



USL WEBSITE USER MANUAL

Logging on to your Website Account and Changing Password

*End user
instructions*

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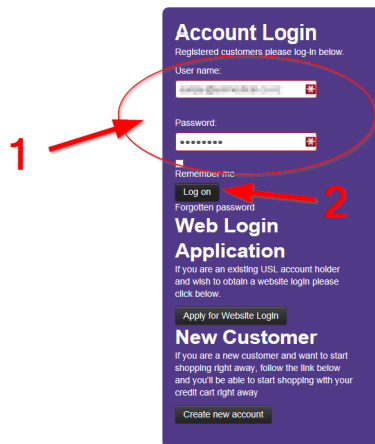
Logging on to your account

This will allow you to log on to your USL website and either purchase product, update your account details or access your previous purchase history.

1. Access the USL website. Refer to Accessing the USL Website section
2. Click on the “Login” button on the right hand side corner.



3. Fill in your credentials as provided to you in the email sent to you when you requested a web logon. Then click on “Log on” button.



This will log you in to the USL website. You can now purchase, change account details or view purchase history, set templates etc.

Change user password

1. Access USL website. Refer to Accessing USL Website section
2. Log on to the website using your credentials. Refer to Logging on to your account section.
3. Click on “My Account” link. Select “My Details” from the drop down menu. Scroll down to “Change Password Section”

The screenshot shows the USL medical website's 'My Account' page. The navigation menu at the top includes 'USL', 'WebShop', 'History', 'My Account', and 'Contact Us'. The 'My Account' dropdown menu is open, showing options like 'My Details', 'Saved Orders', 'Order Templates', 'IMS Template Setup', and 'IMS Template'. The 'My Details' section is active, displaying a form for updating account information. The 'Change password' button is highlighted with a red circle and arrow labeled '3'. Below the form is a table with columns for 'No', 'Name', and 'Email'.

No	Name	Email
		usl@uslmedical.co.nz

4. Fill in the field with correct information. Note the password is case sensitive. Click on “Change Password” button to save the change.
5. You can log off and log on with the new password to test it.