

FisherSci.com

Administrator/SuperUser Account Setup



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Vs. 1.0

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Administrator/SuperUser Registration and Account Setup

QuikTips offers a systematic guide to set up a Fisher account and register online before making purchases at fishersci.com. If you already have a valid Fisher account, you must register to use it online. Your account will be approved for online use within 24 hours after you register. Until approved, we are happy to process your orders through Customer Service.

While all users can edit their own profiles, those with Administrator or SuperUser privileges can access and edit their subordinates' profiles. Administrators have access to certain functions that users do not, such as credit card privileges and access to restricted quotes. An Administrator or SuperUser is defined as a customer-designated individual who controls the purchasing activities of his/her company's registered users.

What About Privacy?

Any information provided to us by site visitors in purchase orders, registration forms, and surveys will be used for authorized purposes only. *We do not provide any of this information to mailing lists or other third parties.* For more information about how we maintain your privacy, please review our **Legal and Privacy Statement** online.

Do I Need A Fisher Account To Register?

Yes. As an Administrator or SuperUser, you will need to register. Users can still create a user profile, register, and then log in each time they start a session. They will be able to use many of the features available only to Registered Users, such as hotlists and templates. Without an account, they won't have access to your company's contract prices or product availability. In addition, instead of processing your orders in real-time, they'll be validated and processed through Customer Service.

How Do I Register?

Register online by completing the form online. Please note that required fields are indicated with an * asterisk and must be filled in. You only register once, and you can change your registration information (User Profile) whenever you like.

How Do I Set Up A Fisher Account?

To apply for a new Fisher account, call **1-800-766-7000** or print and complete the **New Account Form** found on the **Registration** page. Your new account will be approved as soon as possible. Then add the new account to your profile and you'll be notified by e-mail when it is available for online purchasing. In the meantime, you can place credit-card orders, which will be processed through Customer Service.

Site Registration

1. Click on **New User** found on the upper right area of the page.
2. (Optional) If you do not have a Fisher account, click on the **new account form** link. Complete and return the form as indicated.

Note: If you do not have Adobe Reader®, click on the Adobe Reader® Icon and download the utility free of charge!

New User Link

3. Enter your **first** and **last** name in each designated **Name** field
4. Create a Username with no more than 5-25 characters in length, and enter in the **Username** field.
5. Create a Password with no more than 5-25 characters in length, and enter in the **password** field (Hint: this is case sensitive).
6. Repeat **Step 5** and enter in the **password (again)** field (Hint: copy and paste works).
7. Enter the name of your company in the **company** field.
8. Type your email address in the **email address** field.

New Account Link

9. (Optional) Click in the checkboxes for **email notifications** (internet orders only) if you want back order confirmations, shipment notifications and/or invoice copy notifications.
10. (Optional) Choose an answer from the **where did you hear about this site** field drop down menu by clicking on the downward arrow.
11. Type a question in the **security question** field.
12. Enter the answer to the question in the **security answer** field.
13. Click **Submit**.

Registration Form

14. Enter the account number in the **account number** field.
15. Type a "name" or "nomenclature" for the account in the **account alias** field (maximum 25 characters).
16. Type the designation you desire in the **attention** field (i.e.: "ship to" name or department).
17. Type the po number in the **po number** field.
18. Enter the primary mailing address information in the **street, city, state** and **zip code** fields.
19. Click **Submit**.

Note: Clicking **Cancel** will abandon the registration process.

* required field

account number* 123456-007

account alias* TRAINING ACCOUNT what do you want to call this account?

attention TRAINING DEPT You can create a default **ship-to attention** and **po number** for this account. You can edit this field on each order.

po number PURCHASING

The address you provide below will be used to verify your identity. All orders will ship to the address on your Fisher account.

street* 711 FORBES AVE

city* PITTSBURGH

state* PA

zip code* 15219

Submit Cancel

Adding an Account

Note: The **< edit** link provided will allow you to modify the account information. This is covered in detail on the next page.

Note: You will be notified via email when the account is approved and activated.

Account Administration

Select the account you want to use. [account administration tips ⇄](#)

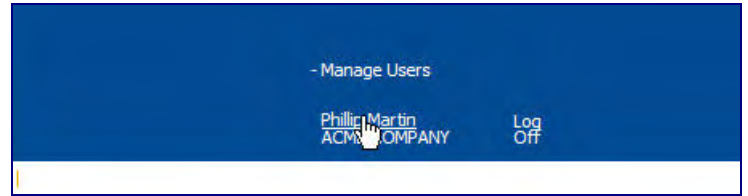
account administration			
account	shipping address	billing address	
SUSAN'S TRAINING ACCT	<i>This account is pending approval from customer service. Until approved you will not get contract pricing, product availability information, or be able to lookup previous orders for this account.</i>		Account is pending activation
Attn: PURCHASING 123456-007			
< edit			

Pending Activation Message

Editing Your Profile

Follow these instructions if you are a **registered user** who has **Administrative** or **Approval** privileges.

1. After logging in, click your **User Name (alias)** in the navigation bar.
2. To edit your name, company name, phone number, or e-mail address, simply **type over** what's in the field.
3. Check or uncheck the checkbox to indicate your **e-mail confirmation** preference.



User Name Alias Link

4. If you want copies of your e-mail confirmations to go to others, enter their e-mail addresses **separated by semicolons** in the **email address** field. Entries here can be revised by **typing over** what's in the field.
5. Check or uncheck the checkboxes to indicate your **email notification preference** for Internet orders. (**Back Order Update Notification, Shipment Notification and Invoice Copy Notification**).

Note: Credit Card Privileges are managed by Company Administrators and once registered, you will be able to edit this information.

Edit My Profile

Edit your profile here. edit profile tips ⇄

** required field*

first name*	<input type="text" value="Phillip"/>
last name*	<input type="text" value="Martin"/>
company*	<input type="text" value="ACME COMPANY"/>
phone*	<input type="text" value="8008008000"/>
email address*	<input type="text" value="heatherlavery@comcast.net"/>

send email order confirmations Order Confirmation
If you would like additional copies of the Order Confirmations sent to other email addresses, enter them below. Separate with semicolons.
 Ex: John.Doe@abc.com; Jane.Smith@xyz.org

send the following email notifications (for my internet orders only) Back Order Update Notification - if a backordered item's estimated delivery date is updated.
 Shipment Notification - when a shipment is sent.
 Invoice Copy Notification - when items are shipped and invoiced.
For informational purposes only, not to be used for payment.

credit card privileges: May choose **any** payment option
 credit card information: [Add/Edit Credit Card Information](#)

security question* Provide a question to which only you know the answer. Will be used to verify your identity in case you lose your password.

security answer*

for approvers:

required approvals I must approve **all** subordinates' requisitions (regardless of dollar amounts).

copy approved email confirmations Check this box if you want to receive copies of email confirmations for all orders that you approve.

out-of-office substitute Currently **out-of-office**.
 Provide the user name for a **substitute** who will approve your subordinate's requisitions while you are out-of-office:

Edit Your Profile Page

6. (Steps 6-8 Optional) Click **Add/Edit Credit Card Information**
7. Click **Add Credit Card**
8. Click **Submit**

Add/Edit Credit Card Information

Note: The credit card number will not be displayed and cannot be edited. The card will always be referred to by an *alias* you create. You will be able to edit the expiration date and alias.

Note: To provide a new credit card number, **delete** all of the existing card information first. You can delete a credit card from your profile at any time by clicking on the **delete** link.

Credit Card Page

9. The **Security Question** and **Security Answer** can be changed by typing over what's in those fields.
10. Check or uncheck the checkboxes if you **require approval** from all subordinates' requisitions and **copy approved email confirmations**.
11. (Optional) Check the checkbox to indicate when you are currently **out-of-office**, and enter a **substitute** who will approve on your behalf in the text box.
12. Click **Submit** to save your changes.

For Approvers Profile Information

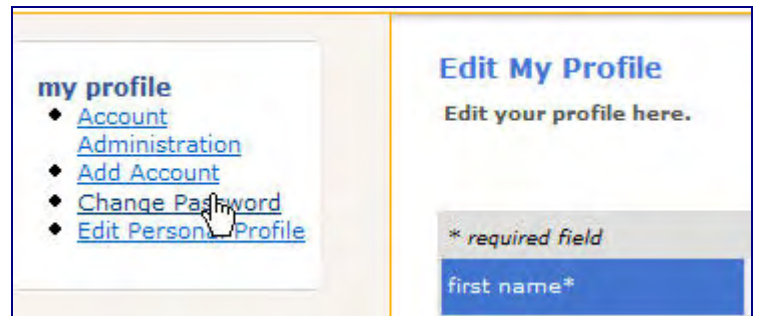
Change Your Password

1. Click your **User Name** (alias) or the **account name** (alias) currently in use in the navigation bar.



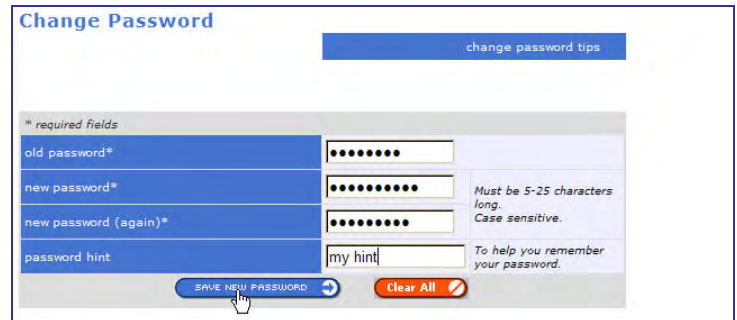
Account Name (Alias) Link

2. Click **Change Password** on the left side under **my profile**.



Change Password Link

3. Enter your current password in the **old password** text field.
4. Create a new password and type it in the **new password*** field.
5. Repeat step 4 in the new **password (again)** text field.
6. Click **Save New Password** and you will advance to the **Account Administration** page.



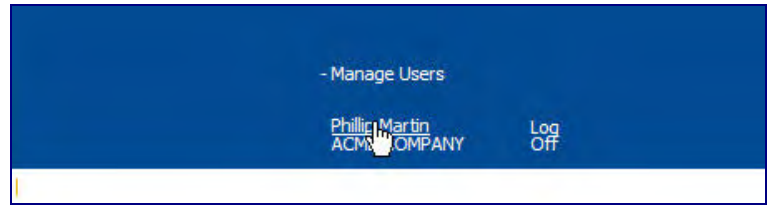
Save New Password

Note: Clear All will abandon the change password process.

Adding/Editing Account Information

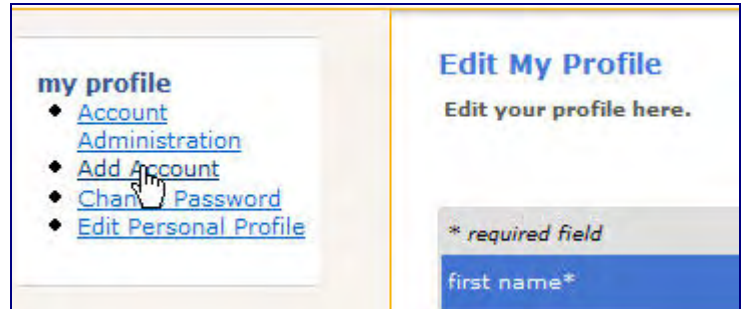
To Add:

1. Click your **User Name** (alias) or the **account name** (alias) currently in use in the navigation bar.



No Account Selected Link

2. Click **Add Account** on the left side under **my profile**.



Add An Account Link

3. Complete the required fields in the **Add An Account** page as denoted by an asterisk * if you have a Fisher account number.

ⓘ Important Note: To apply for a new Fisher account, call **1-800-766-7000** or print and complete the **New Account Form** by clicking on the **new account form** link.

4. Click **Submit**

Note: Clicking **Cancel** will abandon the account registration process.

Add An Account

If you have a Fisher Account, complete this form to request online access to your account. Your account will be approved for online use **within 24 hours**. Until approved, your orders will be reviewed by Customer Service before processing. When approved, you will have access to real-time online order placement, your contracted pricing and product availability.

If you do not have a Fisher Account, you can still create your user profile, but you will not have access to real-time online order placement, your contracted price or product availability. Your orders will be reviewed by Customer service before processing.

To apply for a new Fisher Account, call 1-800-766-7000, or print and fill out our **new account form**.(PDF, 110 KB)

* required field

account number*	123456-003	
account alias*	IS&S TESTING	what do you want to call this account?
attention	DEPT MANAGER	You can create a default ship-to attention and po number for this account. You can edit this field on each order.
po number	9988998	
The address you provide below will be used to verify your identity. All orders will ship to the address on your Fisher account.		
street*	123 ANY STREET	
city*	YOUR CITY	
state*	PA	
zip code*	15222	

submit Cancel

Add An Account page

Note: You will advance to the **Account Administration** page. Your account will be marked as **Pending Activation** until further notice. When activated, you will receive an email notice and be able to use the account.

Account Administration
Select the account you want to use. account administration tips

account	shipping address	billing address	
SUSAN'S TRAINING ACCT Attn: PURCHASING 123456-007 < edit	This account is pending approval from customer service. Until approved you will not get contract pricing, product availability information, or be able to lookup previous orders for this account.		Account is pending activation

Pending Activation Approval

To Edit:

1. If you want to edit the account information while in *pending status*, click on the **< edit** link.

account	shipping address	billing address	
H Lavery Test Account#3 Attn: TRAINING DEPT 110010-011 < edit	This account is pending approval from customer service. Until approved you will not get contract pricing, product availability information, or be able to lookup previous orders for this account.		Account is pending activation

Edit Link

2. Type over the information you want to modify in **account alias** or **attention** field(s).
3. Click **Submit**

edit your personal options for this account.

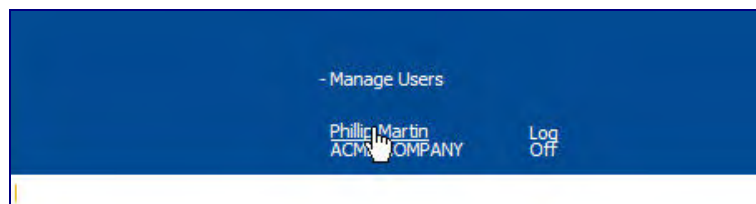
account number	110010-011	
account alias	H Lavery TestAcc	what would you like to call this account?
attention	TRAINING DEPT	You can create a default ship-to attention and po number for this account. You can edit this field on each order.
po number	DO NOT SHIP - TEST	
shipping address	No shipping address set.	
billing address	No billing address set.	

Edit Account Page

Note: You will only be able to modify the **account alias** and **attention** fields at this time. After it is activated, you will then have access to edit the **po number** field.

Once the account is approved and active...

1. Click on the **Account Alias** Link you created found on the top of the page.



Account Alias Link

2. Click the **< use this** link to activate the default account you desire to associate your purchases. An **account in use** message will display
3. To clear a default account, click **< clear default account**.

Note: You do not need to clear a default account before making another account a default account. Simply *swap* by clicking on the respective **< make default account** link! You cannot have more than one account active at once.

Account Administration			
Select the account you want to use.			account administration tips ⇄
Account information updated.			
account administration			
account	shipping address	billing address	
TRAINING ACCOUNT Attn: TRAINING DEPT 123456-003 < edit	IS&S TEST ACCOUNT DO NOT SHIP DO NOT SHIP 11B AND CANCEL BACKORDERS PITTSBURGH, PA 15219	THIS IS A TEST ACCOUNT DATE PROCESSING USE ONLY PITTSBURGH, PA 15219	< use this < Make default account
Heather's Test Acct Attn: Heather Lavery 123456-007 < edit	TEST ACCT ONLY 711 FORBES AVE 711 FORBES PITTSBURGH, PA 15219	THIS IS A TEST ACCOUNT DATE PROCESSING USE ONLY PITTSBURGH, PA 15219	account in use default account < Clear default account

< use this Link

1. (Optional) To clear all default accounts, click **< clear default account**
2. Click **< use this** next to the desired active account you wish to make the default account in use.

Account Administration			
Select the account you want to use.			account administration tips ⇄
Account information updated.			
account administration			
account	shipping address	billing address	
TRAINING ACCOUNT Attn: TRAINING DEPT 123456-003 < edit	IS&S TEST ACCOUNT DO NOT SHIP DO NOT SHIP 11B AND CANCEL BACKORDERS PITTSBURGH, PA 15219	THIS IS A TEST ACCOUNT DATE PROCESSING USE ONLY PITTSBURGH, PA 15219	account in use default account < Clear default account
Heather's Test Acct Attn: Heather Lavery 123456-007 < edit	TEST ACCT ONLY 711 FORBES AVE 711 FORBES PITTSBURGH, PA 15219	THIS IS A TEST ACCOUNT DATE PROCESSING USE ONLY PITTSBURGH, PA 15219	< use this < Make default account

< Clear default account Link

Logging In and Off

1. Type your **user name** and **password** in the fields provided on the home page.
2. Click on the downward arrow to **choose a store** from the **drop down menu**.
3. Click **Log In**.

Note: Entries are not case-sensitive.



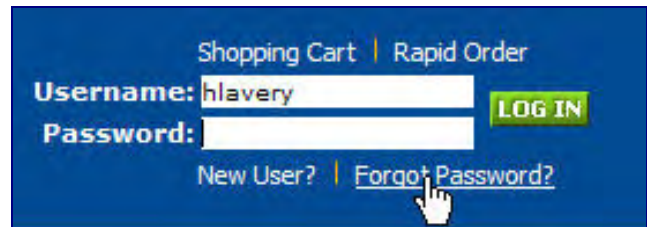
Logging In

4. To log out, click **Log Off** at the top of any page.



Click Log Off

ⓘ Important Note: If you've forgotten your password, click **Forgot Password?** for the hint you've provided in your **User Profile** when you registered. Call **1-800-766-7000** if you need your password reset.



Forgot Password? Link

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