

# HOW TO

## MANAGE YOUR ACCOUNT

*To update your personal info,*  
go to My Profile > Edit My Profile

**Edit My Profile**

**Personal Info**

Full Name \* Email address \* Phone Number \*

Jane Smith jane@gmail.com 800-527-1462

**Business Details**

Company Name \* Tax ID \* Years in Business

Fun Store 123456 5

Website Owner's Name Buyer's Name

GO TO MY ACCOUNT AND CLICK MY PROFILE

*To reset your password,*  
go to My Profile >  
Show Password Section

☒ Show Password Section

**Password**

Your account and contact information is used to login to the site. Please save your password in a safe place

Old Password New Password Confirm New Password

Save Profile

SELECT SHOW PASSWORD SECTION

*To add or edit your address,*  
go to My Profile > Address Book

**Address Book**

**Shipping Address**

Karen Scanlon  
Blake Road Collection  
2050 North Stemmons Fwy  
Dallas, Texas 75207  
United States  
888-261-1430  
Default Edit

**Billing Address**

Karen Scanlon  
Blake Road Collection  
2050 North Stemmons Fwy  
Dallas, Texas 75207  
United States  
888-261-1430  
Default Edit

CLICK EDIT TO UPDATE BILLING AND SHIPPING

*Add an item to Favorites*  
by clicking on heart icon  
and go to Favorites to view

Brands Categories Apparel & Accessories Beauty Gift Home Kids

**Favorites**

Print Favorite List Clear All Favorites

2pc silver black letter initial necklace package \$264.00 Min: 1 Wholesale Price Cool and Interesting Add To Cart

BBG Flores Hand & Body Gift Set \$30.00 Min: 4 Wholesale Price Fikkerts Add To Cart

FON Uplifting Massage Oil \$2.80 Min: 6 Wholesale Price Fikkerts Add To Cart

CLICK PRINT FAVORITE LIST TO SAVE AS PDF

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