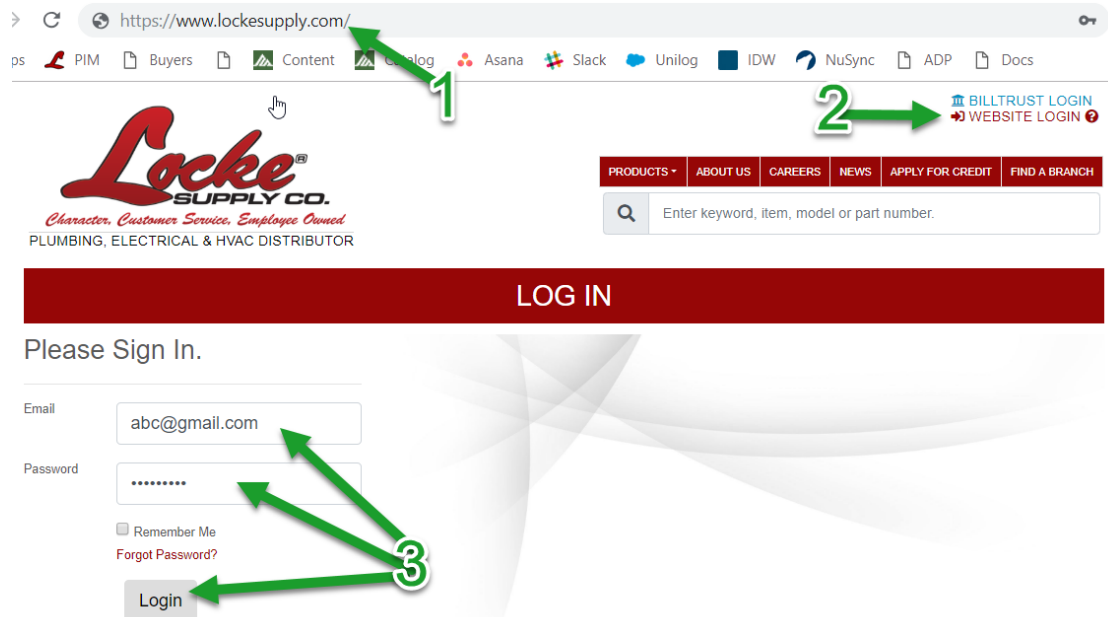


Edit/update your Account Settings for Locke Supply.

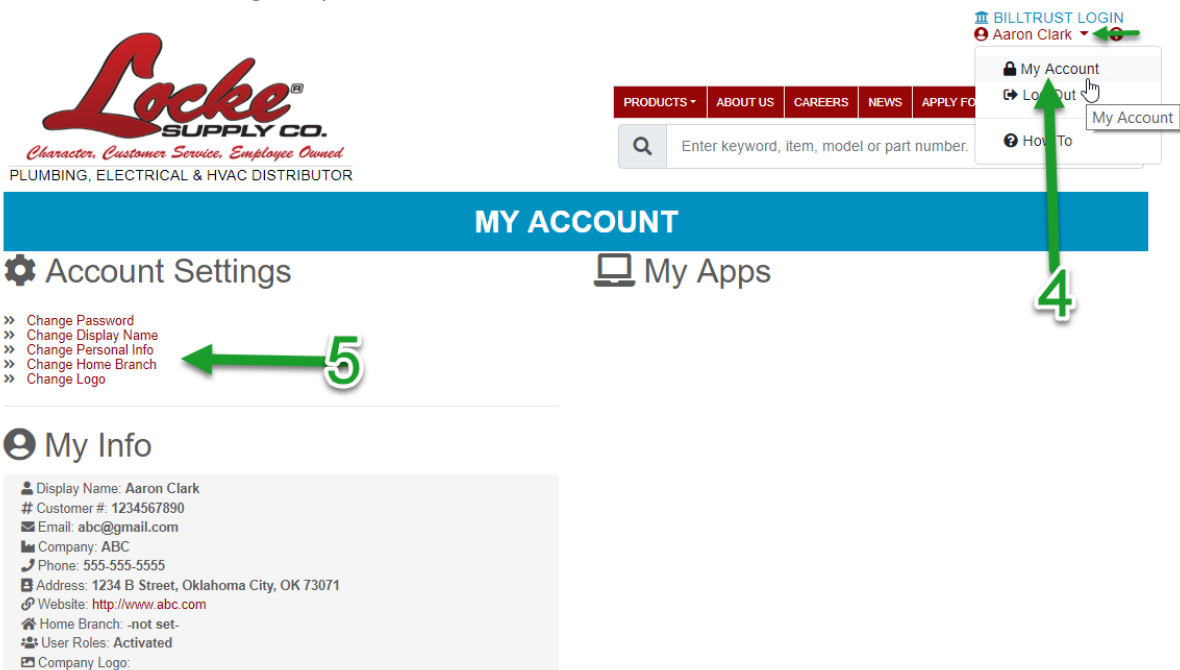
Account Settings

- >> Change Password
- >> Change Display Name
- >> Change Personal Info
- >> Change Home Branch
- >> Change Logo

1. Go to www.LockeSupply.com
2. Click the **WEBSITE LOGIN** link.
3. Enter your credentials and click the **Login** button.

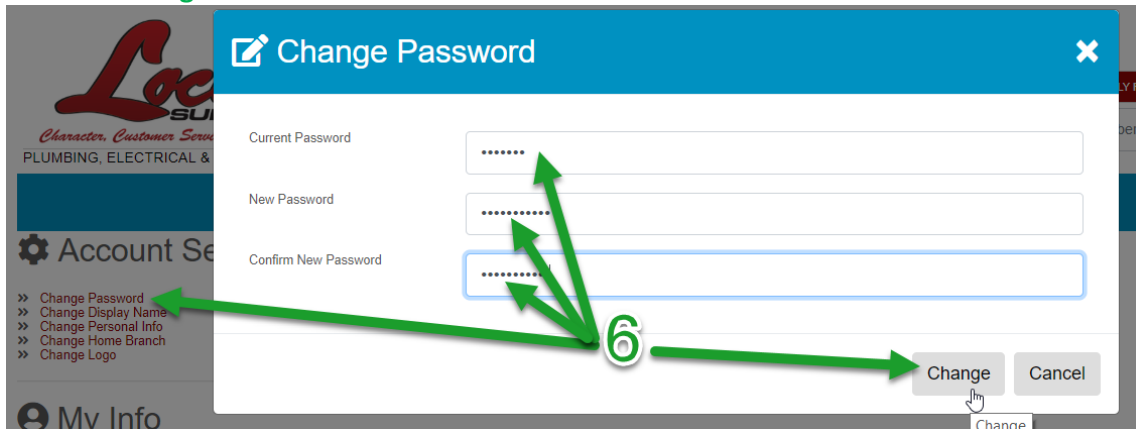


4. Click the **dropdown arrow** next to your name then click **My Account**.
5. Choose an account setting to update and click the link.



My Account

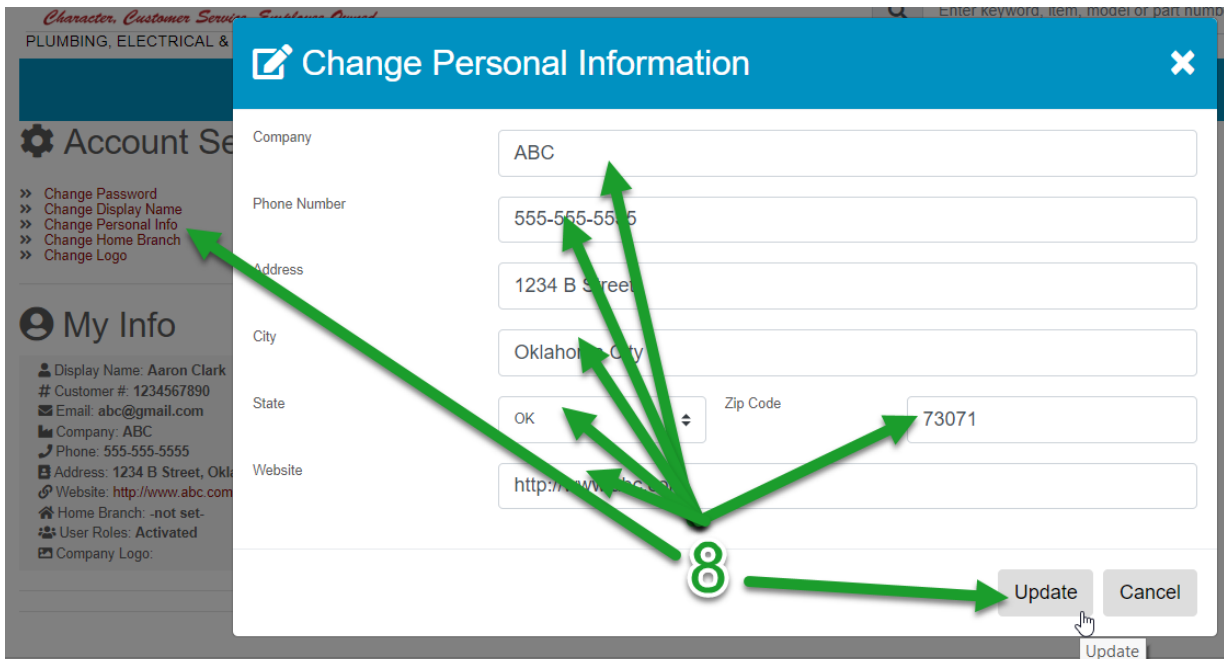
6. To **Change Password**, click the link, enter your **Current Password** and **New Password** in the dialog box and click the **Change** button.



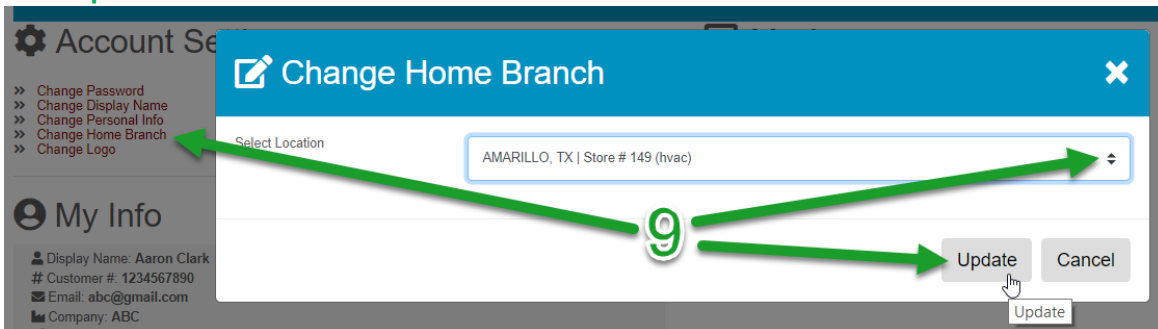
7. To **Change Display Name**, click the link, **Edit your name** in the dialog box, and click the **Update** button.



8. To **Change Personal Information**, click the link, **Edit your information** in the dialog box, and click the **Update** button.



9. To **Change Home Branch**, click the link, **choose your local branch from the dropdown** dialog box, and click the **Update** button.



10. Your logo can be uploaded to create custom invoices to use for your customers. To upload or **Change Logo**, click the link, click the **Choose File** button and **select your logo** from the dialog box, then click the **Update** button. Your logo will appear on the page under your **My Info** section.

