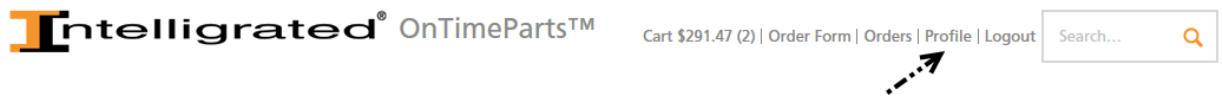


## OnTimeParts.com Tutorial: Editing Your Profile

The Profile page allows you to edit personal information and set up preferences for your OnTimeParts.com account. In your Profile you can view your Personal Information, associated Accounts, Preferences, Company Information, and Address Book including your mailing address, email address and phone number. Currently, Intelligrated does not give the option to make any changes in the “Company Information” or “Administrators” sections of your Profile.

- If you need to make any changes to your Personal Information, click on the Profile option found in the header once you’re logged in.



- Once you’re on the Profile page. You’ll have the ability to change your name, email address and your password. If you change any of this information, click the “Apply” button to save your changes.

### Profile

- ▶ Personal Information
- Accounts
- Preferences
- Company Information
- Address Book
- Administrators

### Personal Information

Details

Cancel Apply

\* First Name:

Middle Name:

\* Last Name:

\* Email Address:

### Change Password

Username: MATT.KREMER@INTELLIGRATED.COM

\* New Password:  (Password must be at least 8 characters long)

\* Verify Password:

\* Indicates required field

Cancel Apply

- If you change your email address, please note the message regarding changing your email address since it is equivalent to your user name that grants access to the site.
- To change the date format used throughout OnTimeParts.com for your user account, click on “Preferences”.
- Click on the dropdown to view the available formats for dates.

The screenshot shows the 'Profile' sidebar on the left with 'Preferences' selected. The main content area is titled 'Preferences' and has a 'General' tab. Below the tab is a 'Date Format' section. A text input field labeled 'Preferred Format:' contains the text '31-DEC-1999'. To the right of the input field is a dropdown arrow icon. A dashed arrow points to this icon. Below the input field are 'Cancel' and 'Apply' buttons.

- Once you’ve found the format you desire, click on the “Apply” button to save your changes.

This screenshot is similar to the previous one, but the dropdown menu is now closed. The 'Preferred Format:' input field now displays '31.DEC.1999'. A dashed arrow points to the 'Apply' button, which is highlighted in orange.



- Clicking on Address Book displays all of the address associated with your company account and lists whether they are a Billing, Shipping or Preferred Address.

### Profile

- Personal Information
- Accounts
- Preferences
- Company Information
- Address Book
- Administrators

### Contact Information

- Addresses
- Email Addresses
- Phone Numbers
- Telex

Address	Address Type
2706 Grand Ave Des Moines, IA 50312-5218 UNITED STATES	Billing Address (Preferred) Shipping Address (Preferred)
400 N Clark St Carroll, IA 51401-2985 UNITED STATES	Shipping Address
2003 S E 37th St Ste AB Grimes, IA 50111-4975 UNITED STATES	Billing Address Shipping Address
1800 SW 42nd St Topeka, KS 66609-1234 UNITED STATES	Shipping Address