

FisherSci.com

User Account Setup



These materials are provided by Fisher Scientific as a service to the public and are to be used for personal informational purposes only. Reproduction without the express written permission of Fisher Scientific is strictly prohibited.

Vs. 1.0

Table of Contents

SITE REGISTRATION 5
EDITING A PROFILE..... 7
CHANGE YOUR PASSWORD 10
ADDING/EDITING ACCOUNT INFORMATION 11
LOGGING IN AND OFF..... 14

Registration

QuikTips offers a systematic guide on how 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.

Why Register?

Registration allows you to create and customize a **User Profile** for yourself so that you can log in and use all of the features available at fishersci.com. Many of the tools, functions and capabilities of fishersci.com are made available only to registered users. For example, only registered users can:

- Create and use templates and hotlists.
- See their contract-specific prices and real-time product availability for each item (if they have a valid Fisher account).
- Use a variety of order-tracking tools and functions.

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?

No. You can still create a user profile, register, and then log in each time you start a session. You'll be able to use many of the features available only to Registered Users, such as hotlists and templates. Without an account, you won't have access to your 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 "nickname" 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 a default purchase order 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**.

** required field*

account number*	<input type="text" value="123456-001"/>	
account alias*	<input type="text" value="ACME COMPANY"/>	<i>what do you want to call this account?</i>
attention	<input type="text" value="PURCHASING"/>	<i>You can create a default ship-to attention and po number for this account. You can edit this field on each order.</i>
po number	<input type="text" value="DO NOT SHIP"/>	

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

street*	<input type="text" value="100 MAIN STREET"/>
city*	<input type="text" value="Pittsburgh"/>
state*	<input type="text" value="PA"/>
zip code*	<input type="text" value="15222"/>

Adding an Account

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

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 approved and activated.

Account Administration

Select the account you want to use. account administration tips ⇄

account administration			
account	shipping address	billing address	
Heather's Test Acct Attn: Heather Lavery 123456-007	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
< edit			
(unnamed) Attn: 754866-001	<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
< edit			

Pending Activation Message

Editing a Profile

Follow these instructions if you are a registered user who does not have Administrative or Approval privileges.

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



User Name 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.

Note: You cannot edit the ship to/bill information for the account. This information cannot be overridden by you from the website.

Note: Credit Card Privileges may be determined by your organizations' Account Administrator and cannot be changed by you.

The 'Edit My Profile' form contains the following sections:

- Header:** Edit your profile here. edit: profile tips
- Required Fields:**
 - first name*: Susan B.
 - last name*: Anthony
 - company*: Flagship Inc
 - phone*: 888-Flags-R-US
 - email address*: santhony@flagsrus.org
- 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:** Who made the US flag? 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:** I did!
- Buttons:** Submit, Cancel

Edit Your Profile Page

- (Steps 5-7 Optional) Click **Add/Edit Credit Card Information**
- Click **Add Credit Card** button

Edit My Profile
 Edit your profile here. [edit profile tips](#)

** required field*

first name* Susan B.
 last name* Anthony
 company* American Flags, Inc
 phone* 1-800-flagsrus
 email address* heather.lavery@fishersci.com

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* Who made the american flag? 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* Me, of course!

[Submit](#) [Cancel](#)

Click Add/Edit Credit Card Information

- Click **Submit**

Note: When adding a card, provide all the requested information. You can edit that information, including expiration dates, in the future.

Add or edit credit cards in your profile. [credit card tips](#)

** required field*

alias* My Company Card
 expiration date* 05 / 07
 account number* 0909090909
 card reference Purchasing Power
 type* Mastercard

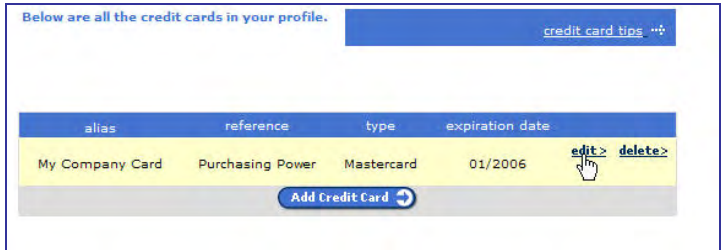
[Submit](#) [Cancel](#)

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.

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.

8. The **Security Question** and **Security Answer** can be changed by typing over what's in those fields.
9. Click **Submit** (Profile Page – shown pg. 7)



Credit Card Page

Congratulations!

Your Profile is successfully changed.

10. You will return to **Account Administration** and see message **Profile Changed Successfully**.



Profile Changed Successfully Message

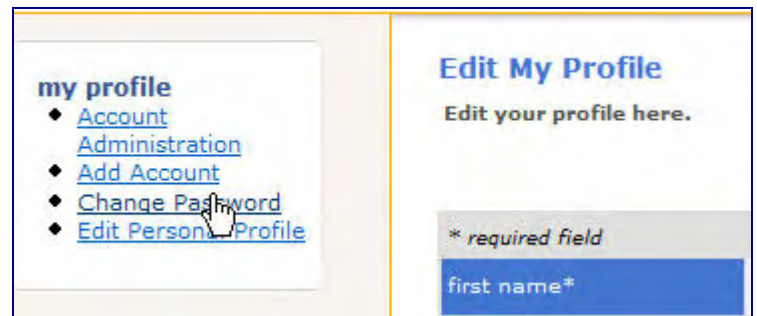
Change Your Password

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



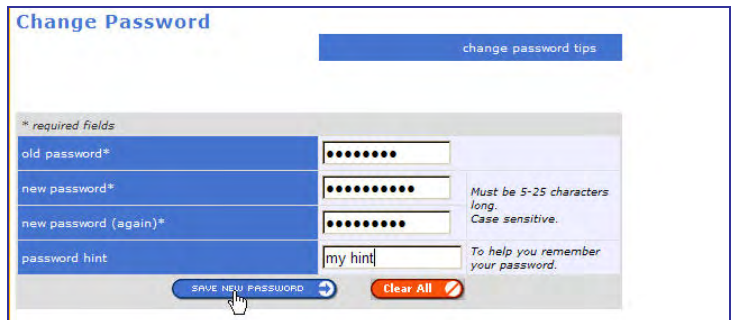
User Name (Alias) Link

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



Change Password Link

6. Click **Save New Password**
7. You will advance to the **Account Administration** page and view message **Profile Changed Successfully**.



Save New Password

Congratulations!

Your password is successfully changed.

Adding/Editing Account Information

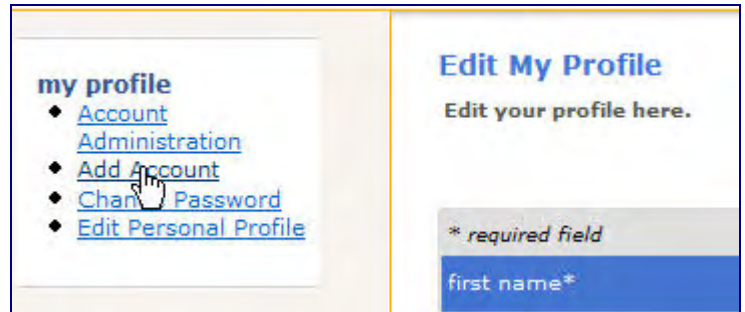
To Add:

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



User Name Link

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



Add Account Link

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.

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

4. Click **Submit**

The screenshot shows the 'Add An Account' form. It has several required fields marked with an asterisk: 'account number*', 'account alias*', 'attention', 'po number', 'street*', 'city*', 'state*', and 'zip code*'. The 'account number' field contains '123456-007'. The 'account alias' field contains 'TRAINING ACCOUNT' with a note: 'what do you want to call this account?'. The 'attention' field contains 'TRAINING DEPT' with a note: 'You can create a default ship-to attention and po number for this account. You can edit this field on each order.' The 'po number' field contains 'PURCHASING'. Below these fields, there is a note: 'The address you provide below will be used to verify your identity. All orders will ship to the address on your Fisher account.' The address fields are: 'street*' (711 FORBES AVE), 'city*' (PITTSBURGH), 'state*' (PA), and 'zip code*' (15219). At the bottom, there are 'Submit' and 'Cancel' buttons.

Adding An Account

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

Note: You will advance to the **Account Administration** page. Your account will be marked as **Pending Activation** until further notice. When approved and 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 administration			
account	shipping address	billing address	
SUSAN'S TRAINING ACCT Attn: PURCHASING 123456-007 < edit	<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>		<i>Account is pending activation</i>

Account Pending Activation Message

To Edit:

1. After logging in, click on **No Account Selected** found on the top of the page under your Profile name.
2. If you want to edit the account information *while in pending status*, click on the **< edit** link.



No Account Selected Link

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

TRAINING COMPANY Attn: PURCHASING 123456-002 < edit	<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>	<i>Account is pending activation</i>
--	---	--------------------------------------

Edit Link

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.
2. Click the **< use this** link to activate the default account you desire to associate your purchases. An **account in use** message will display.



Account Alias Link

3. To activate a different account, click **< use this** next to the other account you want to activate and the **account in use** message will display next to that account respectively.

Account Administration

Select the account you want to use. account administration tips ⇄

account administration			
account	shipping address	billing address	
ACME COMPANY Attn: PURCHASING 123456-001 < edit	FSCO TEST THIS IS A TEST ORDER DO NOT SHIP PITTSBURGH, PA 15235	THIS IS A TEST ACCOUNT DATE PROCESSING USE ONLY PITTSBURGH, PA 15219	< use this < Make default account
TRAINING COMPANY Attn: PURCHASING 123456-002 < edit	IS&S TEST ACCOUNT DO NOT SHIP DO NOT SHIP DO NOT SHIP 11B AND CANCEL BACKORDERS PITTSBURGH, PA 15219	THIS IS A TEST ACCOUNT DATE PROCESSING /RR USE ONLY PITTSBURGH, PA 15219	< use this < Make default account

< use this Link

4. To make one of the accounts your default account every time you log in, click **< make default account** and an **account in use** message will display
5. (Optional) To clear all default account(s), 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 administration			
account	shipping address	billing address	
SUSAN'S TRAINING ACCT Attn: PURCHASING 123456-007 < edit	,	,	< use this < Make default account
SB ANTHONY ACCT Attn: PURCHASING 123456-008 < edit	,	,	< use this < Make default account

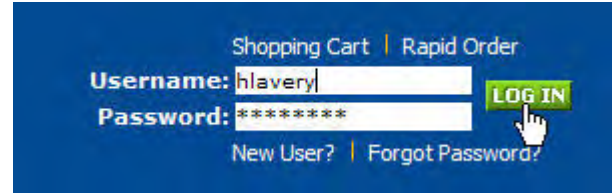
< Make Default Account Link

Logging In and Off

1. Type your **user name** and **password** in the fields provided on the home page.
2. Click **Log In**.

Note: Entries are not case-sensitive.

ⓘ Important Note: For security reasons, if you mistype your ID or password, after three attempts, the system will lock your account for 30 minutes before you can attempt to log in again.



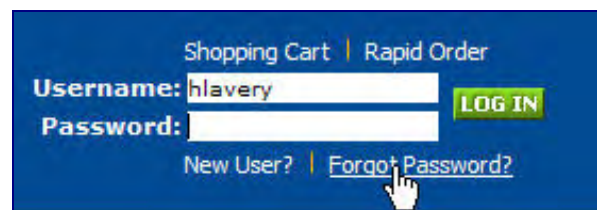
Logging In

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



Log Off Link

ⓘ 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 **1-877-885-2081** if you need your password reset.



Forgot Password Link

THIS PAGE INTENTIONALLY LEFT BLANK