

New managers may update info to reflect their own via the e-store by following these prompts

The screenshot shows the R.E. Michel Company e-store homepage. At the top right, there is a 'My Account' dropdown menu with the username 'Nathan' and a 'Log out' option. A red circle highlights the 'My Account' link, and a red arrow points to the 'Nathan' username. A yellow box in the center contains the following instructions: 'To edit manager info: -Click "My Account" at the top right - Then click on the username in the drop down'. The page also features a 'GENERAL STORE' banner, a search bar, and a 'FEATURED' section with various products like a travel mug, mousepad, truck, pen, and hat.

Please, **DO NOT** edit the information displayed in the "Your Personal Details" section. This is intended to remain generic specific the branch and not the manager of the location. This info is only applicable to the user account and does not affect the ordering process in any way

The screenshot shows the 'MY ACCOUNT - CUSTOMER INFORMATION' page. On the left, there is a navigation menu with 'CUSTOMER INFO' circled in red and a red arrow pointing to it. The 'ADDRESSES' link is also visible. The main content area is titled 'Your Personal Details' and contains the following information: 'Attention First name: Region 4', 'Attention Last name: Branch 115', 'Email: Branch115@remichel.com', 'Username: nbarshinger@apexadv.com', and 'Allowance: \$128.70'. A yellow box in the center contains the instruction: 'Managers can add/edit the info used for billing and shipping address by clicking on "ADDRESSES" from list on the left'. Another yellow box at the bottom right states: 'The "Your Personal Details" info is intended to remain generic and should not be updated to Manager info'. A 'SAVE' button is located at the bottom of the page.

The information which is applicable to order processing, selected for billing and shipping address, is the info that is in the addresses section of the e-store. The addresses shown here are selectable in the drop-down boxes in the billing and shipping sections of checkout

R.E. MICHEL COMPANY

1 Items - \$18.25

ALL CATEGORIES Search store

MY ACCOUNT - ADDRESSES

CUSTOMER INFO
ADDRESSES
PENDING ORDERS
CHANGE PASSWORD
ORDER HISTORY

Nathan Barshinger
nbarshinger@remichel.com
Phone number: 5557654321
RE Michel Company
130 NE 28th Street
Oklahoma City, Oklahoma, 73105
UNITED STATES

EDIT DELETE

ADD NEW

The info used for billing and shipping address can be edited by clicking the edit button

ONLY the First Name, Last Name and Email address from the previous manager needs to be updated. Please do not alter the branch address. If a discrepancy is found please contact your CSR, Erin at esoehn@apexadv.com or by calling 717-396-7100

Order Confirmation and Shipping Notifications will be sent to the email saved with the address

MY ACCOUNT - EDIT ADDRESS

CUSTOMER INFO
ADDRESSES
PENDING ORDERS
CHANGE PASSWORD
ORDER HISTORY

Attention First name: Rick
Attention Last name: McFadden
Email: RMcFadden@remichel.com

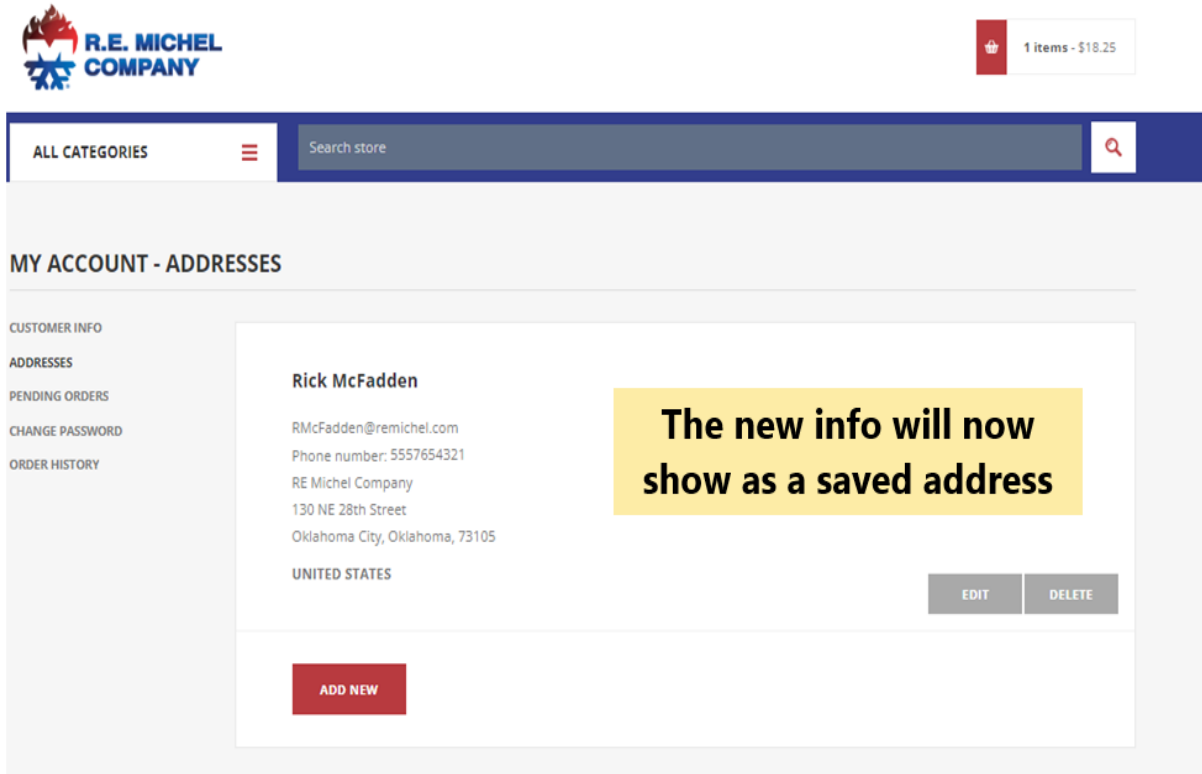
Ship To Name/Company: RE Michel Company
Address 1: 130 NE 28th Street
Address 2:
City: Oklahoma City
State / province: Oklahoma
Zip / postal code: 73105
Country: United States
Phone number: 5557654321

Personal info can be updated by changing the info on the first 3 lines. This is used for checkout

SAVE

When finished, click save

After clicking the SAVE button, the updated info will be visible as a saved address



You may now select the saved address with the correct manager info from the drop down boxes in the billing and shipping address sections. Apex automatically invoices Corporate R.E. Michel regardless of what it is in the billing address section. You must make a selection for order processing purposes.

