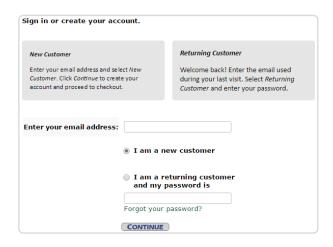
# RevTrak® Web Store

## **Customer Account Guide**



#### Create an Account



- Visit the **RevTrak®** Web Store.
- Click My Account or Login.

If you click My Account, find the "Create a new account!" link inside the **New Customer** box.

- Enter your email address and select I am a new customer.
- Click Continue.
- Provide the required information to create your account.

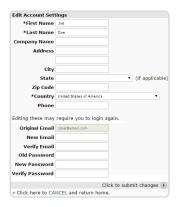
#### **Reset Your Password**



- Click My Account and log into the Web Store.
- Click Forgot your password.
- Enter the email address you use to sign into the Web Store.
- Check your email inbox for the link to reset your password.

#### Manage Account Email or Password





- Click My Account and log into the Web Store.
- To update your email, enter the new email in the **New Email** and **Verify Email** fields. Changing your account email will require you to login again.
- To update your password, enter your current password in Old Password. Enter your new password in the New Password and Verify Password fields. The next time you log in, you will need to use your new password.
- Click the arrow next to **Submit Changes**.

# RevTrak® Web Store Customer Account Guide



#### **Order History (View/Print Receipts)**



View orders and order details associated with your account. If you created another Web Store account for a purchase, you will need to log into that account to view the Order History.

- Log into My Account and click Order History.
- Click the date or **Order ID** to view an order receipt.
- Save or print the receipt.

### Manage or Pre-Authorize a Card



- Log into My Account and click Card Accounts.
- To add a card, click **Authorize Another Card**. If successfully authorized, the card will be added to your account. The card number will be tokenized, excluding the last four digits.
- To edit an existing card nickname, click the 🥒 pencil icon.
- To edit an existing card's details, the saved card must be deleted and re-added with the new information.