

1

Login and Access

1. Login
2. Switch to the appropriate office location by searching by **Account Number, Phone Number, Office Name or Street** within search field
3. Click **Submit**
4. If the account information provided in search is correct, click **Switch To**
5. To continue to User Profiles, click **User Profiles**

Switch Office

Select a location | Search all locations

Find an office location by entering the **account number, phone number, office name, or street** into the field below.

Accounts: (1)			Sort By: Office Nickname
Shipping Address	Billing Address	Web Division	
Account #: 2079081 Switch to Family Medical 123 Main Street Ste 123 Testtown, NY, 12345 United States of America 123-456-7890	Account #: 2079081 Family Medical 123 Main Street Ste 123 Testtown, NY, 12345 United States of America 123-456-7890	medical	

Current Office Information:		
Shipping Address	Billing Address	Web Division
Account #: 2079081 Family Medical 123 Main Street Ste 123 Testtown, NY, 12345 United States of America 123-456-7890	Account #: 2079081 Family Medical 123 Main Street Ste 123 Testtown, NY, 12345 United States of America 123-456-7890	medical

2

Change User Password

1. On the **User Profiles** page, click the **View/Modify** link to modify the information of the User ID
2. On the **User Profiles: Modify** page, replace the information in the **Password** and **Re-type Password** fields with a temporary password
3. Click **Submit** at the bottom of the page
4. Contact the User whose password was edited and provide them the temporary password
5. Instruct user to change password

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Search: **Go** | within Items Purchased | Search Options | **My Account**

Home | Welcome PracticePRIVILEGES Member, Victoria Herbst [Logout](#)
Family Medical - Acct#: 2079081 - 123 Main St Ste 123... [Switch Office](#)
Location Status: Registered

My Orders: 0 Item(s), \$0.00

My Sales Consultant

Jane Doe
123-456-7890
[E-mail: Jane](#)
[Sales Consultant Page](#)

Rob Urban
123-456-7890
[E-mail: Rob](#)

User Profiles

Below are all registered users. To modify information or activate/inactivate a user, click the view/modify link.

Active Users: (244) | Sort By: User ID | [Add User Profile](#)

User ID	First Name	Last Name	E-mail Address	View/Modify
userid1	FIRST	LAST	email@domain.com	View/Modify
userid2	FIRST	LAST	email@domain.com	View/Modify
userid3	FIRST	LAST	email@domain.com	View/Modify
userid4	FIRST	LAST	email@domain.com	View/Modify
userid5	FIRST	LAST	email@domain.com	View/Modify
userid6	FIRST	LAST	email@domain.com	View/Modify
userid7	FIRST	LAST	email@domain.com	View/Modify
userid8	FIRST	LAST	email@domain.com	View/Modify
userid9	FIRST	LAST	email@domain.com	View/Modify

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Search: **Go** | within Items Purchased | Search Options | **My Account**

Home | Welcome PracticePRIVILEGES Member, Victoria Herbst [Logout](#)
Family Medical - Acct#: 2079081 - 123 Main St Ste 123... [Switch Office](#)
Location Status: Registered

My Orders: 0 Item(s), \$0.00

My Sales Consultant

To contact a Sales Rep:
Phone: 1-800-P-SCHEIN (800-772-4346)
[E-mail: Sales Rep](#)
[Sales Consultant Page](#)

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User Profiles: Modify

[User Profiles](#) > User Profiles: Modify

Revise and submit the form below to update the user profile.

Note: required fields are denoted with an asterisk(*).

Login Information:

*User ID: 4 to 50 characters

*Password: 6 to 12 characters

*Re-type Password:

This user cannot edit their User ID and Password.

Contact Information:

*Title: None

*First Name: User 2 to 25 characters

Middle Initial:

*Last Name: ID 2 to 25 characters