



## My Account

Now can now manage “My Account” through one simple screen. You can store information and save keystrokes, especially useful for those with multiple users, shipping locations, and payment methods.

You may also set up sub-users which are managed by one administrator.

See following pages for details.

The screenshot shows a web browser window with the URL <https://secure.cgconverge.com/Secure/MyAccount.aspx>. The page header includes contact information (800-423-4645 or cgwcs@cgintl.com), navigation links (FAQ, PDF Instructions, Logout), and a shopping basket summary (Total: \$10.50, 1 item). A navigation menu highlights 'Manage My Account'. The user is identified as Christina Marquez. The main content area is titled 'Manage My Account' and features a 'My Account Shortcuts' sidebar with links for 'Stored Text', 'Requester Information', 'Shipping Locations', and 'Change Password'. The 'Stored Text Profile(s)' section includes an '+ Add New' button and a table with one entry for Christina Marquez.

Display Name	Profile Options	Copy / Remove
Christina Marquez	<a href="#">Stored Text Prompts</a>	 

At the bottom of the page, there are links for [Terms of Use](#) and [Privacy Policy](#).



Stored text Profile for Christina Marquez | [Switch User](#) | [Manage](#) | [?](#)

Search for Products



## Manage My Account

### My Account Shortcuts



[Stored Text](#)



[Requester Information](#)



[Shipping Locations](#)



[Change Password](#)

[+ Add New](#)

The profiles you have created here are accessible at any time.

Display Name

Profile Options

Copy / Remove

**Christina Marquez**

[Stored Text Prompts](#)



Use Stored Text to save data to use on your imprint screens.

Use Requester Information and Shipping Locations to store Information to make your checkout faster.



Online Stationery Store

Basket Total : \$10.50 ( 1 ) Items

[View Basket](#)

[Home](#) | [Browse Products](#) | [Order History/Check Status](#) | [Manage My Account](#)

Stored text Profile for [Christina Marquez](#) | [Switch User](#) | [Manage](#) | [?](#)

To create a profile, simply click "Add New".



## Manage My Account

### My Account Shortcuts



[Stored Text](#)



[Requester Information](#)



[Shipping Locations](#)



[Change Password](#)

### Stored Text Profile(s)

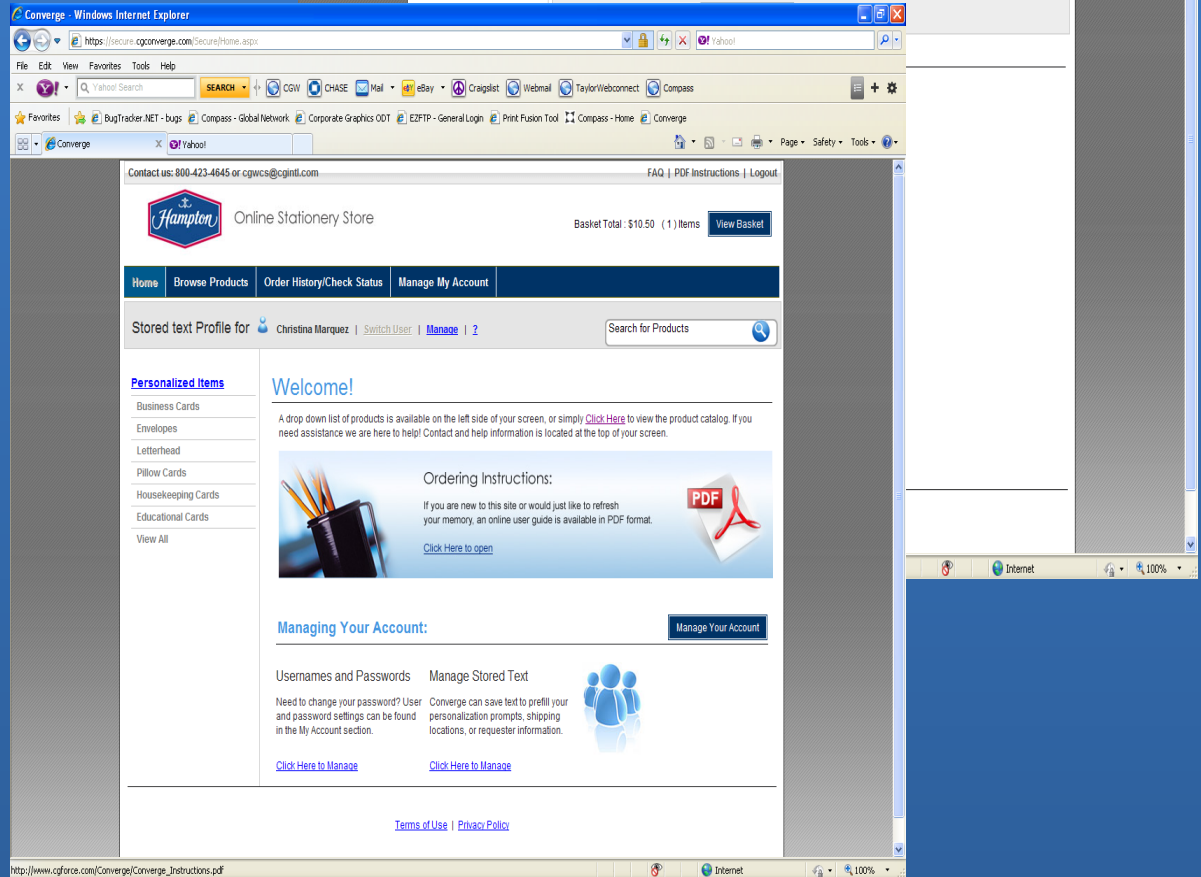
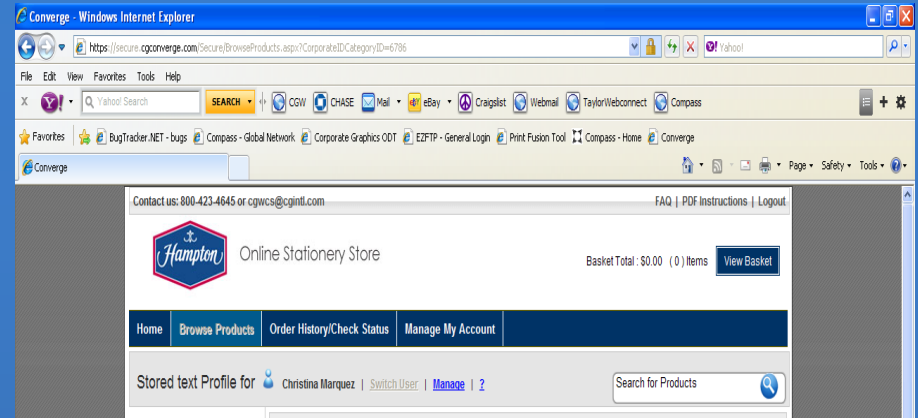
[+ Add New](#)

Display Name	Profile Options	Copy / Remove
<input checked="" type="checkbox"/> <b>Christina Marquez</b>	<a href="#">Stored Text Prompts</a>	

Use the "Stored Text Prompts" link to save the data so you do not have to retype each time.

## Thank You!

Each web page includes a Customer Service contact phone number at the top of the screen. Please call us if you have further questions!



## Thank You!

Each web page includes a Customer Service contact phone number at the top of the screen. Please call us if you have further questions!

The screenshot shows the Converge Online Stationery Store website. At the top, there is a contact number: 800-423-4645 or cgwcs@cgintl.com. The site logo is "Hampton Online Stationery Store". A navigation bar includes links for Home, Browse Products, Order History/Check Status, and Manage My Account. The user is logged in as Christina Marquez, with options to Switch User or Manage. A search bar is present for products. A "Personalized Items" section is visible on the left. A blue callout box with white text says: "The profiles you have created here are accessible at any time." Below this, there is a "Welcome!" message and a "Managing Your Account:" section with links for "Usernames and Passwords" and "Manage Stored Text". A PDF icon is also visible. The footer contains links for Terms of Use and Privacy Policy.