

MANAGE PREFERENCES GUIDE

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A guide to setting your preferences.

Job Account / Branch

- Option to select the appropriate job and branch for your order:
 1. Select your job/branch account.
 2. Click "Save Changes."
- Pricing is dependent on your local price and vendor agreements.
- Filter options and inventory will reflect your chosen job/branch.
- Displayed across the top of the site.

The screenshot shows the 'Preferences' page with the following sections:

- Job Account / Branch:** A dropdown menu with a '@' icon.
- User Information:** Fields for Full Name (Example User), Email (exampleuser@example.com), and a '+ Add new' button.
- Change Password:** Fields for Current Password, New Password, and Verify New Password, with a 'Show Password' link.
- Default Shipping Method:** A dropdown menu set to 'Will Call'.
- Addresses:** A section with a '+ Add new' button and a list of saved addresses.
- Save Changes:** An orange button at the bottom.

User Information

- Option to edit your name.

Change Password

- Option to enter/verify your new password.

Default Shipping Method

- Your preference will be pre-selected in the cart:
 1. Choose a shipping method.
 2. Click "Save Changes."
- If needed, you can change your shipping method during checkout.

Default Shipping Method:

The screenshot shows a dropdown menu for the Default Shipping Method. The selected option is 'Will Call'. Other options include 'Truck Delivery', 'Standard (3-5 Business Days)', '3 Business Days', 'Expedited (2-3 Business Days)', and 'Rush (1-2 Business Days)'.

Addresses

- Option to add and edit multiple shipping addresses:
 1. Click "+Add new" button.
 2. Enter your address information.
 3. Click "Submit."
 4. If necessary, click "Edit" to make changes or "Delete" to remove a shipping address.
- Your saved shipping addresses will be available during checkout via a dropdown.

Enter New Shipping Address

The form for entering a new shipping address includes the following fields:

- Name:
- Street Address:
- Address 2:
- City:
- State:
- Zip:
- Phone:
- Submit** button

