

## External User (Industry & Non-Profit) How to change your default Purchase Order:

At the top of your account homepage click “Profile”

Under “Financial Account Information,” then under “Default Financial Account Number,” select “Change your default account number.”

### Financial Account Information

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**Default Financial Account Number:**

Finance Admin

[Change your default account number](#)

**Request authorization to use a financial account:**

[New account authorization request](#)

**Request authorization to manage a financial account:**

[New account management request](#)

On the next screen, click in the box under “Please enter the new account number” – this will create a new pop-out window.

### Request account number modification

**Please enter the new account number :**

[submit account number modification request](#)

Pop-out:

The screenshot shows the UC Davis Research Core Facilities Program interface. The main header includes the UC Davis logo and the text 'PPMS for the DNA Technologies & Expression Analysis Cores - DNATech'. A navigation menu contains links for Home, Book, Order, Request, Documents, Schedules, Statistics, Reports, Publications, Profile, and Logout. A pop-out window titled 'Account number request' is displayed in the foreground. It contains the following fields and options:

- Account type**
- Type name: UC Davis NFS account
- Type Description:
- Select or create an account**
- A search box with the placeholder text 'Search an account...' and a magnifying glass icon.
- A link labeled 'Create a new account'.
- At the bottom of the pop-out window, there are two buttons: 'Cancel' and 'Save'.

On the pop-out, under “Account Type,” Select “Purchase Order.”

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

**Account number request**


**Select an account type**

Purchase Order \*

Type Description:

**Select or create an account**

TEST1 [Create this new account](#)



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

Click “Save”