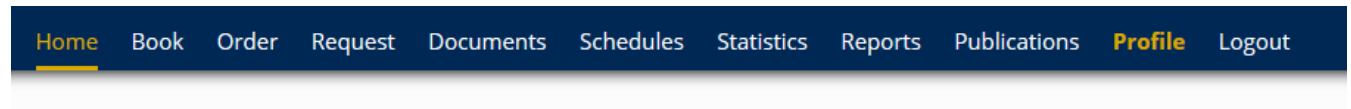


External User - Industry & Non-Profit

How to add additional Purchase Orders to your profile:

At the top of your account homepage click "Profile"



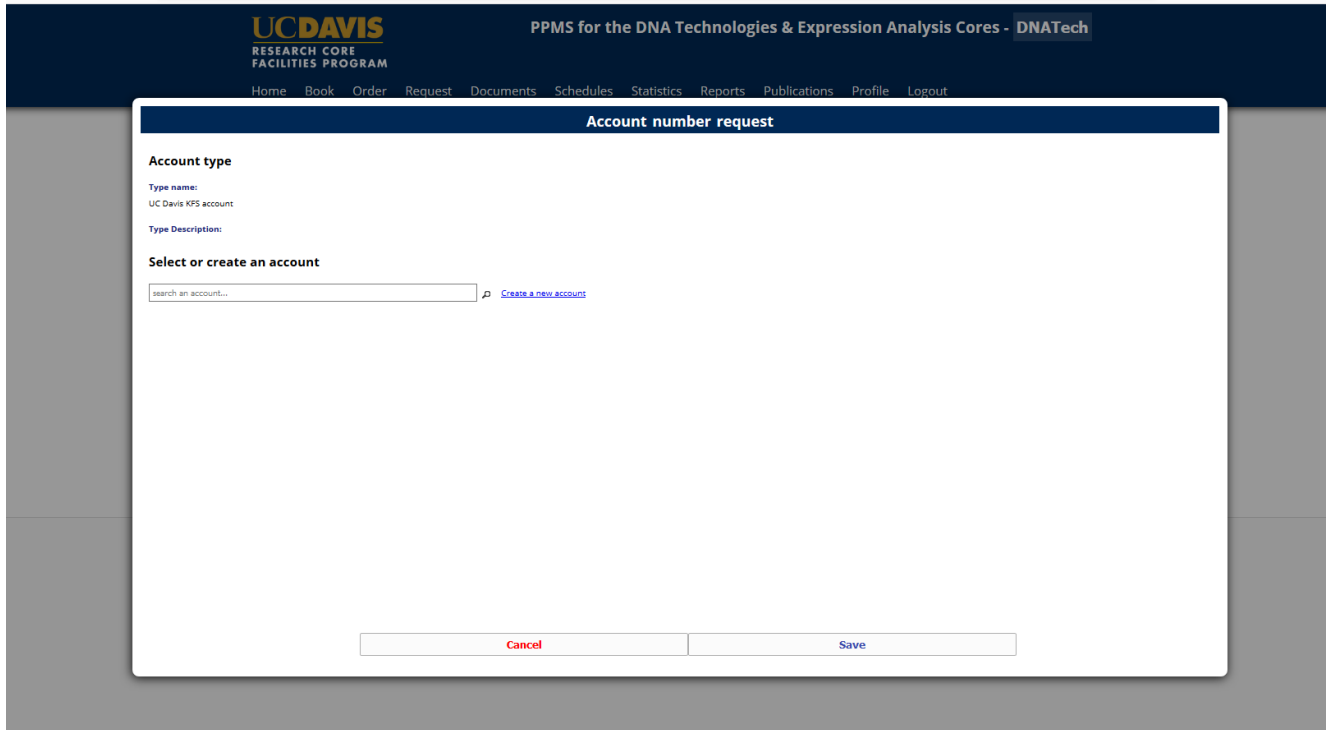
Under "Financial Account Information,"

- "Request authorization to use a financial account,"
 - Click "New account authorization request"

A screenshot of a web page titled "Financial Account Information". The page has a light blue background. It contains three sections, each with a dotted line separator below the title:

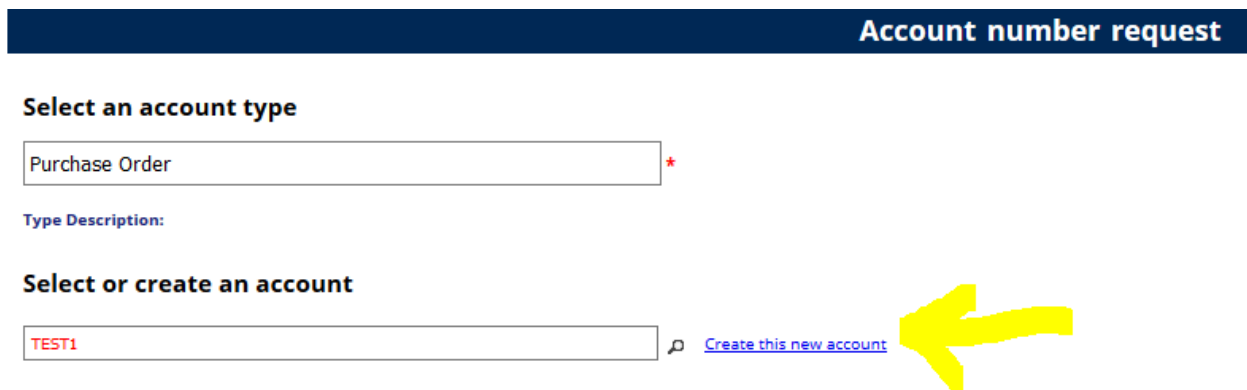
- Default Financial Account Number:** Below this title is a text box containing "Finance Admin" and a button labeled "Change your default account number".
- Request authorization to use a financial account:** Below this title is a button labeled "New account authorization request". A large yellow arrow points to this button from the right.
- Request authorization to manage a financial account:** Below this title is a button labeled "New account management request".

This will create a new pop-out window:



Under “Account Type,” select “Purchase Order.”

Begin typing in the box under “Select of create an account” – a blue link will appear saying “Create this new account” – Click this.



You will then be given the option to input dates for your account. (This is not required.)

Click “Save”