

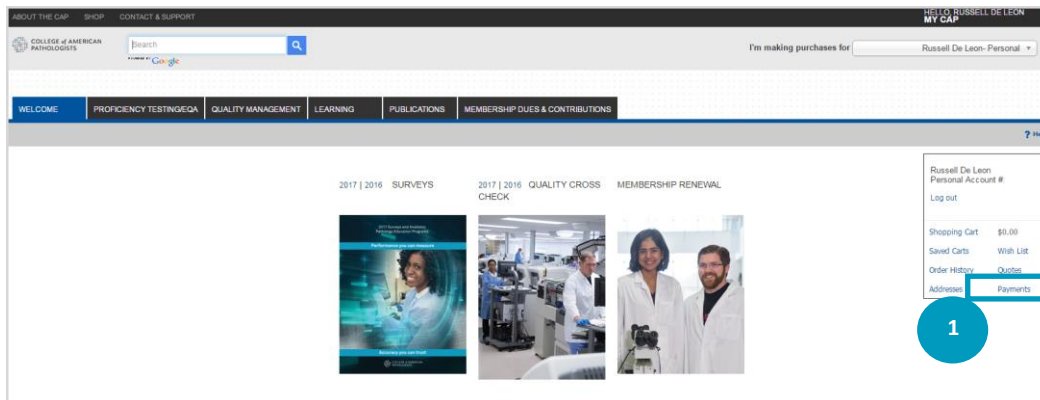


How to Manage My Account

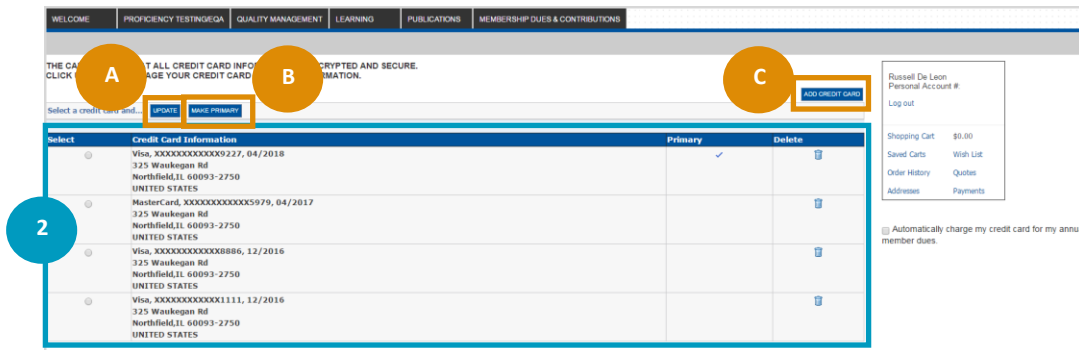
Updating Payment Information

You can add or update the credit card information on file for your personal account or for any of your laboratory's/organization's accounts without making a transaction.

1. Click **Payments**.



2. Select one of the edit options.



Edit Option	Action
A.	Click the radio button of the credit card you want to change, and click Update . You can change the expiration date and statement address for the card.
B.	Click the radio button of the credit card you want to use as your default credit card, and click Make Primary . A check mark will appear in the primary column to indicate your preference. Your primary card will be your default option during checkout.
C.	Click Add Credit Card information to make this payment option available for future use.

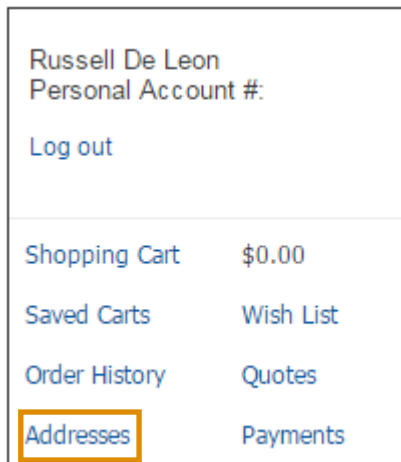


Manage Personal Addresses through My Profile

Personal addresses, phone, fax, and email can be modified through [My Profile](#). Any edits made to your home's contact details will be available immediately. Click [here](#) for more detailed information about managing your addresses.

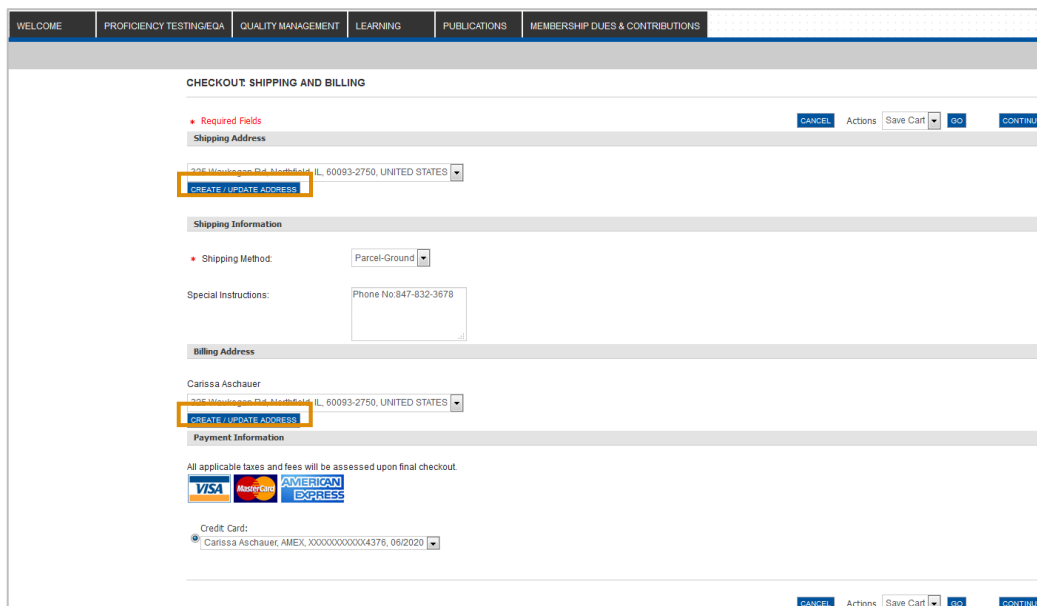
Before Checkout

Click [Addresses](#) in the welcome box on any page to be directed to My Profile to manage your addresses.



During Checkout

During a transaction for a personal account, click [Create/Update Address](#) under the Shipping Address heading or under the Billing Address heading on the checkout page to edit addresses. You will be directed to the Personal tab in My Profile to make any updates.





Manage Business Addresses

If you need to make an update to your business address, phone, fax, or email information, please [email](#) or call the Customer Contact Center at 800-323-4040 option 1 or 847-832-7000 option 1.