



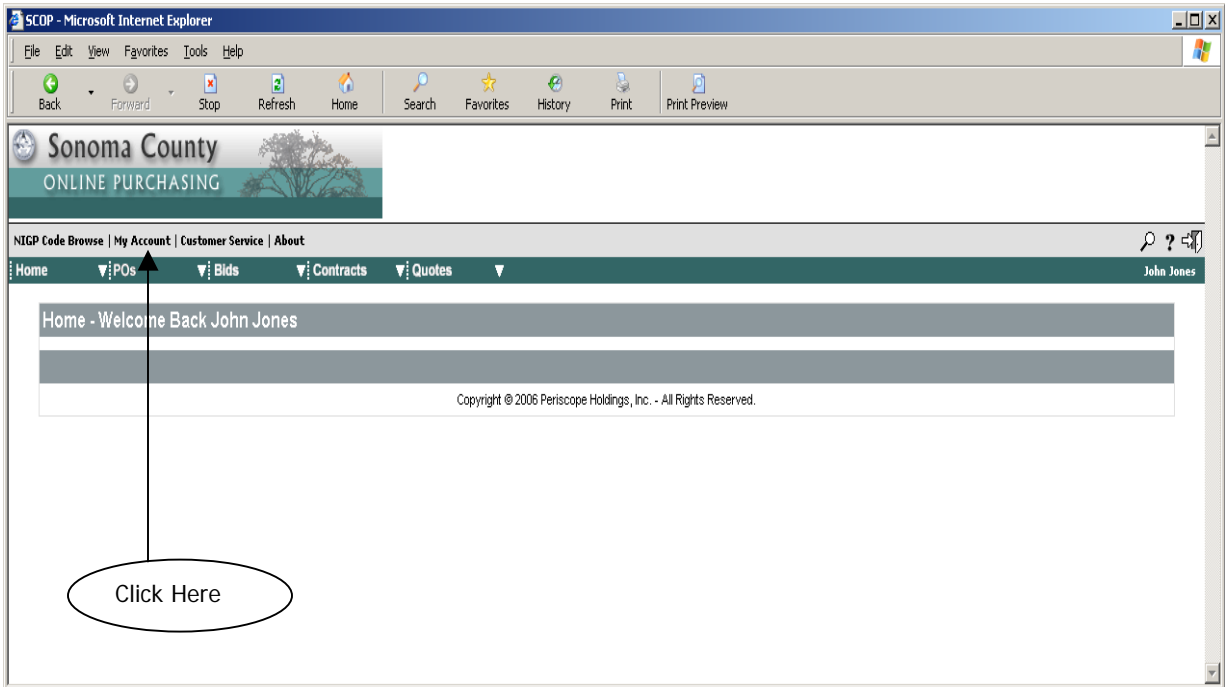
Sonoma County Online Purchasing (SCOP)

INSTRUCTIONS FOR MANAGING YOUR PERSONAL SCOP ACCOUNT

We encourage you to maintain your personal information within your Company’s Account. This instruction sheet shows you where you can make changes to your personal data, change your password, and add a “Login Question and Login Answer”.

Although we will show you how to change all of your personal data, the focus of these instructions is your Login Question and Login Answer. These are important if you forget your password.

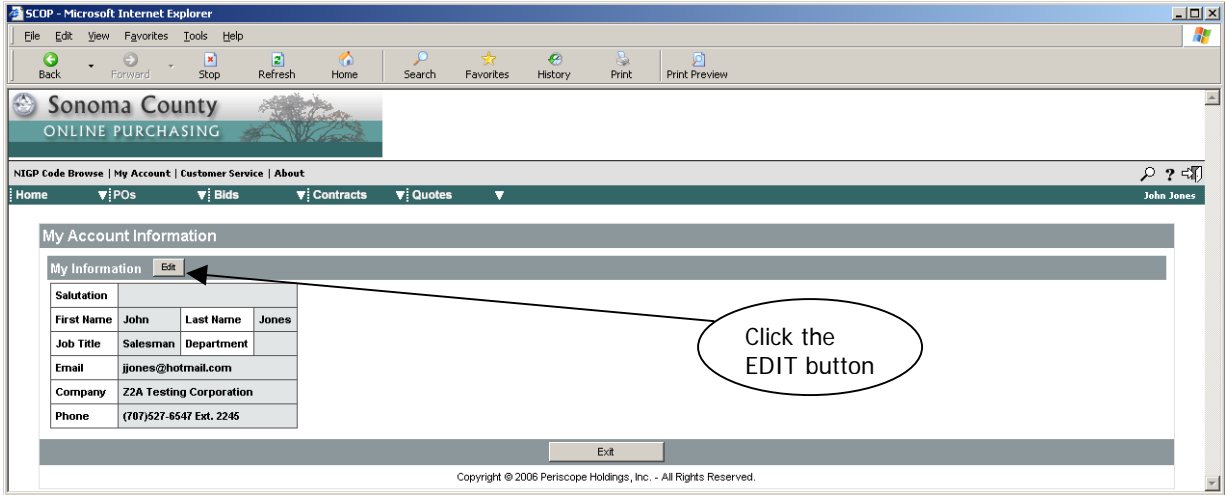
Sign into SCOP. At your “Seller” Home Page, click on “My Account”.



Screenshot 1

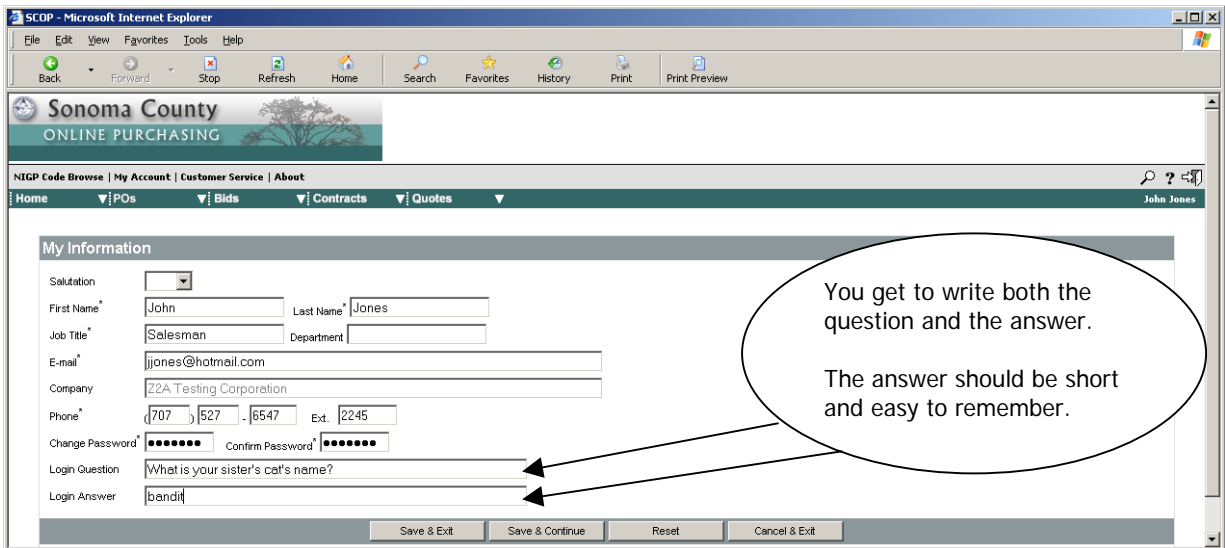
You will see most of your account information (see Screen Shot 2).

To add your Login Question and Login Answer, or to make changes to your data or your password, Click the “EDIT” button.



Screenshot 2

Add your Login Question and your Login Answer. Also, you can change all other items on this screen except for the Company Name.



Screenshot 3

When you are finished, click “Save & Exit”, you will return to the “My Account Information” Screen.

Exit the “My Account Information” Screen. You are now back at your Home Page.