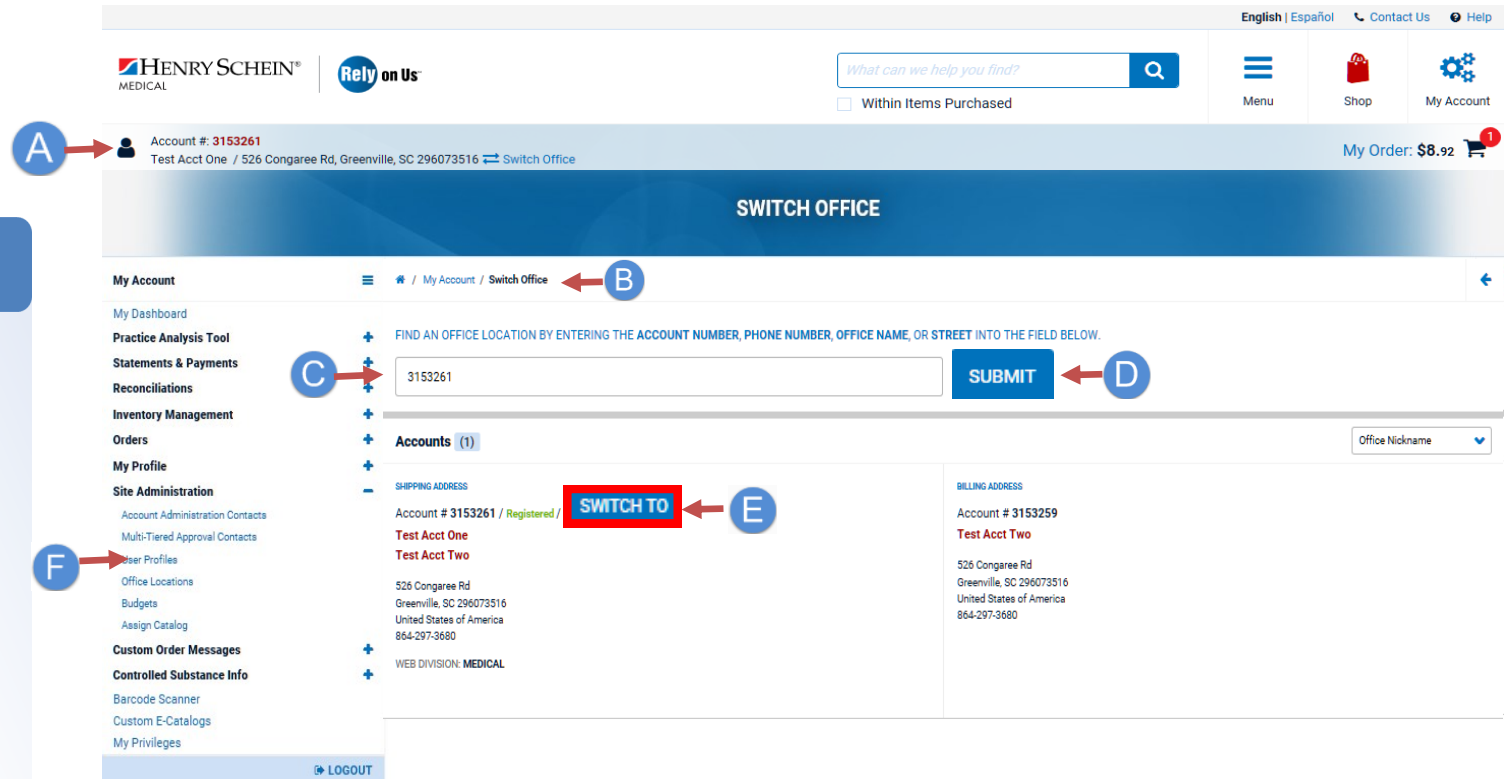


1 Login and Access

Note: This access requires administrator rights.

- A. Login
- B. Click **My Account, Switch Office**
- C. Switch to the appropriate office location by searching by **Account Number, Phone Number, Office Name** or **Street** within search field
- D. Click **Submit**
- E. If the account information provided in search is correct, click **Switch To**
- F. To continue to User Profiles, click **User Profiles**



2

Change User Password

- A. On the **User Profiles** page, click the **View/Modify** link to modify the information of the User ID
- B. On the **User Profiles: Modify** page, replace the information in the **Password** and **Re-type Password** fields with a temporary password
- C. Click **Submit** at the bottom of the page

Email will be sent to the User whose password was edited or contact them to provide them the temporary password. Instruct user to change password

The screenshot displays the Henry Schein Medical website interface. The top navigation bar includes the company logo, a search bar, and user account information. The main content area is titled 'USER PROFILES' and contains a table of registered users. A red arrow points to the 'View/Modify' link in the table, labeled with a blue circle 'A'. Below this, the 'USER PROFILES: MODIFY' page is shown, featuring a form for updating user information. A red arrow points to the 'Password' field, labeled with a blue circle 'B'. At the bottom right, a red arrow points to the 'SUBMIT' button, labeled with a blue circle 'C'.