



## The CDW-G Extranet: Profile and Preferences

# Manage Your Preferences

Passwords, Contact Information, Billing, Shipping and Payment Methods



### Profile and Preferences

Use this feature to manage vital account information for you and your organization\*.

#### Manage personal passwords

- Reset passwords or create and change the secret question which helps you remember your password.

#### Manage billing and payment preferences

- Request a billing address change.
- Add or remove payment options for online purchases\*.
- Set the default payment option for online purchases\*.

#### Manage shipping preferences

- Set a personal default shipping address for online purchases.
- Add and remove shipping addresses for online purchases\*.
- Add and remove shipping methods for online purchases\*.

#### Manage shipping carrier accounts

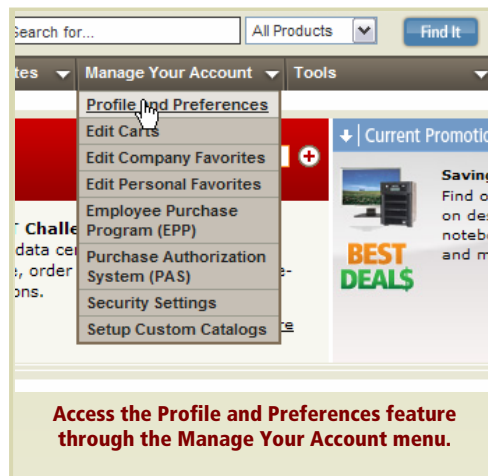
- Set a personal default payment option for online purchases.
- Add, remove and edit payment options for online purchases\*.
- Add your organization's shipping carrier accounts and use them to pay shipping fees for online purchases\*.

#### Manage contact info associated with your CDW-G Extranet

- First Name, Last Name, Title, E-Mail, Phone Number, Extension

**Interested? Take a closer look at [CDWG.com/tours](http://CDWG.com/tours).**

**Or, call your Account Manager to request an extranet today!  
New to CDW-G? Call 800.581.4239.**



\*Administrator-level rights required to manage options and defaults for all users within an organization. See the Security Settings tour or ask your Account Manager for details.