

Airgas.com Us<u>er Guide</u>

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Customize your preferences with Airgas.com!

On Airgas.com, we help you manage your online account in the 'Profile' area. Here you can add, remove or change your preferred payment for ordering.

Can I add a payment card? Yes. First, login to your account and select 'Profile' under the 'More' dropdown. Select the 'Payment Preferences' tab. Select the 'Add a Card' button and a pop up will appear. Select the card type, fill in the card details and select the 'Add a Card' button to save the new card details.

Can I delete a card? Yes. Click on the 'X' button on the card you wish to delete. A confirmation pop up will appear. Select 'Delete' to confirm removal of the card.

Can I edit a card? Select the 'Edit' button on the card you wish to edit. A pop up will appear where you can edit the card details. Make any necessary changes, then select 'Save Payment' when you're finished.

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How to manage your payment preferences:

- Login to Airgas.com
- From the toolbar, select 'More' then 'Profile'
- To view your payment preferences, click on the 'Payment Preferences' tab.
- All your current payment types will be shown, with the account shown first and available payment cards next
- You can set a default payment account by using the radio buttons next to each payment type and then selecting 'Save changes'. This payment type will be the default used in checkout

ROFILE INFORMATION ASSOCIATED AC	COUNTS PAYMENT PREFEREN	MANAGE REPORTS				
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PAYMENT METHOD	NAME ON CARD:	EXPIRATION DATE:	DEFAULT		DELETE	
			0 🔶	-3		
American Express Ending in: 1003		12/2017	0	EDIT	×	
Visa Ending in: 1111	Jen Test	12/2016	0	EDIT	×	
Mastercard Ending In: 8697	MC1	01/2016	0	EDIT	×	
American Express Ending in: 7538	Amex1	01/2016	0	EDIT	×	

