



## E-STORE HOW TO: My Account Portal

Your **My Account** portal is your resource for all your account information with Southern Lock.

On this page, you will find information such as **Order Tracking, Order History, Invoice History, Frequently Purchased Items** and more.


We created this page for you so that you have convenient access to customer service day or night.

You can access the **My Account Portal** from our navigation menu (**My Account** link) or by clicking on your name in the header of our website.

- 1) The **Current Profile** section shows your web user profile details. Any Favorite Links (see #9) will also be shown here.
- 2) **Order Tracking** is available from this section by entering an order number, invoice number or PO number.
- 3) The **Recent Web Orders** area lists the recent orders you have placed via our website.
- 4) The **Recent Company Orders** area lists all orders placed with us that are associated with your customer code. This may include orders from the web, phone, etc.
- 5) The **Frequently Purchased Items** area shows the items your company most frequently purchases. It is a quick way to find things you order regularly.
- 6) The **Recent Company Quotes** area allows you to see quotes that we have created for your company and complete the order through our website.
- 7) The **Shopping Tools** area has many convenient tools that you can use to improve your shopping experience like **Favorites, Search History, Saved Carts**, and more.
- 8) The **Account Tools** area is where you can access additional account information including information such as **Current Statement, Open Backorders, Privacy Settings**, and more.
- 9) **Manage Favorite Links** allows you to 'favorite' Shopping Tools or Account Tools and make them available in your **Current Profile** Favorite Links area for quick access.



# E-STORE HOW TO: My Account Portal



Search Here 🔍

SARAH (🔒) Logout


3 MY CART \$302.96

All Categories
Home
About Us
Products
Brands
Resources
Contact

## Welcome, Sarah

sduncan@southernlock.com (🔒)

**1** Current Profile



Sarah Duncan  
sduncan@southernlock.com  
Cust Code: [REDACTED] | SOUTHERN LOCK & SUPPLY

[Edit Profile](#)

**Favorite Links**

- [Open Backorders](#)
- [Quote Request](#)
- [Set Checkout Defaults](#)

**2** Track My Order

Note: Searches according to PO Number will return results only if the associated order is "complete".

Track Order

**3** Your Recent Web Orders [+ More](#)

Show orders for the past 30 days. (100 orders max)

There are no open orders for your account

**4** Recent Company Orders [+ More](#)

Order Date	Order #	PO #	Completed
12/12/2022, 10:33 AM EST	[REDACTED]	[REDACTED]	Yes
12/9/2022, 2:39 PM EST	[REDACTED]	[REDACTED]	Yes
12/9/2022, 12:18 PM EST	[REDACTED]	[REDACTED]	Yes
12/6/2022, 11:44 AM EST	[REDACTED]	[REDACTED]	Yes
12/6/2022, 10:10 AM EST	[REDACTED]	[REDACTED]	Yes

**5** Recent Company Quotes [+ More](#)

Quote Date	Quote #	PO #
12/12/2022, 10:33 AM EST	[REDACTED]	[REDACTED]
12/8/2022, 5:07 PM EST	[REDACTED]	[REDACTED]
12/7/2022, 3:04 PM EST	[REDACTED]	[REDACTED]
12/7/2022, 11:25 AM EST	[REDACTED]	[REDACTED]
12/6/2022, 11:10 AM EST	[REDACTED]	[REDACTED]

**6** Frequently Purchased Items by Company

- 864-1050  
NSP LC2681 R CTL 26D ENTRY

Ordered 11 times between  
1/10/2022 - 11/3/2022

[Favorite Item](#)
- 845-8601  
SOU CB800 KA 340 1 1/8"

Ordered 2 times between  
3/16/2022 - 8/19/2022

[Add To Favorites](#)
- 555-3104  
MAS MTKALFSTS 2126 1 3/4  
MAGNUM PADLOCK

Ordered 2 times between  
4/7/2022 - 4/7/2022

[Add To Favorites](#)
- 902-0022  
UNI 101C-NP SCHLAGE LOOK SC4

Ordered 2 times between  
8/23/2022 - 8/19/2022

[Add To Favorites](#)

**7** Shopping Tools Manage Favorite Links

- [Favorites List](#)
- [Manage Addresses](#)
- [Quote Request](#)
- [Search History](#)
- [Wish Lists](#)

- [Frequently Ordered Items](#)
- [Order Templates](#)
- [Saved Carts](#)
- [Set Checkout Defaults](#)

**8** Account Tools Manage Favorite Links

- [Change Password](#)
- [Customer Resources](#)
- [Open Backorders](#)
- [Purchase History](#)
- [Track Orders](#)
- [View Quotes](#)
- [Logout](#)

**9** Manage Favorite Links

- [Current Statement](#)
- [Invoices & Shipments](#)
- [Privacy Settings](#)
- [Recent Web Orders](#)
- [View Orders](#)
- [Web Account Info](#)

**Account Contact Information**

You may contact your sales rep directly using the information below:

**Ramona Pinto**

📞 727-541-5536 x154

✉️ rpinto@southernlock.com