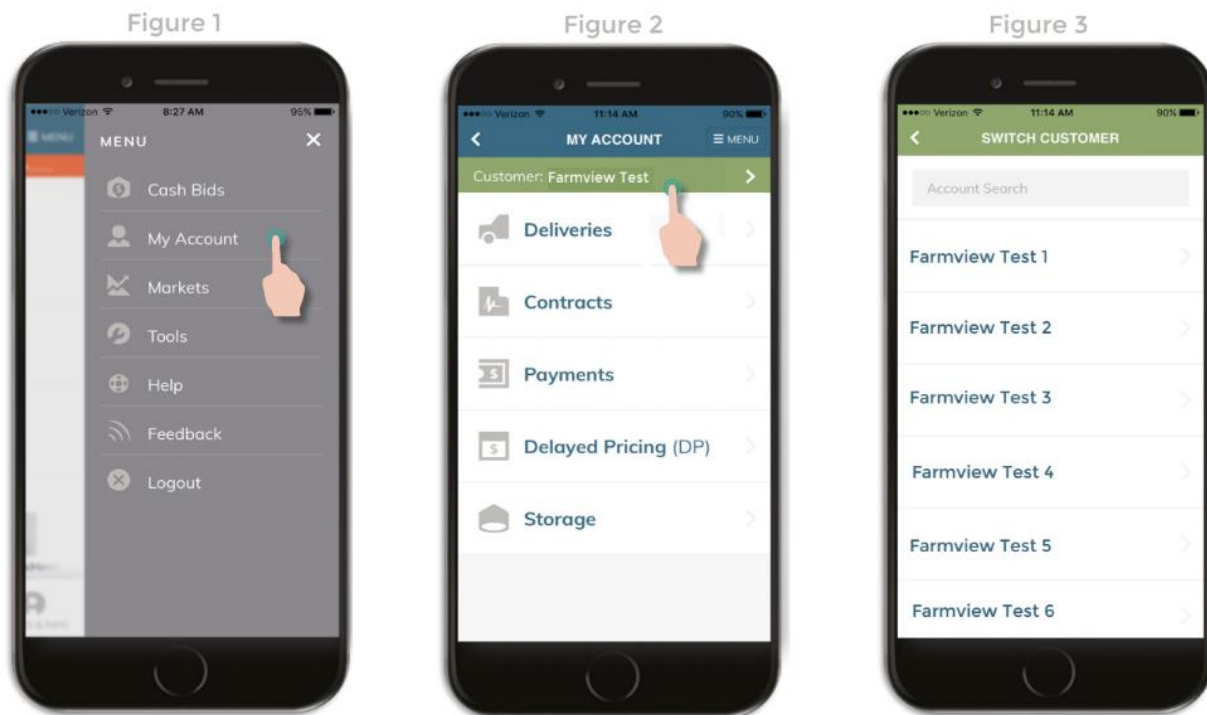


My Account: Switching Vendors

Once logged in to **My Account**, you can choose which vendor's information to view.

Note: you may only have access to one vendor. However, if you have access to multiple vendor accounts, you can switch among them here.



Begin by selecting My Account from the Menu. (Figure 1)

Once **My Account** is selected, be sure the correct **Customer** is listed. If you'd like to view another customer, tap the green **Customer** bar at the top to view the list of vendors you have access to view (Figures 2 & 3) and select the desired customer from this list. A search feature may also be available for you to search the vendor list, depending on the number of vendors you have access to. Type the name of the vendor in the search box.

Note: The customer you select will stay selected throughout the My Account pages until you change it. You can go back to the My Account screen to change the customer or select **Switch Customer** on the menu screen.

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