Confirm New Password". Below the fields are two "Update" buttons. A red line connects the two buttons. Below the buttons, there is a small text block with the following text: "Your password must be at least 7 characters in length and must be different from your User ID. Passwords are case-sensitive. Your password cannot be the same as a previously used password."

## Save your Information

1. Click **Save** to update your profile information and continue shopping.

