



QUICK REFERENCE GUIDE

Profile Management

UPDATING YOUR EMAIL ADDRESS

US Foods Online provides two payment options:

1. Click on **Your Name** at the top left of the screen and click **Basic Info**.
 2. The email address that is currently on file will display under Current Email.
 3. Enter your new email address into New Email, and retype your email address into Confirm Email.
 4. You can also change whether or not you'd like to receive notices of changes to My Info or notices when an order status changes.
 5. A Validation Code will then be sent to the email address you just submitted. Open your email and enter the validation code in the Validation Code box. Click **Submit**.
 6. If needed, you can request an additional validation code by clicking **Resend Code**.
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CHANGING YOUR PASSWORD

1. Click on **Your Name** at the top left of the screen and click **Account Admin**.
2. Reset your password by typing your new password into the Enter New Password text field, and then again into the Confirm New Password text field.
3. Click **Change Password**.
4. You can also create or update your Security Questions from this page.

B. Your current email address will display under Current Email.

C. Enter your new email address in New Email.

D. Re-enter your email address into Confirm Email.

E. Click **Save**.

My Profile

Basic Info
Account Admin

Please review and edit the Contact Information on file for your account. If the information is correct, click **SAVE**. If needed, update the information fields, then click **SAVE**.

Your Contact Information

Organization Name
A Valued Customer

First Name
Mary

Last Name
Jones

Email Address ?

B **Current Email**
mjones@valuedcustomer.com

C **New Email**

D **Confirm Email**

Notify me of changes to My Info

Notify me when any order status changes ?

E **Save**

B. We will email a validation code to you.

Enter the code into Validation Code.

G. Click **Submit**.

H. If you need the validation code re-sent to you, click **Resend Code**.

Check Your Email

A Validation Code has been sent to mjones@valuedcustomer.com. Please enter that code below to validate your email address.

Validation Code

F |

Cancel **H** **Resend Code** **G** **Submit**