



### Create an Account

The form is titled "Log in". It contains two input fields: "Email" with the value "john.doe@email.com" and "Password" with masked characters ".....". Below the password field is a link "Forgot password?". To the right of the password field is a "LOG IN" button. At the bottom of the form is a "CREATE NEW ACCOUNT" button.

► Visit the **RevTrak®** Web Store.

► Click **Login**.

If you do not have a Web Store account, click **Create New Account**. Your account will track all purchases associated with your email and expedite checkout.

► Provide your email address and click **Log In**.

### Reset Account Password

The form is titled "Forgot password?". It contains an "Email" input field with the value "john.doe@email.com". Below the input field are two buttons: "CANCEL" and "SEND". At the bottom of the form is a note: "Enter your email and we'll send you a reset link".

► Click **Login**, then click the **Forgot password?** link.

► Provide the email you use to sign into the Web Store.

► Click **Send**. A reset link will be sent to the email.

### Manage Account Email/Password

The page has a dark header with a user icon and the word "ACCOUNT". Below the header, the user's address is listed: "123 Main", "Chicago, IL 60611", "US", and "john.doe@email.com". Below the address is a link "Edit". Below the link is a link "Change Password". At the bottom of the page is a "LOGOUT" button.

► In **My Account**, view the **Account** section.

► Click **Edit** to update your email and customer information.

Changing your email will require you to use that email to log in. Your original email will no longer be valid. To make no changes, click **Cancel**.

► Click **Change Password** to change your password. Provide your old password and new password.

► Click **Update** to save.



### Order History (View/Print Receipts)

\$ ORDER HISTORY		
SEP 12	Bookstore   Spiritwear (1/4 Zip Stretch Pullover)	\$14.30
JUL 18	Activities   Powder Puff Football 09/30/15 (Registration)	\$30.00
MAR 22	Activities   Powder Puff Football 09/30/15 (Registration)	\$30.00

View orders and order details associated with your account. If you created another Web Store account for a purchase, you will need to log in to that account to view the receipt.

- ▶ In **My Account**, view the **Order History** section. All orders associated with your account will be listed.
- ▶ Click on the order you wish to view, save, or print.

### Low Balance Email (LBE) Settings

#### Edit Low Balance Email Settings

John Smith (2221)

☒ **Subscribe**

Balance Threshold  
\$ 0

Send low balance emails:


Once ☒ Daily ☐ Weekly ☐ Monthly


**IF OFFERED:** Receive Low Balance Email notifications (LBEs) for specific individuals associated with your account. LBEs will be sent to your Web Store account email.

- ▶ In **My Account**, click **Low Balance** or, if a contact is linked to the account, click the contact's name under the **Linked** section.
- To enable or disable this feature for an individual contact, toggle the checkbox next to **Subscribe**.
- ▶ Specify a **Balance Threshold** (optional) and **Notice Frequency** by clicking and dragging the slider along the scale.
- ▶ Click **Update** (or **Cancel** to discard changes).

### Add/Edit a Card or Account

#### PAYMENT

 John Doe  
... 9889

 Visa  
... 1111

- ▶ In **My Account**, view the **Payment** section.

**IF OFFERED:** eChecks may not be offered on your Web Store. This feature will only appear if available.

- ▶ To **add an eCheck or card**, click the button for the intended option and provide the required information. Click **Add** to save.
- ▶ To **edit an existing eCheck or card**, click on the graphic for the intended account. Click **Update** to save.

**Card Edits:** You may adjust the expiration date. To update, delete the existing card and add a new debit/credit card.

**eCheck Edits:** You may adjust the account nickname. To update, delete the existing account and add a new eCheck account.