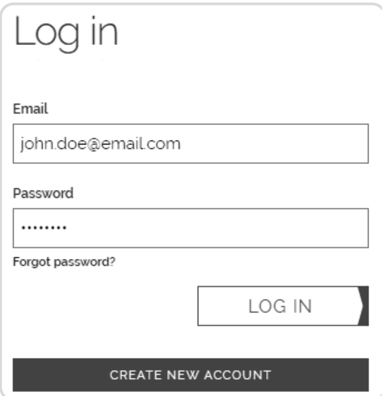
RevTrak® Web Store
Customer Account Guide

Create an Account

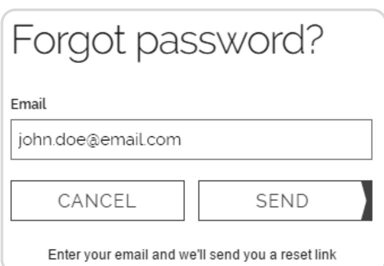


- Visit the ***RevTrak***® Web Store.
- Click **Login**.

  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.

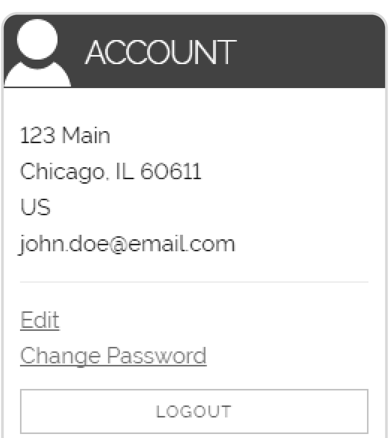
- Provide your email address and click **Log In**.

Reset Account Password



- 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



- 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.

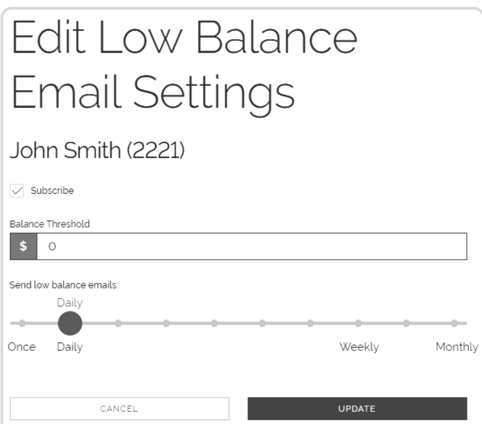
RevTrak® Web Store
Customer Account Guide (cont'd)

Order History (View/Print Receipts)

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

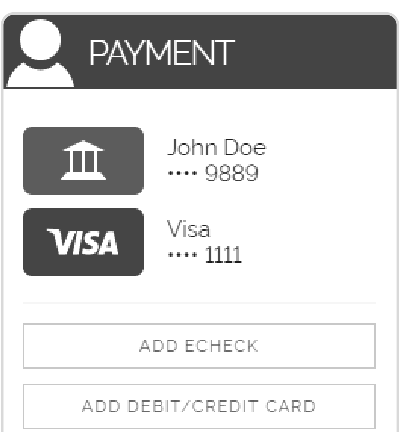


IF OFFERED: Receive Low Balance Email notifications (LBEs) for specific individuals associated with your account. LBEs will be sent to your Web Store account email.

- 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



- 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.