

ACCOUNT SETTINGS & SITE PREFERENCES FAST FACTS



Account Personalization

MeritorPartsXpress.com users can establish and adjust account settings and site preferences in just a few easy steps.

How To:

1. Visit **MeritorPartsXpress.com**, **Sign In**, and from the header navigation select **My Account**.
2. Under **My Account Summary** select **Edit**.

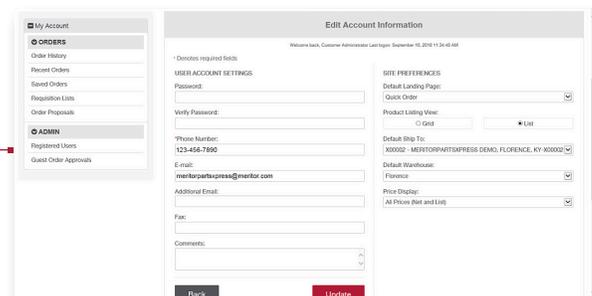
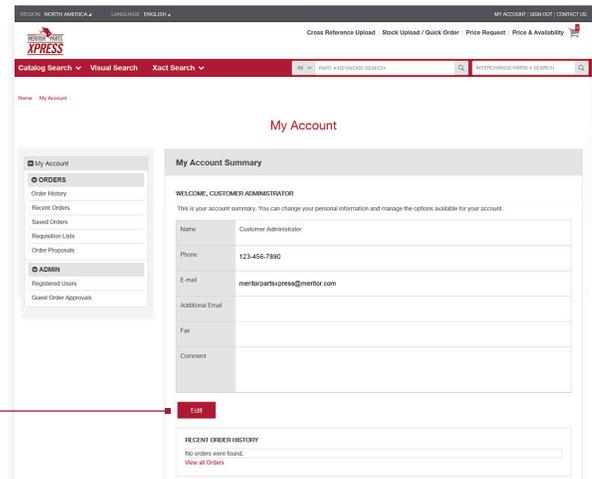
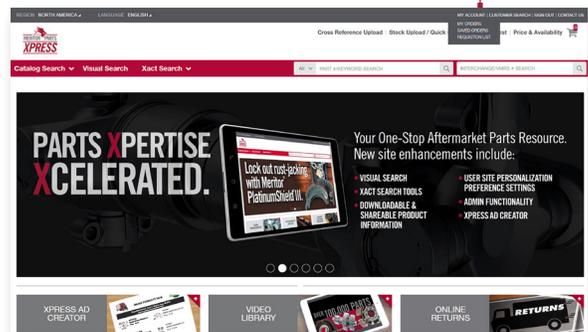
User Account Settings

Registered users can update their password, phone number, e-mail address, fax number, and comments.

Site Preferences

Customize your site experience in various areas:

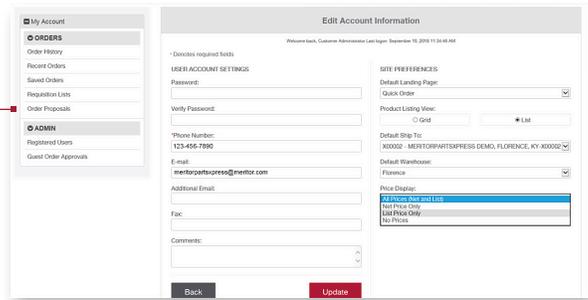
- **Default Landing Page** - Choose from five available options: Quick Order, Cross Reference Upload, Home Page, My Account or Price & Availability
- **Product Listing View** – Choose to display catalog results in either **Grid** or **List** view.
- **Default Ship To** - For users with more than one ship to location, choose the default ship to code assigned to your user id. *The standard default is the first one in the list.*
- **Default Warehouse** - Users have the option to select their location for emergency order shipment (depending on the users' geographic proximity to a regional distribution center). The default warehouse is shown on each line of an emergency order and can be updated during emergency order entry.
- **Price Display** – Signed in users have options for price display. List and Net Price, List Price only, Net Price only, or No Prices.



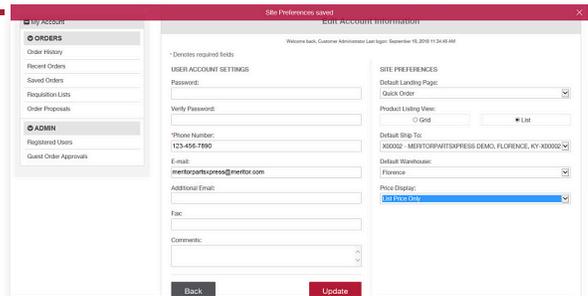
Change a preference.

Select the drop down arrow for the feature. Identify an option. The preference is automatically saved.

NOTE: Some preference changes may require the user to sign out and sign back in to see change(s).



This screenshot shows the 'Edit Account Information' page. On the left is a navigation menu with 'ORDERS' and 'ADMIN' sections. The main content area is titled 'Edit Account Information' and includes fields for 'USER ACCOUNT SETTINGS' (Password, Verify Password, Phone Number, E-mail, Address, Fax, Comments) and 'SITE PREFERENCES' (Default Landing Page, Product Listing View, Default Ship To, Default Warehouse, Price Display). The 'Price Display' dropdown menu is open, showing options: 'List Price Only and List Price Only', 'List Price Only', and 'No Price'.



This screenshot shows the 'Edit Account Information' page after the 'Price Display' dropdown menu has been selected. The 'Price Display' dropdown menu is now closed, and the selected option 'List Price Only' is visible in the dropdown arrow. The rest of the page content remains the same as in the previous screenshot.

