

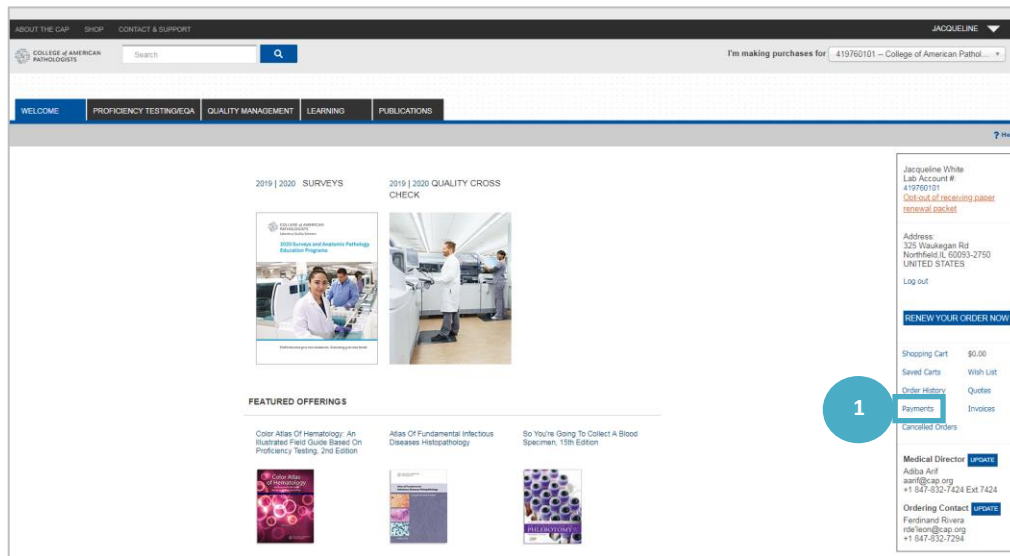


How to Manage My Account

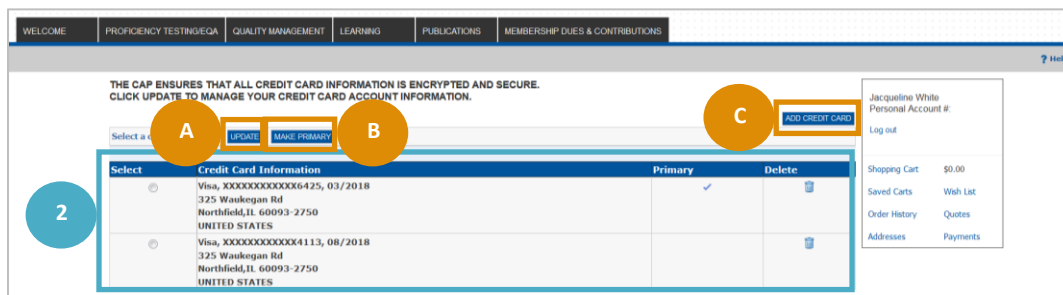
Updating Payment Information

You can add or update the credit card information on file for your personal account or for any of your laboratory's/organization's accounts without making a transaction.

1. Click **Payments**.



2. Select one of the edit options.



Edit Option	Action
A. UPDATE	Click the radio button of the credit card you want to change, and click Update . You can change the expiration date and statement address for the card.
B. MAKE PRIMARY	Click the radio button of the credit card you want to use as your default credit card, and click Make Primary . A check mark will appear in the primary column to indicate your preference. Your primary card will be your default option during checkout.
C. ADD CREDIT CARD	Click Add Credit Card information to make this payment option available for future use.



Manage Personal Addresses through My Profile

Personal addresses, phone, fax, and email can be modified through [My Profile](#). Any edits made to your home's contact details will be available immediately. Click [here](#) for more detailed information about managing your addresses.

Before Checkout

Click [Addresses](#) in the welcome box on any page to be directed to My Profile to manage your addresses.

Jacqueline White
Personal Account #:

[Log out](#)

[Shopping Cart](#) \$0.00

[Saved Carts](#) [Wish List](#)

[Order History](#) [Quotes](#)

[Addresses](#) [Payments](#)

During Checkout

During a transaction for a personal account while on the Shipping page of the Checkout process, use the drop down list to select another address or click [Create/Update Address](#) to edit address. Upon clicking [Create/Update Address](#), you will be directed to the Personal tab in My Profile to make any updates.

SHIPPING BILLING ORDER REVIEW

CHECKOUT: SHIPPING INFORMATION

* Required Fields Shopping Cart Actions Save Cart ▼ GO Step 1 of 3 NEXT

Organization Name: College of American Pathologists

* Ship To Address: 325 Waukegan Rd, Northfield, IL, 60093-2750, UNITED STATES ▼ CREATE / UPDATE ADDRESS

* Shipping Method: Parcel-Ground ▼

Special Instructions: Phone No:847-832-7916

Shopping Cart Actions Save Cart ▼ GO Step 1 of 3 NEXT



During a transaction for a personal account while on the Billing page of the Checkout process, use the drop down list to select another address or click **Create/Update Address** to edit address. Upon clicking **Create/Update Address**, you will be directed to the Personal tab in My Profile to make any updates.

SHIPPING **BILLING** ORDER REVIEW

CHECKOUT: BILLING AND PAYMENT INFORMATION

* Required Fields

Shopping Cart Actions Save Cart ▼ GO BACK Step 2 of 3 NEXT

Organization Name: College of American Pathologists

* Bill To Address: 325 Waukegan Rd, Northfield, IL, 60093-2750, UNITED STATES ▼ **CREATE / UPDATE ADDRESS**

* Credit Card: test, MASTERCARD, XXXXXXXXXXXXXXX1128, 12/20 ▼

Shopping Cart Actions Save Cart ▼ GO BACK Step 2 of 3 NEXT