

Reviewing Your Account

GETTING STARTED: E-COMMERCE WEBSITE

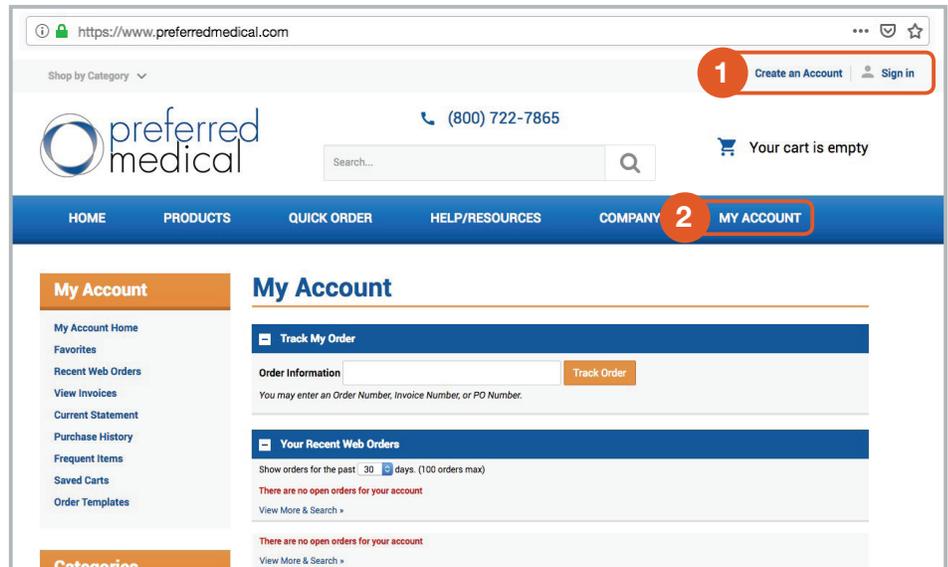
Placing an Order / Placing a Quick Order

Creating an Order Template / **Reviewing your Account**

1 Go to **preferredmedical.com** and log in to your web account using your credentials.

2 Click the **My Account** tab from the homepage to view your account information, order history, invoices, statements and payment methods.

- **Track My Order:** This section allows you to track your order by entering an order number, invoice number, or a PO number.
- **Favorites:** Search your favorites by category, sort them by part number or description, or just use the search bar to search your favorites.



- **Recent Web Orders:** This section displays your recent web orders within the last 7-30 days. It shows your Order Date, Order #, and PO # for each order. If you click on the blue order number, you can view all the details for this order.
- **View Invoices:** Search by Invoice #, PO #, Order #, Date, or restrict your search to a Ship-to address.
- **Current Statement:** This page allows you to preview your monthly statement. It breaks down your statement by invoice number and allows you to view those individual invoices.
- **Purchase History:** This page shows your purchase history for 1 month up to 12 months. You can limit the purchase history to items with quantities from 1-20. You can also view the history of a specific part number.
- **Frequent Items:** This list represents the top 25 items you've purchased via the website with your login.
- **Saved Carts:** This page provides a list of the carts that have been saved to your account.
- **Order Templates:** This page shows your order template names and descriptions. You can also create an order template from this page.
- **Set Checkout Defaults:** If you are set up "On Account", set up your default payment method to "On Account". You also have the option to set up defaults for ship-to addresses and freight type. Once you have finished choosing your defaults, click the orange **Save Defaults** button. You can set up one default, or all three. This will make the checkout process quicker and the defaults can be changed at any time.
- **From the My Account page, you can also:**
 - Change your password
 - View your open back orders
 - Review invoices and shipments