

WEB STORE CUSTOMER SERVICE GUIDE

Would you like to Reset your Password?

1. On the Web Store home page go to the column on the left of the navigation, click **Password Reset**.
2. Enter your email address previously used to make a Web Store payment.
3. You will receive an email with an attached link to reset your password.
4. If you are unable to remember the email address previously used, click on the **Contact Us** page to inquire about the email address associated with your account and the District will be able to assist you.

Services
[Web Store Home](#)
[Contact Us](#)
[FAQ](#)
[My Account](#)
[Password Reset](#)
[Policies](#)
[Privacy Policy](#)

Would you like to change your Account Email Address or Password?

1. On the Web Store home page, click **My Account** under Services in the navigation column on the left.
2. Enter the **email address** and **password** previously used on the Web Store and press **Enter**.
3. Select **Account Settings**.

My Account
 Main Menu:

- Account Settings
- Order History
- Low Balance Emails
- Card Accounts

Services
[Web Store Home](#)
[Contact Us](#)
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[My Account](#)
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4. You may edit the account name, address, or phone associated with the account.
5. You may change your email address associated with the account
6. You may change your Password associated with the account.

My Account

Edit your Account Settings

***First Name** -Contact's first name

***Last Name** -Contact's last name

Company Name -Contact's company name

Address -Street address
 -Bldg. #, Apartment #, PO Box #, etc.

City -City

State -Select your State (if applicable)

Zip Code -Zip Code

***Country** -Select the Country

Phone -Telephone number

Editing these may require you to login again.

Orig. Email -Your Original Email Address

New Email -Your New Email Address

Verify Email -Re-enter your email address

Old Password

New Password

Verify Password

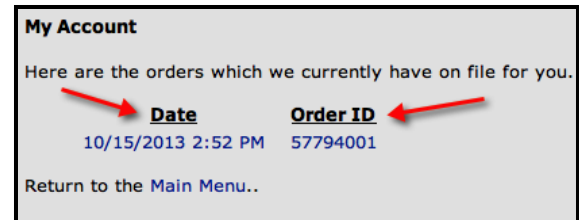
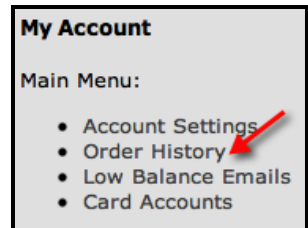
Click to submit changes >

< Click here to [CANCEL](#) and return home.

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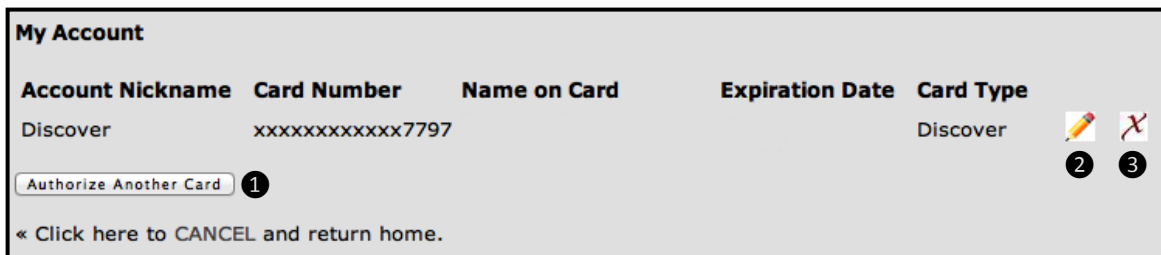
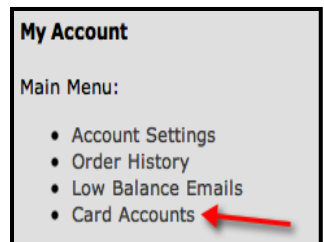
Would you like view or print receipts for previously placed orders?


1. On the Web Store home page, click **My Account** under Services in the navigation column on the left.
2. Enter the **email address** and **password** previously used on the Web Store and press **Enter**.
3. Select **Order History**.
4. All orders previously placed appears on the screen.
5. Click the **Date** or **Order ID**. Select **SAVE** or **PRINT** from the receipt.
6. To return to **Order History** select that option from the bottom of receipt.



Would you like to edit your Credit/Debit Card information?

1. On the Web Store home page, click **My Account** under Services in the navigation column on the left.
2. Enter the **email address** and **password** previously used on the Web Store and press **Enter**.
3. Select **Card Accounts**.



- ① Click button to Authorize Another Card.
- ② Click the pencil to **Edit** the Nickname or Expiration Date.
- ③ Click the  to delete a Credit Card from your Account.