



MY ACCOUNT USER GUIDE

www.Hyspeco.com

My Account User Guide

Your My Account portal is your resource for all of your account information with Hyspeco. On this page of our site, you will find information such as Order Tracking, Order History, Invoice History, Frequently Purchased Items, and more.

You can access the My Account Portal from our navigation menu ([My Account link](#)) or by clicking on your name in the header of our website.

1. The **“Current Profile”** section shows your web user profile details. Your **“Shopping Tool”** link, **“Account Tool”** link, and your **“Favorites List”** will also be shown here.
2. Order tracking is available from this section by entering an order number, invoice number, or PO number.
3. The **“Recent Web Orders”** area lists the recent orders you have placed through our website.
4. The **“Recent Company Orders”** area lists all orders placed with us that are associated with your customer code. This may include orders from the web, phone, EDI, etc.
5. The **“Frequently Purchased Items”** area shows the items your company most frequently purchases. It is a quick way to find things you order regularly.
6. The **“Recent Company Quotes”** area allows you to see quotes that we have created for your company and process them through our website.
7. The **“Shopping Tools”** area has many convenient tools that you can use to improve your shopping experience.
8. The **“Account Tools”** area is where you can access additional account information including information such as Online Statements, Backorder Lists, Privacy Settings, and more.
9. **“Manage Favorites”** link allows you to “favorite” Shopping Tools or Account Tools and make them available in your **“Current Profile Favorites”** link area for quick access.



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The screenshot displays the 'My Account' dashboard with the following sections and callouts:

- 1 Current Profile:** A section for user information and 'Favorite Links'.
- 2 Track My Order:** A search interface for tracking orders, including a note: 'Note: Searches according to PO Number will return results only if the associated order is "complete".' and a 'Track Order' button.
- 3 Your Recent Web Orders:** A table listing recent orders with columns for Order Date, Cart #, Order #, and PO #.
- 4 Recent Company Orders:** A table listing recent company orders with columns for Order Date, Order #, PO #, and Completed.
- 5 Frequently Purchased Items by Company:** A list of items with 'Add To Favorites' buttons.
- 6 Recent Company Quotes:** A table listing recent quotes with columns for Quote Date, Quote #, and PO #.
- 7 Shopping Tools:** A collection of utility icons for shopping.
- 8 Account Tools:** A collection of utility icons for account management.
- 9 Manage Favorite Links:** A section for managing favorite links.

