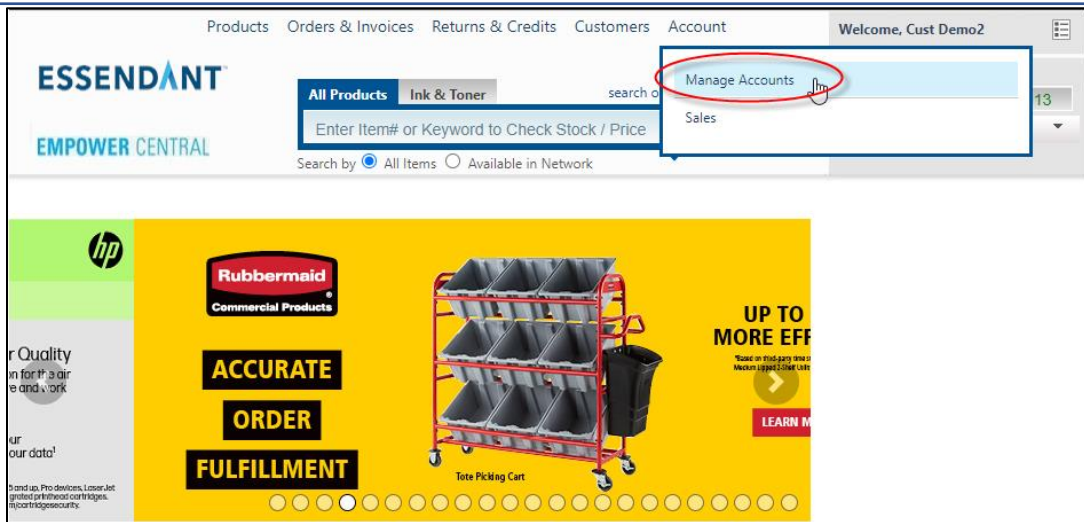
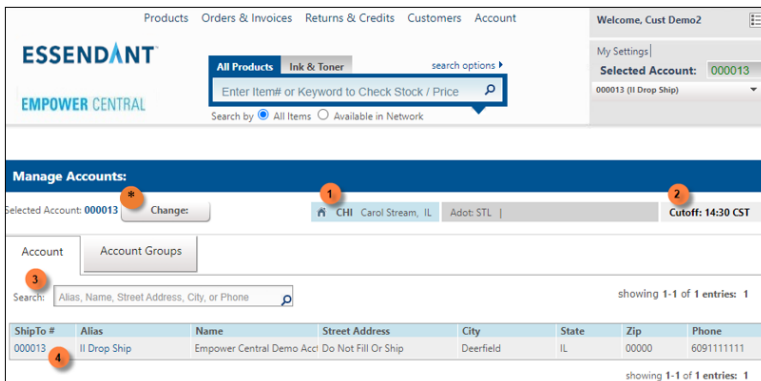


ACCOUNT INFORMATION

Customers can view account information by selecting 'Manage Accounts' under the Account tab in Empower Central



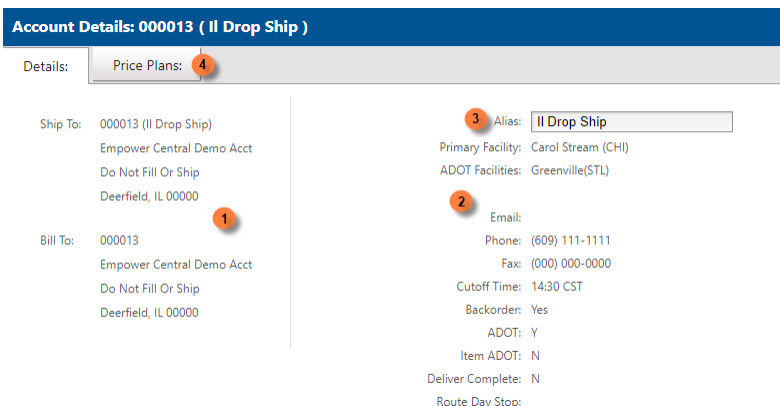
The 'Manage Accounts' screen provides you access to the following:



1. View assigned home and ADOT locations. *
2. View home facility cut-off time. *
3. The Search functionality allows you to easily locate an account using the criteria below:
 - a. Alias
 - b. Name
 - c. Street Address
 - d. City
 - e. Phone Number
4. Select the account number to view the account information.

* To view the home and ADOT locations and home facility cut-off time for a different account, use the change button to select the account number

Account Information provides the following:



1. View 'Ship To' and 'Bill To' information.
2. View Primary and ADOT facility information, Cutoff Time, and Backorder status.
3. An 'Alias', nickname, can be added to an account by entering the alias into the selected area and clicking 'Save'.
4. View Price Plan information by selecting the 'Price Plans' tab.