Introducing MyAccount for Universal Engraving!

At Universal Engraving, we're always looking for ways to make your job easier. We've listened to your requests for online account visibility and the ability to pay invoices online. In response, we've rolled out the all-new MyAccount customer portal!

MyAccount gives you the ability to:

- Access all of your past and current orders
- Order date
- (S) Item(s) ordered and shipped
- Sold to/ship to/bill to
- **Order status**
- Sales order acknowledgement
- **Track shipments**
- **Ø** View statements
- ✓ View invoices
- **②** Pay invoices online
- **S** Best of all, it's quick and easy to learn and use.

Setting Up MyAccount

Setting up your MyAccount takes only a few minutes.

- Use **this link** to access the MyAccount login screen. You can also access MyAccount anytime from the website header.
- Click Request Account and fill out the needed information. We'll email you with a login and simple instructions to complete the setup process.

That's it! You can edit your profile by changing your email, password and security questions as you see fit.

MyAccount Features

MyAccount offers a variety of features that let you view and download documentation, check your AR balance, track shipments, pay your invoices online and more.

1. Access current and past orders

Select Company



Select Order

Select Order					
	Purchase Order		Search	Search By Date	
	Part Number		Search	Start Date	
	Sales Order		Search	End Date	
	Invoice Number		Search	Search	
			152 25		_
Sales Order		Purchase Order	Date	Status	
000000		000000	3/11/2021	Open	
000000		000000	3/11/2021	Open	
000000		000000	3/10/2021	Open	

Invoices

Shipments

Trying to remember the details of a previous order? Need to check your order status, or pull up your order status, or pull up Sales Acknowledgement documentation? The Select Order tab of MyAccount gives you these abilities and more.

Order Lines

You can look up a specific order by purchase order, sales order or invoice number. You can also pull up orders within a specified date range.

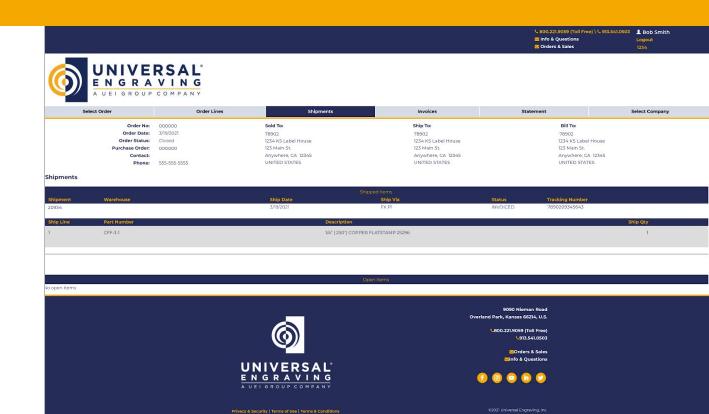
Click into a specific order to see more detail.

You can view and download the Sales Acknowledgement form for the order.

Statement

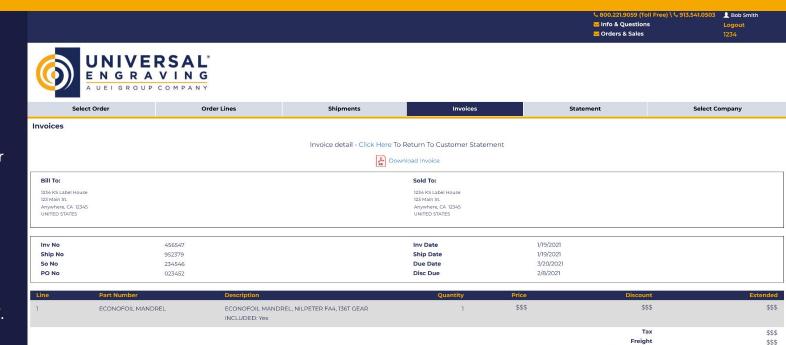
2. Track Shipments

To look up the shipping status of an order, first open the desired order on the Select Order tab, then navigate to the Shipments tab. There you can see the estimated ship date of your order. If the order has shipped, you can track it via the provided link.



3. Download Invoices

To view and download an invoice, first open the desired order on the Select Order tab. Then, in the Invoices tab, choose the invoice you want from the list. Click into it for more detail and a downloadable PDF.



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Invoice Amount

Paid Amount

Open Amount

4. View Your AR Balance

Never again wonder what you owe and when! The Statement tab shows your AR balance, amounts due, and due dates.



Select Order

Statement

Order Lines Shipments Invoices Statement Select Company

Info & Questions

Orders & Sales

Logout

Customer Statement - Click Here for Order Invoices

AR Balance \$\$\$ Amount Past Due \$0.0

	Download Statement					elected		
	Current \$60,029.89	1 - 29	days past due \$0.00	30 - 59 days past due \$0.00	60 - 89 days past due \$0.00	90 + days past due \$0.00	All Open Invoice \$\$\$	ces
Inv Date	Due Date	Inv No	PO#	Description Reference	Inv Amt	Inv Paid	Balance	
1/19/2021	3/20/2021	00000	1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/3/2021	4/4/2021		1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021	00000	1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021		1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021	00000	1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021		mm	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021	00000	111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/25/2021	4/26/2021		111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/26/2021	4/27/2021	00000	1111111	Shipment 22222	\$\$\$	0.00	\$\$\$	
2/26/2021	4/27/2021	00000	111111	Shipment 22222	\$\$\$	0.00	\$\$\$	

5. Pay Invoices Online

Our customers have asked us for a way to pay online, and MyAccount delivers!

In the Statement tab, simply select the invoice you want to pay by checking the box next to it. You can pay multiple invoices at one time by checking more than one box. Then, click the blue Pay Selected button. You'll be taken to a payment screen to complete the transaction.

voices		Statement	Select Company
er Invoices			
n moices			
			Pay Selected
days past due		90 + days past due \$0.00	All Open Invoices
\$0.00	nv Armt	Inv Paid	Balance
	\$\$\$	\$\$\$	\$\$\$
	\$\$\$	\$\$\$	\$\$\$
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Enjoy MyAccount!

Please contact us if you have any questions about MyAccount or would like assistance accessing any of the features.

We want you to get the most out of this new account management tool!

Please contact us at info@ueigroup.com

