

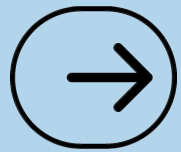


Add an Existing Office Location

 Let's get started



Do you know your account permissions?



Only users with appropriate permissions can manage location details for their organization.

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



1. Sign in to your account

2. Navigate to your Account Dashboard

Sales & Promotions

×

Sign in to get started

Username

testaccount

Forgot?

Password (Case Sensitive)

.....

Forgot?

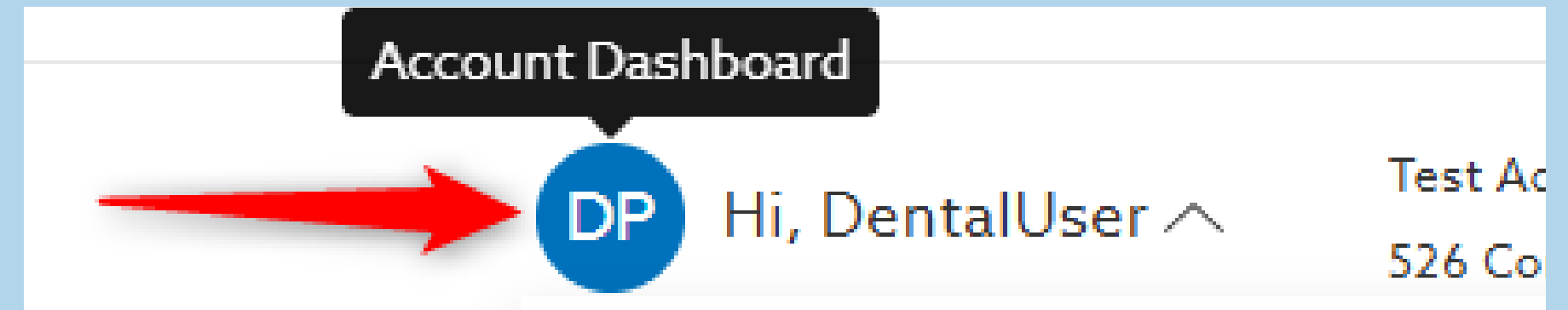
Sign In

Week →

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Learn M

HENRY SCHIEDT
DENTAL SUPPLIES
SOLUTIONS
DENTAL SUPPLIES



Account Dashboard >

- Orders
- Statements & Payments
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- My Catalogs
- My Redemption Reminders
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- My Organization**
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- Verifications Hub
- Budget Management
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Account > My Organization

My Organization

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

Locations

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Approval Workflow

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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: 2 items

Search locations



Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location 1	123 Test Ln	123 Test Ln Decatur 30033			2	View/Edit
Location #2	Location #2	123 Test Lane Huntsville 35613			1	View/Edit

3. Select My Organization

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Location 1	123 Test Ln	123 Test Ln Decatur 30033			2	View/Edit
Location #2	Location #2	123 Test Lane Huntsville 35613			1	View/Edit

Add Office Location

4. On the **Locations** tab, select **Add Office Location**

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- My Lists & Favourites
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Account > My Organization

< My Organization

Shipping Locations, User Pro

Locations

Office Locations

Below is a list of all the lo
view/edit link.

Total Results: 2 items

Location Name Nickname

Location 1

Location #2

Users

Add Location

Would you like to search for an existing account to be added to your web organization?

☒ Yes ☐ No

Account Number (Required)

1234567890

Please enter one of the following required fields:

Invoice Number

Must be recent (within 90 days)

Practice Phone Number

1234567890

Back

Submit

Add Office Location

ion, click its

tions



Show 25 per page

account

Users

569

2

View/Edit

1

View/Edit

5. When adding an existing location, check yes and enter the account number & one other unique identifier

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Shipping Locations, User Pro

Locations

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Total Results: 2 items

Location Name ▲ Nickname

Location 1

Location #2

12

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Add Location

Would you like to search for an existing account to be added to your web organization?

☒ Yes ☐ No

Account Number (Required)

1234567890

Please enter one of the following required fields:

Invoice Number

Must be recent (within 90 days)

Practice Phone Number

1234567890

Back

Submit

6. Once all required fields are populated, select **Submit**

Account Dashboard >

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- 📋 My Catalogs
- 🔔 My Redemption Reminders
- 📖 My Lists & Favourites
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Account > My Organization > Office Location

< Office Location

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The following account information was found based on the information you provided:

Shipping Address

Billing Address



If this is not the address you are looking for, [click here to create a new office location](#) for your organization.

Confirm

7. Verify the **Shipping and Billing Address** associated with this location

Account > My Organization > Office Location

Office Location

< Back To My Organization

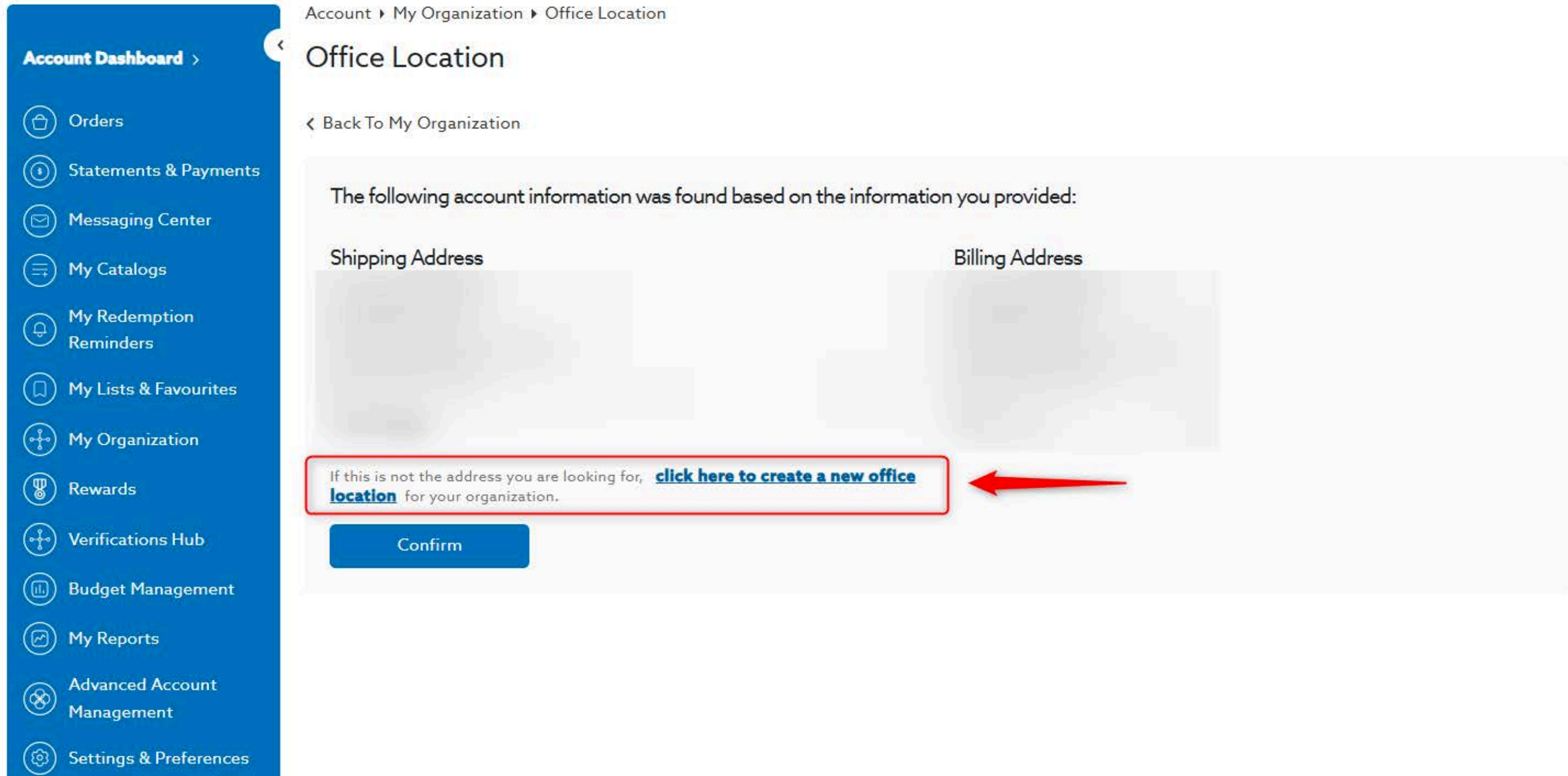
The following account information was found based on the information you provided:

Shipping Address

Billing Address

If this is not the address you are looking for, [click here to create a new office location](#) for your organization.

Confirm



**8. If the address is not what you're looking for,
create a new office location**

For more on **Adding a New Location**,
view our additional guide:



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Office Location

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The following account information was found based on the information you provided:

Shipping Address

Billing Address

If this is not the address you are looking for, [click here to create a new office location](#) for your organization.

Confirm

9. To add this existing location to your organization, select **Confirm**

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

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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.

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Search locations

Q

Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location 1	123 Test Ln	123 Test Ln Decatur 30033			2	View/Edit
Location #2	Location #2	123 Test Lane Huntsville 35613			1	View/Edit

Feedback

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Show 25 per page

Location Name ▲	Nickname ▲	Address ▲	Shipping Account ▲	Billing Account ▲	Users	
Location 1	123 Test Ln	123 Test Ln Decatur 30033			2	View/Edit
Location #2	Location #2	123 Test Lane Huntsville 35613			1	View/Edit

11. Select **View/Edit** to manage location details

- Account Dashboard
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- My Reports
- Advanced Account Management
- Settings & Preferences
- Log Out

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname 123 Test Ln	Shipping Account Number [REDACTED]	Total Users 2	Created 05/28/2025	Status ACTIVE	Edit Details Delete
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Address

Users

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Order Messages

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Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number: [REDACTED]

Location 1

123 Test Ln
Decatur, GA 30033
US

Phone: +1 (123) 456-7890

Ext.

Edit

Billing Address

Account Number: [REDACTED]

Location 1

123 Test Ln
Decatur, GA 30033
US

Phone: +1 (123) 456-7890

Ext.

Edit

12. On the location details page, select **Edit Details** to modify your Office Nickname

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Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<div>Edit Details</div>
123 Test Ln		2	05/28/2025	ACTIVE	<div>Delete</div>

Address

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Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location 1

123 Test Ln

Decatur, GA 30033

US

Phone: +1 (123) 456-7890

Ext.

Billing Address

Account Number:

Location 1

123 Test Ln

Decatur, GA 30033

US

Phone: +1 (123) 456-7890

Ext.

13. Select **Delete** to remove location from your organization

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Account > My Organization > Location Details

< My Organization

Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname

123 Test Ln

Shipping Account Number

Total Users

2

Created

05/28/2025

Status

ACTIVE

Edit Details

Delete

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Shipping and Billing Addresses

View and manage the shipping and billing address information for the selected location.

Shipping Address

Account Number:

Location 1

123 Test Ln

Decatur, GA 30033

US

Phone: +1 (123) 456-7890

Ext.

Billing Address

Account Number:

Location 1

123 Test Ln

Decatur, GA 30033

US

Phone: +1 (123) 456-7890

Ext.

Edit

Edit

14. On the Address tab, edit the **Billing & Shipping** address for your location

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Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname

Shipping Account Number

Total Users

Created

Status

Edit Details

Delete

123 Test Ln

2

05/28/2025

ACTIVE

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Users currently assigned to this location.

Filter

Active Users Only

Search

Q

Show 24 per page

Clear All

Total Results: 2 items

User ID

Name

Email

Accounts

Approval

Last Login

15. On the Users tab, **Add/Remove users** from your location

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Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

< View All Locations

Office Nickname	Shipping Account Number	Total Users	Created	Status	<div>Edit Details</div> <div>Delete</div>
123 Test Ln		2	05/28/2025	ACTIVE	

Address

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Please modify the location information below as needed and submit any changes. Changes to your address may take 1 business day to be approved. Your next statement or invoice may be delivered to the billing location on the file prior to making the changes.

Default Shipping & Payment Methods

Edit

<div>Default Shipping</div> <div>Shipping Method</div> <div>Standard Delivery</div> <div>Express Checkout</div>	<div>Default Payment Method</div> <div>Payment Method</div> <div>Bill On Account</div>	<div>Tax Exempt Status</div> <div>Not Tax Exempt</div> <div>This location is not exempt from taxes. Please contact Henry Schein to change your tax.</div>
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Edit Settings

Feedback

16. On the Settings & Preferences tab, view and manage site preferences at the location level

Need Help?



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

