How To

MANAGE YOUR ACCOUNT

1.

To update your personal info, go to My Profile > Edit My Profile

Edit My Profile

Personal Info

Full Name *	Email address *	Phone Number *
kscanlon@annemcgilvray.com	kscanlon@annemcgilvray.com	123-123-1234

Business Details

Company Name *	Tax ID *	Years in Business
Karen Store	123456	

Website	Owner's Name	Buyer's Name

GO TO MY ACCOUNT AND CLICK MY PROFILE

2.

To reset your password, go to My Profile > Show Password Section

☑ Show Password Section

Password

Your account and contact information is used to login to the site. Please save your password in a safe place

Old Password	New Password	Confirm New Password
••••••••		

Save Profile

SELECT SHOW PASSWORD SECTION

3.

To add or edit your address, go to My Profile > Address Book

Address Book

Shipping Address

Karen Scanlon
Karen Store
123 Street
United States
123-123-1234   Default   Edit

Billing Address

Karen Scanlon
Karen Store
123 Street
United States
123-123-1234   Default   Edit
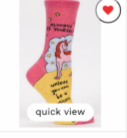
CLICK EDIT TO UPDATE BILLING AND SHIPPING

4.

Add an item to Favorites by clicking on heart icon and go to Favorites to view

Favorites

Print Favorite List   Clear All Favorites

quick view	quick view	quick view	quick view	quick view	quick view
50% I Don't Know Tag Socks L/XL	#1 Parent Tag Socks L/XL	Adventure Man Men's Socks	Always Be A Unicorn Crew Socks	Always Be A Unicorn Gum	Annoying Sneaker Socks S/M
$3.00 Min: 4	$3.00 Min: 4	$2.50 Min: 6	$5.75 Min: 6	$0.88 Min: 20	$6.75 Min: 4
Wholesale Price Blue Q	Wholesale Price Blue Q	Wholesale Price Blue Q	Wholesale Price Blue Q	Wholesale Price Blue Q	Wholesale Price Blue Q
Add To Cart	Add To Cart	Add To Cart	Add To Cart	Add To Cart	Add To Cart

CLICK PRINT FAVORITE LIST TO SAVE AS PDF

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