

digital vault DFS: How To

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Using "My Account"

Click on **My Account** at any time to view the following information:

Pending Orders

Displays all "In progress" orders. To check the status, simply double click on the order number. An "Order Summary" will appear and the current status state will be near the bottom of the summary.

Completed Orders

Displays most recently completed orders. To view the Order Summary, double click on the order number.

Contacts / Distribution List Maintenance

Use this area to Add, Edit, or Delete contacts or distribution lists.

Notification Maintenance

Allows you to print reports by notification type and view the status of sent notifications including the guest list and responses.

Update Profile Information

Use to change any personal account information including address, company, preferred shipping methods, etc.

Note: Leaving the "Preferred Shipping Method" blank will force you to enter a shipping method for each order.