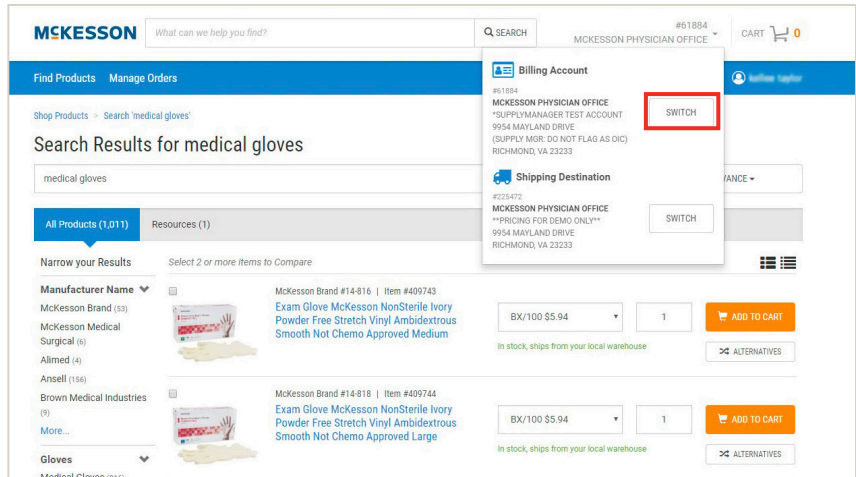


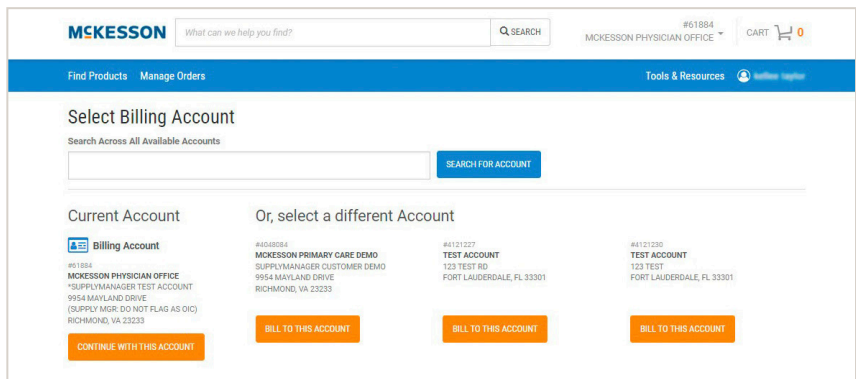


# Switching Between Accounts in McKesson SupplyManager<sup>SM</sup>

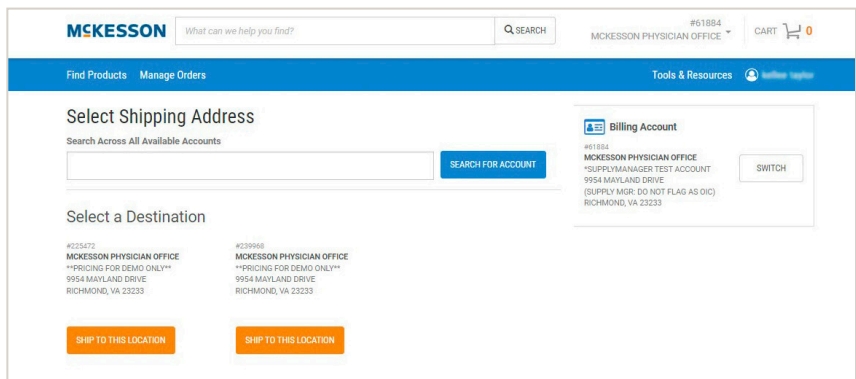
Managing multiple accounts and locations can be tedious, but McKesson SupplyManager makes it easy to switch between your accounts. Simply select your account in the upper right-hand corner of your screen and, in the drop down, select **“Switch”** beside your location to change accounts.



Once you select **“Switch”**, you will see this screen where you can use the search bar under **“Select Billing Account”** to search for accounts by account number, account name, city, state or zip code. You can also select **“Bill to this Account”** under the accounts listed on the bottom of the page.



If you want products delivered to a different location you can select it from the list. Please note, you cannot add a new delivery destination from here. **Please call Customer Service at 855.571.2100** to add new delivery destinations.



## Questions?

Contact the SupplyManager Help Desk at 800.422.0280