

# How to Switch Between Accounts

Now that you are logged in, we have made it much easier to find, filter, and switch between the accounts you manage or need to access.

1. The Select Customer screen will automatically display the three most recent accounts you have accessed.

## Select Customer

Please select a customer to access Customer Hub features.

### Recent

Customer Name	Customer #	Organization	Location	Favorite
ANIXTER PTE LTD - GLENVIEW	4481	Southwire Sales Org	GLENVIEW, IL PO BOX 1149, 60025-8149	<input type="checkbox"/>
MAYER ELECTRIC SUPPLY CO INC-NEWPOR	225720	Southwire Sales Org	NEWPORT NEWS, VA 708 CITY CENTER BLVD, 23606	<input type="checkbox"/>
FERGUSON ENTERPRISES INC-EULESS	244811	Southwire Sales Org	EULESS, TX 2650 S PIPELINE RD, 76040	<input type="checkbox"/>

You can favorite the accounts you look up most frequently, so you never have to manually look them up again! By clicking on the blank star beside an account, it will be added to your favorites list and will display front and center on the Switch Customers screen. A favorite can be removed at any time by clicking on the yellow star.

### Select Customer

Please select a customer to access Customer Hub features.


Search

#### Favorites

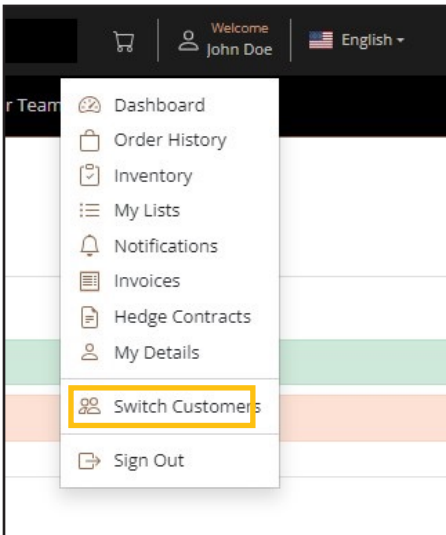
Customer Name <sup>+</sup>	Customer #	Organization	Location	Favorite
<a href="#">ANIXTER PTE LTD - GLENVIEW</a>	4481	Southwire Sales Org	GLENVIEW, IL PO BOX 1149, 60025-8149	★
<a href="#">BORDER STATES-CHARLOTTE</a>	24265	Southwire Sales Org	CHARLOTTE, NC 9321 PORTERS VIEW DR STE A, 28273	★
<a href="#">CAPITAL ELECTRIC/UPPER MARL/SONEPAR</a>	12948	Southwire Sales Org	UPPER MARLBORO, MD 8511 PEPCO PL, 20772-2500	★
<a href="#">MAIN ELECTRIC SUPPLY - WHITTIER</a>	242996	Southwire Sales Org	WHITTIER, CA 8146 BYRON RD, 90606	★

When you have found the account that you are looking for, click on its name in blue font. Your screen will change to alert you that you are now logged into that account.

Viewing as: **4481** | **ANIXTER PTE LTD - GLENVIEW** | US | PO BOX 1149, GLENVIEW, IL 60025-8149 ▼

 **Southwire**<sup>®</sup>  Shopping Cart | Welcome John Doe | English ▼

2. There are two other spots where you can quickly switch accounts. The first way to switch accounts can be accessed by clicking on your name located in the top right of the screen. A menu will open, and you will be able to go back to the Select Customers screen by clicking on that option.



The second way to switch accounts is by clicking on the customer account you are currently signed in as at the top of the page. This will bring down a menu where you can either go back to the Select Customer screen or go directly to a favored account.

