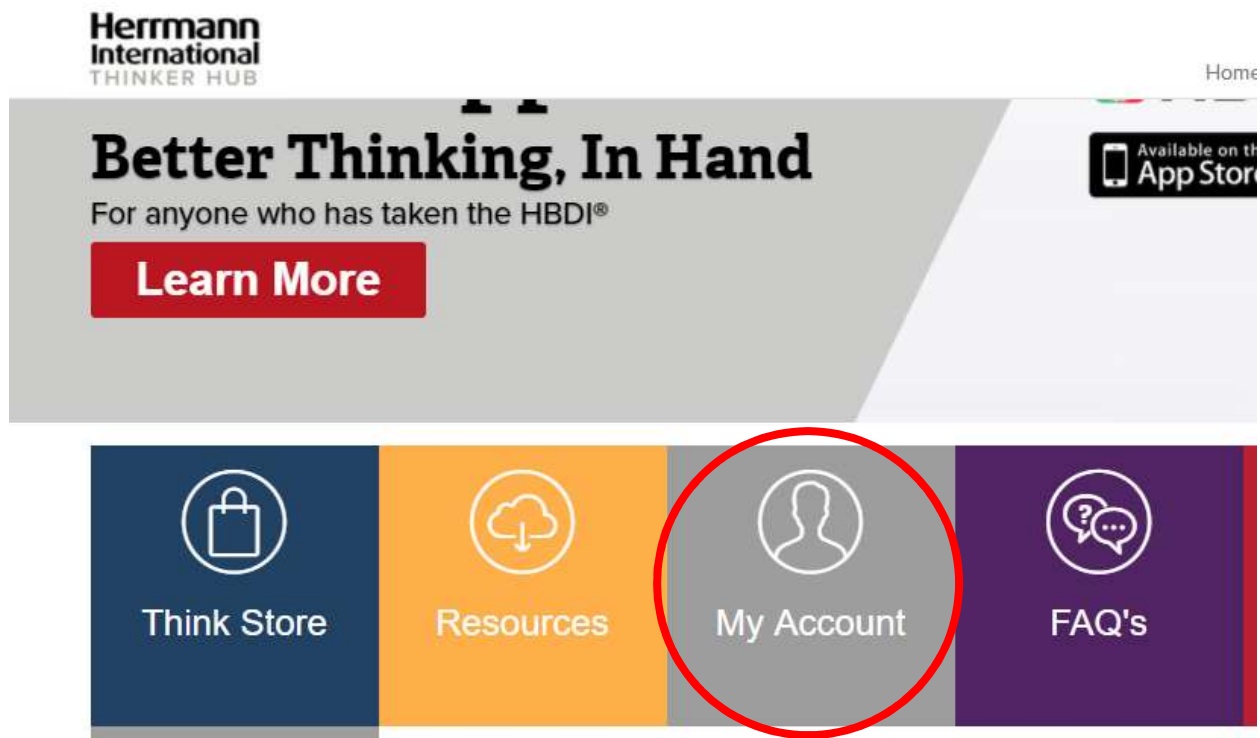


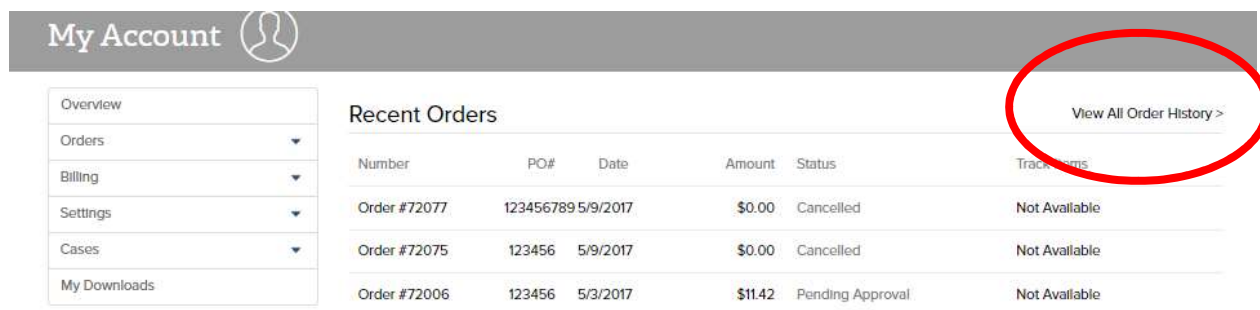
Submitting a Change Request

This document will walk you through how to submit a change request to an existing order. Please note that changes can only be made to orders with a Pending Approval status.


After logging into the Practitioners area of the Think Hub, click on My Account:



This will automatically show your company's most recent orders. If the order you're looking for isn't automatically shown, simply click on View All Order History.



Click on the Order # that you would like to request a change to.

My Account 

Overview	Recent Orders View All Order History >
Orders ▾	
Billing ▾	
Settings ▾	
Cases ▾	
My Downloads	

Number	PO#	Date	Amount	Status	Track Items
Order #72077	123456789	5/9/2017	\$0.00	Cancelled	Not Available
Order #72075	123456	5/9/2017	\$0.00	Cancelled	Not Available
Order #72006	123456	5/3/2017	\$11.42	Pending Approval	Not Available


Once you're in the order, click on Submit Change Request

\$11.42

PO#: 123456 Status: Pending Approval

Delivery Method	SUMMARY
UPS® Ground	

1	Subtotal	\$0.00
	Shipping Total	\$11.42
	Tax Total	\$0.00
	Total	\$11.42

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Quantity: 1

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Reorder All Items

[Download as PDF](#)


[Submit Change Request](#)

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Quantity: 1

[Reorder this item](#)

This form will auto populate the Subject and Type of Inquiry. You will only need to fill out the message portion with all details of the order change you are requesting to be made.

My Account 

Overview	Change Request - Order 72006
Orders	
Order History	
Reorder Items	
Quotes	
Billing	
Settings	
Cases	
My Downloads	

Subject
Change request for order 72006

Type of inquiry
Change Request

Message:
Please add one additional desk flip to this order.

Once all details have been entered, click Submit and your request will automatically be sent through the system. Your Account Manager will be alerted of your request simultaneously.

*****Please Note*****


If an order has a status of Pending Fulfillment or Billed, you will not see a Change Request option. This is because the order has been processed past the point that changes are possible. At that point, any additional items will require a new order to be placed.

Order #71930 **\$0.10**

Date: 5/1/2017 **Status: Pending Fulfillment**

Shipping Address Shane TEST 123 Help St Testing New South Wales 2121 Australia	Delivery Method NONE I only ordered E-Products (Option Not Available for Cert Practicum Orders)
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Product pending shipment (1)

 HBDI® Team Profile \$0.00	Quantity: 1 Total Amount: \$0.10	<input type="button" value="Reorder this item"/>
---	-------------------------------------	--

[Reorder All Items](#)
[Download as PDF](#)

SUMMARY

Subtotal	\$0.10
Shipping Total	\$0.00
Tax Total	\$0.00
Total	\$0.10