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# How to speed up your checkout process: Shopping Preferences

Parts.cat.com has several settings that allow you to customize your parts -buying experience, and speed up the checkout process.



## **My Account Summary**

To access these settings, first sign in to Parts.cat.com, then click on your **username** on the top right of the top bar, and then click on **My Account Summary.** 

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Search Enter part #, ke	eyword, et	с.				Q			
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MY EQUIPMENT	>	This is your account summary. Here, you may review your personal information, view your recent orders and manage additional options available for your account.							
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		RECENT ORDER HISTORY							
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FIND PARTS		SUPPORT	ACCOUNT	CAT SOCIAL					
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## **Shopping Preferences**

From the My Account Summary page, select **Shopping Preferences** on the left.

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## **Login Settings**

At the top of this page are the dealer's settings. If you place orders with multiple dealers, multiple accounts, or multiple stores, this is where you can choose which of these should be selected by default when you log in.

Next on the page is the Login settings, which includes three options:.

The first, **Dealer Settings**, lets you choose to see the pop-up window to confirm your settings when you log in, or bypass it.

The second quick login option is **Start Page Settings**, which lets you choose which page should appear first after you log in: Home, SIS, Parts Manuals, or the Shopping Cart Quick Order pages.

The third option is to select your **Language Settings** for Parts.cat.com. Once configured, Parts.cat.com will open in the language of your choice after you login.

LOGIN	ORDER DETAILS	SHOPPING CART	PICKUP & DELIVERY	PAYMENT INFORMATION	
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		ALLOW EDITING OF ORDERED BY IN	FORMATION		
		Personalize and choose what you wan	t to see on the shopping cart page View	w More	
		ADD NOTES TO CART			
		DISPLAY ORDER INFORMATION ON O	CART		
		DISPLAY QUICK ORDER ON CART			
		PICKUP AND DELIVERY			
		Skip a step at checkout by selecting yo	our Pickup or Delivery default informatio	on. (Options vary by dealer) View More	
		SKIP PICKUP & DELIVERY PAGE			
		FULFILLMENT			
		• Pickup			
		STORE ADDRESS			
		3131 Highway 7 West Concord, ON L4K 5E1			
		Canada			

## Order Details, Shopping Cart, Pickup and Delivery

#### **Order Details**

You can enable or disable the option to edit the order by information.

#### **Shopping Cart**

You can enable Add Notes to Cart to show line item notes for each item in your cart.

If the Display Order Information in my Cart option is enabled, information such as Account number, Dealer Store, and Equipment Serial number will be displayed on your shopping cart page.

#### **Pickup and Delivery**

If all or most of your orders are completed the same way, save your pick-up or delivery choices and instructions, and/or add special instructions if needed, so they will already be populated for your next orders. When the Skip Pickup and Delivery page options are enabled, this step will be bypassed during the checkout process, saving you some time.

	PAYMENT INFORMATIO	DN	
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			SAVE PREFERENCES

## **Payment Information, View**

#### **Payment Information**

Next, you will see Payment Options. You may see some different choices here depending on which payment methods you have selected with your local dealer.

Set your default payment method to use in order to have it selected by default when ordering.

#### View

The final option on the Shopping Preferences page is the View settings.

This allows you to set defaults for thumbnail images shown in the Shopping Cart, Order Summary, and Order Confirmation pages.

If you would like a more compact view on these pages, you can choose to turn off the images on screen, in printouts, or both.

	ORDER DETAILS	5	SHOPPING CART	PICKUP &	DELIVERY		PAYMENT INFORMATION	VIEW
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Shop By Cale	gory	Contact Us		Shopping Cart		f	Facebook	
Parts Manual	6	Find Your Dealer		My Account		in	LinkedIn	
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## **Save Preferences**

Now that you have set all of your preferences, be sure to click Save Settings at the bottom of the page. Your new time-saving settings will take effect the next time you log in to Parts.cat.com.