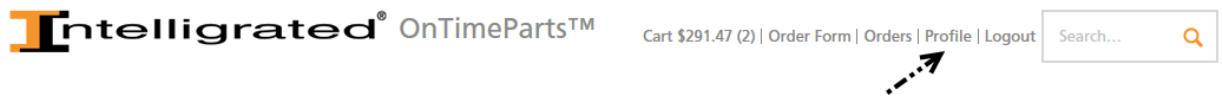# OnTimeParts.com Tutorial: Editing Your Profile

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.

- 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.

- Once you've found the format you desire, click on the "Apply" button to save your changes.

- 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