

FOLLOW THE STEPS BELOW TO SET YOUR DEFAULT SHIPPING INFORMATION IN PARTS.CAT.COM



STEP 1:

Log in to your account on parts.cat.com. (You can use your existing username/password from PartStore)

STEP 2:

Click the 'My Account' link on the top right corner of the screen.

STEP 3:

In the 'My Account' screen, enter your information in the three sections, shown in the image below:

The screenshot shows the 'My Account' page with the following structure:

- Header: PETERSON CAT logo, Your Dealer: PETERSON TRACTOR CO. - 4123456
- Navigation: SHOP BY CATEGORY, PARTS MANUALS, SIS, QUICK ORDER, ABOUT CAT PARTS, Search
- Breadcrumbs: Home > My Account
- Sidebar: MY ACCOUNT (expanded), YOUR PROFILE (Personal Information, Shopping Preferences, Address Book, Browsing History), ORDERS & QUOTES (Order History, Frequent Order Lists, Core Tracking)
- Main Content: MY ACCOUNT SUMMARY (Welcome, john smith), PERSONAL INFORMATION (Name: John Smith, Address Line1: 123 Main Street, City: Anywhereville, State / Province: CA, Country: US, ZIP code / Postal code: 94123, Company: Smith Construction Co., Phone: 5105551234, E-mail: jsmithconstructionco@email.com)

First **(A)**, click on 'Personal Information'. Make sure your contact information is correct in parts.cat.com.

Next **(B)**, click on 'Address Book'. Review and edit your shipping and billing addresses. Your addresses appear in the drop down menu in the center of the screen. You may also add new addresses, remove old ones, and add drop box shipping information. Click 'New Address' to add your drop box information.

Finally **(C)**, click on 'Shopping Preferences'. Set your default order preferences to streamline your ordering process.

Now your default settings will be saved.

To confirm, add a part to your shopping cart, click 'Proceed to Check Out'. The Shipping and Billing Information page will display your default settings. Click the 'Back' button and remove the parts from your shopping cart.

For additional help please contact your Parts Rep:

Ryan Nelson Oregon - 503.679.0316, rjnelson@petersoncat.com

Erika Faieta e-Customer Support Manager - 510.677.0397, elfaieta@petersoncat.com

