

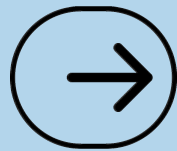


Account Management

→ Let's get started



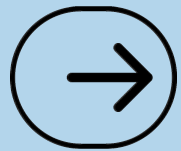
This guide reviews the following areas in a user's Account Dashboard:



- **My Organization**
 - Locations
 - Users
 - Settings & Preferences
- **Settings & Preferences**
 - Profile
 - Checkout
 - Preferences



Do you know your account permissions?



Only users with appropriate permissions can modify details for locations and users within their organization.

If you need to request changes to your User Rights, contact the person in your organization who administers your Henry Schein account.



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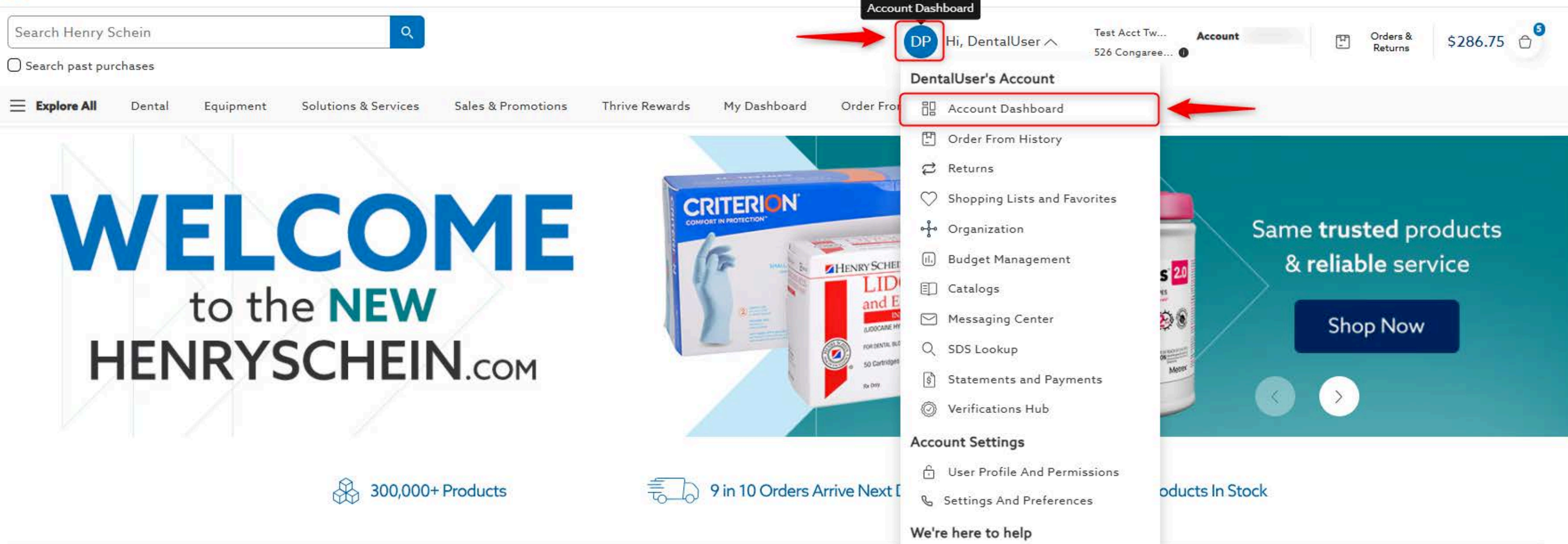
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Built for Better Dentistry

Watch Now →



1. Sign in to your account



2. Navigate to your **Account Dashboard**

You can navigate here by selecting the **profile icon** in the top right corner or by selecting **Account Dashboard** in the dropdown

Account Dashboard >

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favorites
- Rewards
- My Organization**
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management

Account > My Organization

My Organization

Shipping Locations, User Profiles, and settings applicable to your overall organization.

Locations

Users

Approval Workflow

Licenses

Settings & Preferences

Order Messages

Item Messages

Office Locations

[Add Office Location](#)

Below is a list of all the locations associated to your User Profile. To view or modify an office location, click its view/edit link.

Total Results: 1 items

Search locations



Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Test Acct Two	526 Congaree Rd	526 Congaree Rd Greenville 29607			7	View/Edit

3. Select My Organization

Account > My Organization

My Organization

Shipping Locations, User Profiles, and settings applicable to your overall organization.

Locations

Users

Approval Workflow

Licenses

Settings & Preferences


Order Messages



Item Messages

Office Locations

Below is a list of all the locations associated to your User Profile. To view or modify an office location, click its view/edit link.

Total Results: 1 items

 Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Test Acct Two	526 Congaree Rd	526 Congaree Rd Greenville 29607			11	View/Edit

4. On the **Locations** tab:

- View locations assigned to your organization
- Search within your accessible locations

Account > My Organization

My Organization

Shipping Locations, User Profiles, and settings applicable to your overall organization.

Locations

Users

Approval Workflow

Licenses

Settings & Preferences


Order Messages



Item Messages


Office Locations


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Total Results: 1 items

 Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Test Acct Two	526 Congaree Rd	526 Congaree Rd Greenville 29607			11	<div>View/Edit</div>





4a. Users with **appropriate permissions** can:

- Edit location details
- Add an office location

For more on **Location Management**,
view our additional guides:



Account Dashboard > My Organization

Shipping Locations, User profiles, and settings applicable to your overall organization.

Locations **Users** Approval Workflow Licenses Settings & Preferences Order Messages Item Messages

Below is a list of users within your organization that share location access with you. [Create New User](#)

Filter ☒ Active Users Only Show 25 per page

Total Results: 2 items

User ID ▲	Name ▲	Email ▲	Locations ▲	Approval ▲	Status ▲	Last Login ▲	
	Dental Account		2 View Details	✓ Approver	Active	08/07/2025 19:54	View User Profile
	Meryl Streep		2 View Details	✓ Approver	Active	-	View User Profile

5. On the **Users** tab:

- View users within your organization
- Search users
- Filter users

Account Dashboard > My Organization

Shipping Locations, User Profiles, and settings applicable to your overall organization.

Locations **Users** Approval Workflow Licenses Settings & Preferences Order Messages Item Messages

Below is a list of users within your organization that share location access with you.

Filter ☒ Active Users Only Show 25 per page

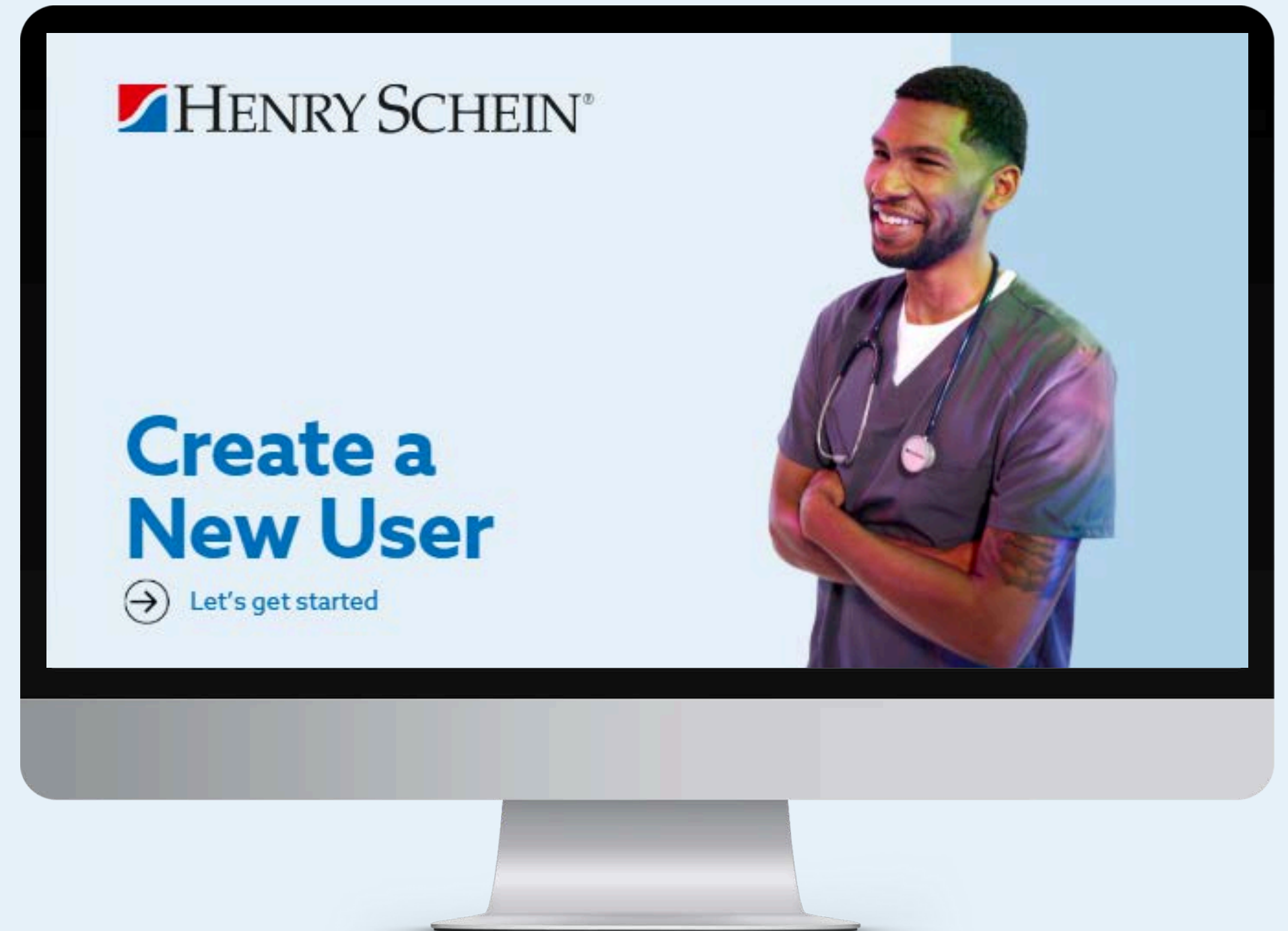
Total Results: 2 items

User ID ▲	Name ▲	Email ▲	Locations ▲	Approval ▲	Status ▲	Last Login ▲	
	Dental Account		2 View Details	✓ Approver	Active	08/07/2025 19:54	View User Profile
	Meryl Streep		2 View Details	✓ Approver	Active	-	View User Profile

5a. Users with appropriate permissions can:

- Modify user assignments and permissions
- Create a new user

For more on
User Management,
view our additional
guide:



The screenshot shows the 'My Organization' dashboard. On the left is a blue sidebar with navigation links: Account Dashboard, Orders, Statements & Payments, Messaging Center, My Catalogs, My Redemption Reminders, My Lists & Favourites, My Organization (highlighted), Rewards, Verifications Hub, Budget Management, My Reports, Advanced Account Management, Settings & Preferences, and Log Out. The main content area is titled 'My Organization' and includes a sub-header 'Shipping Locations, User Profiles, and settings applicable to your overall organization.' Below this is a tabbed interface with tabs for Locations, Users, Approval Workflow, Licenses, Settings & Preferences (selected and highlighted with a red box and a red arrow), Order Messages, and Item Messages. The 'Settings & Preferences' section contains a notice about organization-wide settings, an 'Edit Settings' button, and several settings categories: Default Catalog (Dental), Site Preferences, Products (Recommendations: On, Selection Locations: Custom), and Safety Data Sheets (Enroll in Paperless SDS: Off). Each category has an 'Edit' link on the right.

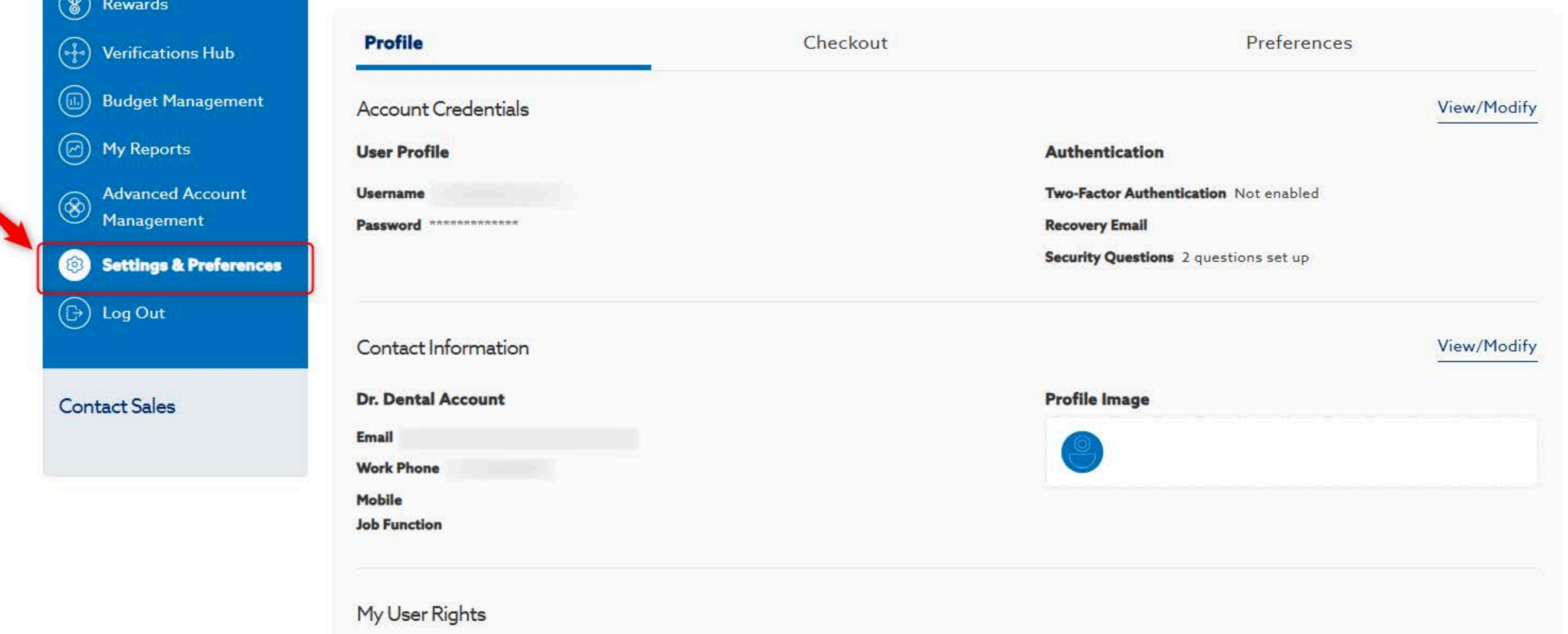
6. On the **Settings & Preferences** tab:

- View organization wide settings which impact all locations within your organization

The screenshot shows the 'My Organization' settings page. On the left is a blue sidebar with navigation links: Account Dashboard, Orders, Statements & Payments, Messaging Center, My Catalogs, My Redemption Reminders, My Lists & Favourites, My Organization (highlighted), Rewards, Verifications Hub, Budget Management, My Reports, Advanced Account Management, Settings & Preferences, and Log Out. The main content area has a breadcrumb 'Account > My Organization' and a title 'My Organization' with a subtitle 'Shipping Locations, User Profiles, and settings applicable to your overall organization.' Below this is a horizontal tab bar with 'Locations', 'Users', 'Approval Workflow', 'Licenses', 'Settings & Preferences' (selected and highlighted with a red box), 'Order Messages', and 'Item Messages'. A text block states: 'Administrators for the organization can make updates to organization wide settings below. These changes will impact all locations within the organization unless otherwise specified.' To the right of this text is an 'Edit Settings' button, highlighted with a red box and a red arrow pointing to it. Below the text are several settings sections: 'Default Catalog' (Dental) with an 'Edit' link; 'Site Preferences' with an 'Edit' link; 'Products' (Recommendations: On); 'Safety Data Sheets' (Enroll in Paperless SDS: Off); and 'Custom Item Number (CIN)'. A red arrow points from the 'Settings & Preferences' tab to a red box containing 'Selection Locations' and 'Custom'.

6a. Users with **applicable permissions** can:

- Make updates to organization wide settings
- These changes will impact all locations within the organization unless otherwise specified



7. Navigate to **Settings & Preferences on the Account Dashboard to access your **personal** site preferences/details.**

Profile

Checkout

Preferences

Account Credentials

User Profile

Username

Password

Authentication

Two-Factor Authentication Not enabled

Recovery Email

Security Questions 2 questions set up

[View/Modify](#)

Contact Information

Dr. Dental Account

Email

Work Phone

Mobile

Job Function

Profile Image



[View/Modify](#)

My User Rights

Super Admin

Since 2025-05-28



Custom Order System Administrator

Since 2025-05-28



8. On the **Profile** tab,

- View/modify your account credentials
- View/Modify your contact information
- View your user rights/permissions

Account ▸ Settings & Preferences

Settings & Preferences

Here you can manage settings and preferences specific to your profile. You can also update your contact information and view your permissions.

Profile

Checkout

Preferences

Checkout Details

Shipping
Account: Test Acct Two
Shipping Address
526 Congaree Rd
Greenville, South Carolina
US 29607
Phone:

☒ Express Checkout

Shipping Methods
Current Shipping Standard Delivery

Billing
Account: Test Acct Two
Billing Address
526 Congaree Rd
Greenville, South Carolina US 29607
Phone:
Payment Method
Bill on Account
Please be advised that this will not affect any previously submitted orders or orders on the way.

Cancel Confirm

9. On the **Checkout** tab:

- View your shipping & billing address
- Enable express checkout

Settings & Preferences

Here you can manage settings and preferences specific to your profile. You can also update your contact information and view your permissions.

[Profile](#)[Checkout](#)[Preferences](#)

Site Preferences

[Edit](#)

Authentication

Language

Start Page Upon Log In

Savings

Display total order savings in the cart

OFF

Promotions

Customer Feedback

ON

Live Chat

ON

Show recommendations

OFF

My Catalog

Default Catalog

Products

Created By

Made Avail

Federal Catalog

278031

05/20/202

Account Dashboard >

- Orders
- Statements & Payments
- Messaging Center
- My Catalogs
- My Redemption Reminders
- My Lists & Favorites
- Rewards
- My Organization
- Verifications Hub
- Budget Management
- My Reports
- Advanced Account Management
- Settings & Preferences**
- Log Out

10. On the **Preferences** tab,

- View/Modify your personal site & communication preferences

Need Help?



- **Contact the Customer Support Team**
- **Chat with us online**

