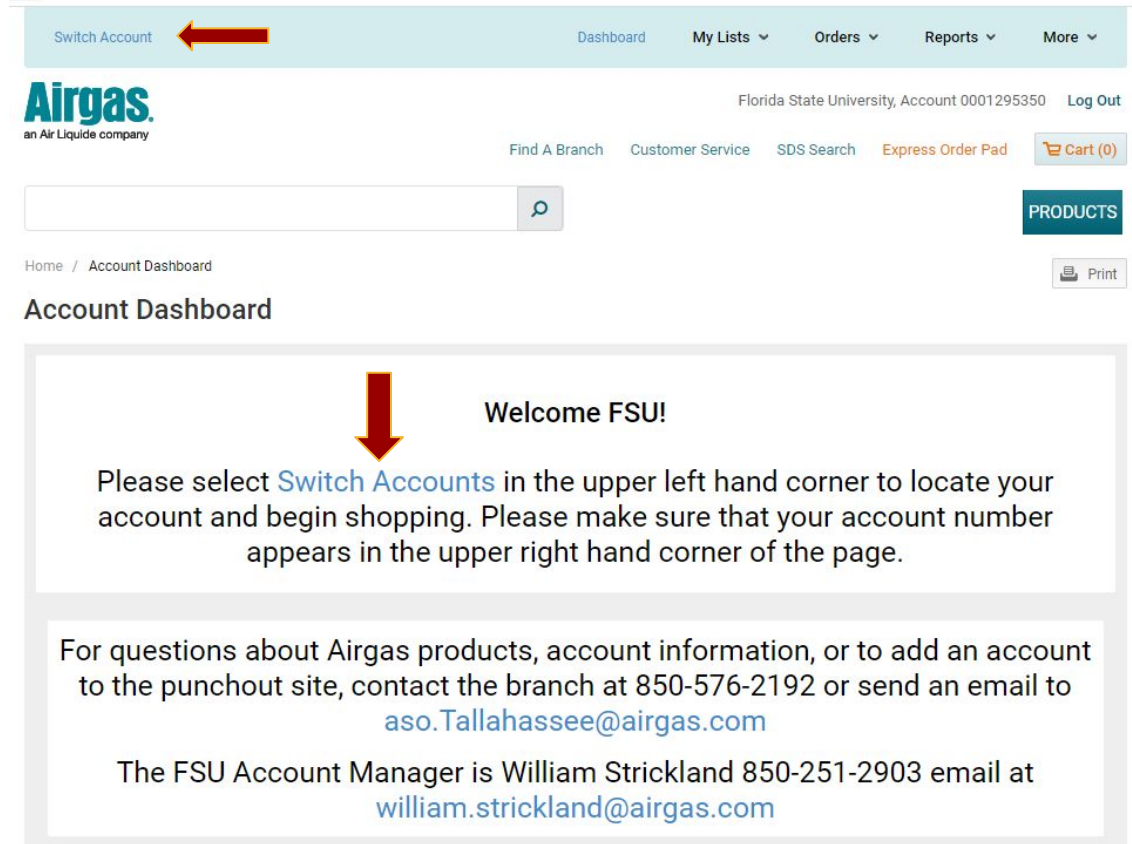


Connecting To Your Account

New:
You will be able to order directly from your account.

To get started:
Click **Switch Accounts**
(advance to next slide)



The screenshot shows the Airgas account dashboard. At the top left, there is a light blue navigation bar with the text "Switch Account" and a red arrow pointing to it. To the right of this bar are links for "Dashboard", "My Lists", "Orders", "Reports", and "More". Below the navigation bar is the Airgas logo and the text "an Air Liquide company". On the right side of the page, it says "Florida State University, Account 0001295350" and "Log Out". There are also links for "Find A Branch", "Customer Service", "SDS Search", "Express Order Pad", and a "Cart (0)" button. A search bar is located in the center, and a "PRODUCTS" button is on the right. Below the search bar, it says "Home / Account Dashboard" and a "Print" button. The main content area is titled "Account Dashboard" and contains a large red arrow pointing down to the text "Welcome FSU!". Below this, it says "Please select [Switch Accounts](#) in the upper left hand corner to locate your account and begin shopping. Please make sure that your account number appears in the upper right hand corner of the page." At the bottom of the main content area, it says "For questions about Airgas products, account information, or to add an account to the punchout site, contact the branch at 850-576-2192 or send an email to aso.Tallahassee@airgas.com". Below that, it says "The FSU Account Manager is William Strickland 850-251-2903 email at william.strickland@airgas.com".

Connecting To Your Account (continued)

- Locate your account by entering your department, your name, or your address into the search box (1) then click **search** (2)
- Optional: you can save your account as your preferred account
 - a. Toggle the radio button (3) then click “save preferred account” (4)
- Click on your account number (blue hyperlink) to access your account (5)

Select An Account

You have 1 account(s) associated with your username

1 → 4 ↓

2 ↓

ACCOUNT▲	LOCATION▲	STREET1▲	STREET2▲	CITY▲	STATE▲	ZIP▲	PREFERRED (DEFAULT)
0003103224	MUSIC DEPT-HMU-204	122 N COPELAND ST		TALLAHASSEE	Florida	32306-1180	<input type="radio"/> 3 ←

5 →