

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 is loaded with conveniences. Firstly, the three most recent accounts you have accessed will automatically display.

Select Customer

Please select a customer from the list below

Search

CUSTOMER NAME	CUSTOMER #	ORGANIZATION	LOCATION	FAVORITE
ANIXTER PTE LTD - GLENVIEW	4481	United States	GLENVIEW, IL	☆
SIGNIFY NORTH AMERICA CORPORATION	235126	United States	JUAREZ, CHI	☆
MAYER ELECTRIC SUPPLY CO INC	172627	United States	HUNTSVILLE, AL	☆

Secondly, you can search by either the customer name or customer number. When you search by name, the Customer Hub will retrieve all of the individual accounts for that customer. You can narrow down the results by choosing the country in the Sales Organization dropdown and/or choosing the city in the Location dropdown. Only applicable countries and cities will appear so the results will change per customer account.

✓
Sales Organization

- United States
- Canada
- International

✓
Location

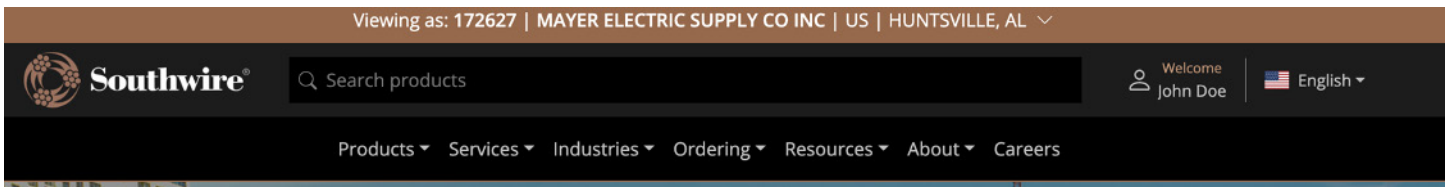
- APEX, NC
- MEDLEY, FL
- CRANBURY, NJ
- KWAI CHUNG NT HONG KONG
- STANTON, TX
- HAMILTON, OH
- HAPPY VALLEY, NL
- DELRAY BEACH, FL
- LOUISVILLE, KY
- GLENVIEW, IL
- DARTMOUTH, NS
- BILLINGS, MT

Lastly, you can now favorite the accounts you will 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.

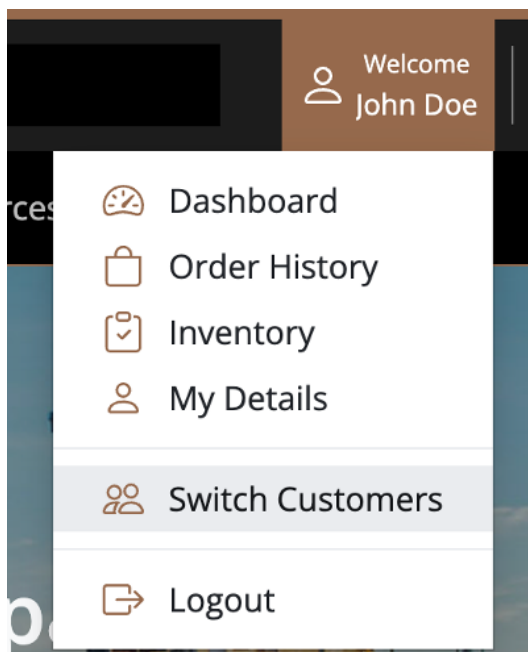
Favorites

CUSTOMER NAME ↓	CUSTOMER #	ORGANIZATION	LOCATION	FAVORITE
ANIXTER	242638	United States	STANTON, TX	★
ANIXTER PTE LTD - GLENVIEW	4481	United States	GLENVIEW, IL	★
MAYER ELECTRIC SUPPLY CO INC	172627	United States	HUNTSVILLE, AL	★
SIGNIFY NORTH AMERICA CORPORATION	235126	United States	JUAREZ, CHI	★

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.



2. These are not the only conveniences the Customer Hub offers, however. There are two other spots where you can quickly switch accounts. The first is 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 favorited account.



Viewing as: 172627 | MAYER ELECTRIC SUPPLY CO INC | US | HUNTSVILLE, AL ▾

- View All Customers >
- 4481 | ANIXTER PTE LTD - GLENVIEW | US | GLENVIEW, IL ★
- 235126 | SIGNIFY NORTH AMERICA CORPORATION | US | JUAREZ, CHI ★
- 242638 | ANIXTER | US | STANTON, TX ★