

WEB TIPS

Tips and tricks for using
rjschinner.com



Today's Tip
Customize
the website
with account
management



The **My Account** page is full section is devoted to account management. Edit your system profile, enter credit card information for check-out, or change settings so that the website works according to your needs.

CREDIT CARDS MAKE PURCHASING EASIER!

Our updated system allows you to pay by credit card. We accept Visa, Mastercard, and American Express. Simply add your information when you check out – just like other shopping sites! To make payments even easier, save your credit card information. Simply click on **Credit Card Management** on the **My Account** page and follow the directions.

CHANGE SETTINGS TO MAKE THE SITE WORK FOR YOU

PRODUCT DISPLAY

The product display settings determine how search results and product lists appear on your screen. Settings include:

- **Product Display:** Choose whether to show thumbnail images of products or text only.
- **Products Showing Zero Availability** – Choose whether to show products with zero availability.
- **Display Money Saver Alerts** – Unused
- **# of Products to Display per Page** – Choose whether to show 12, 30, 60, 90, or all results per page.
- **Product Sort Order** – Choose whether to sort by available quantity, price, or description.

EXPRESS CHECKOUT

The express checkout settings set your default shipping and billing information. Settings include:

- **Default Ship Via** – Default shipping method.
- **Default Ship To** – Default shipping address.
- **Default Payment Type** – Default payment method.
- **Display Order Summary Page** – Choose whether to show an order summary before submitting the order.
- **Receive Order Confirmation Emails** – Choose whether to have an order confirmation sent by email.



Edit Profile to Stay Current

Update specific account information by clicking Edit Profile on the My Account page. *Editable fields include:*

- **First Name** • **Last Name** • **Email Address**
- **Phone Number** • **Fax Number** • **Login ID** • **Password**

..... QUESTIONS OR COMMENTS? EMAIL MATT AT MPICKARD@RJSCHINNER.COM