

1

Access Account Preferences

- A. Log-in
- B. Expand (+) **My Account**
- C. Click **My Profile**
- D. Click **Preferences**

2

Change Default Specialty

- A. Select a **Default Specialty**—this will enhance shopping experience online, including:
 - Search top sellers by Specialty
 - Relevant products/categories
 - Shop by procedure or chronic condition
- B. Click **Submit** at the bottom of the page

The screenshot shows the 'My Account / Preferences' page. The left sidebar contains a 'Menu' with categories like 'Supplies & Small Equipment', 'Equipment & Technology', etc., and a 'My Account' section with links to 'My Profile', 'Contact Information', and 'Preferences'. The main content area is titled 'ORDERING / CHECKOUT PREFERENCES:' and includes settings for 'Default Catalog' (MEDICAL), 'Express Checkout' (Off), 'Default Payment Method' (Bill On Account), and 'Default Shipping Method' (UPS Standard Delivery). Below this is the 'ADDITIONAL PREFERENCES:' section, where 'Default Language' is set to English and 'Default Specialty' is currently set to 'Multi specialty'. A dropdown menu is open for 'Default Specialty', showing a list of medical specialties such as 'Allergy & Immunology', 'Anesthesiology', 'Athletic Trainer', 'Cardiovascular', 'Chiropractics', 'Clinical Lab', 'Dermatology', 'Emergency Medicine', 'Endocrinology', 'Family Practice', 'Gastroenterology', 'Geriatrics', 'Internal Medicine', 'Medical Genetics', 'Multi specialty', 'Nephrology', 'Neurological Surgery', 'Neurology', 'Obstetric & Gynecology', 'Oncology', 'Ophthalmology', 'Orthopedics', 'Other', 'Otorhinolaryngology', 'Pain Management', 'Pathology', 'Pediatric', and 'Physical Medicine'. A green arrow points from the 'Multi specialty' option in the dropdown to the 'A' callout in the tutorial. At the bottom right, a blue 'SUBMIT' button is highlighted with a red arrow and a green circle labeled 'B'. Other callouts include 'A' pointing to the account information, 'B' pointing to the 'My Account' menu, 'C' pointing to 'My Profile', and 'D' pointing to 'Preferences' in the sidebar.