

|| Myllumina: Unified Online Business

Accessing Myllumina

Myllumina Customer Ordering

Welcome

We've made improvements to Myllumina! Within your experience, we have now included Order Management, eCommerce, and Dashboard.

With our recent release of Myllumina, we are now able to bring you continued improvements to your online experience. Please be on the lookout for notifications and communications about new enhancements.

Thank you for being a valued customer!

What Should I Know Before I Start?

To access Myllumina, you will need a Myllumina account.



[Sign In](#)



[Create an Account](#)

Table of Contents

Process Overview

The improved Myllumina includes Order Management, eCommerce, and Myllumina Dashboard.

Accessing Myllumina

New customer registration	4
Updating account information – Validated Customer	8
Updating account information – Temporary Account	10
Edit personal details	12



What Should I Know Before I Start?

- Customers can directly add products to cart without navigating away from the cart page through the Add Products widget.
- Customers can add a new shipping address or edit an existing shipping address from the cart page.

New Customer Registration

(1 of 3)



Home

Execute the following steps to login as a new customer:

1

Populate the following fields to register yourself as a new customer:

- Email Address
- First name
- Last name
- Password
- Confirm password
- Country/Region
- I'm not a robot checkbox

2

Select the **Create Account** button.

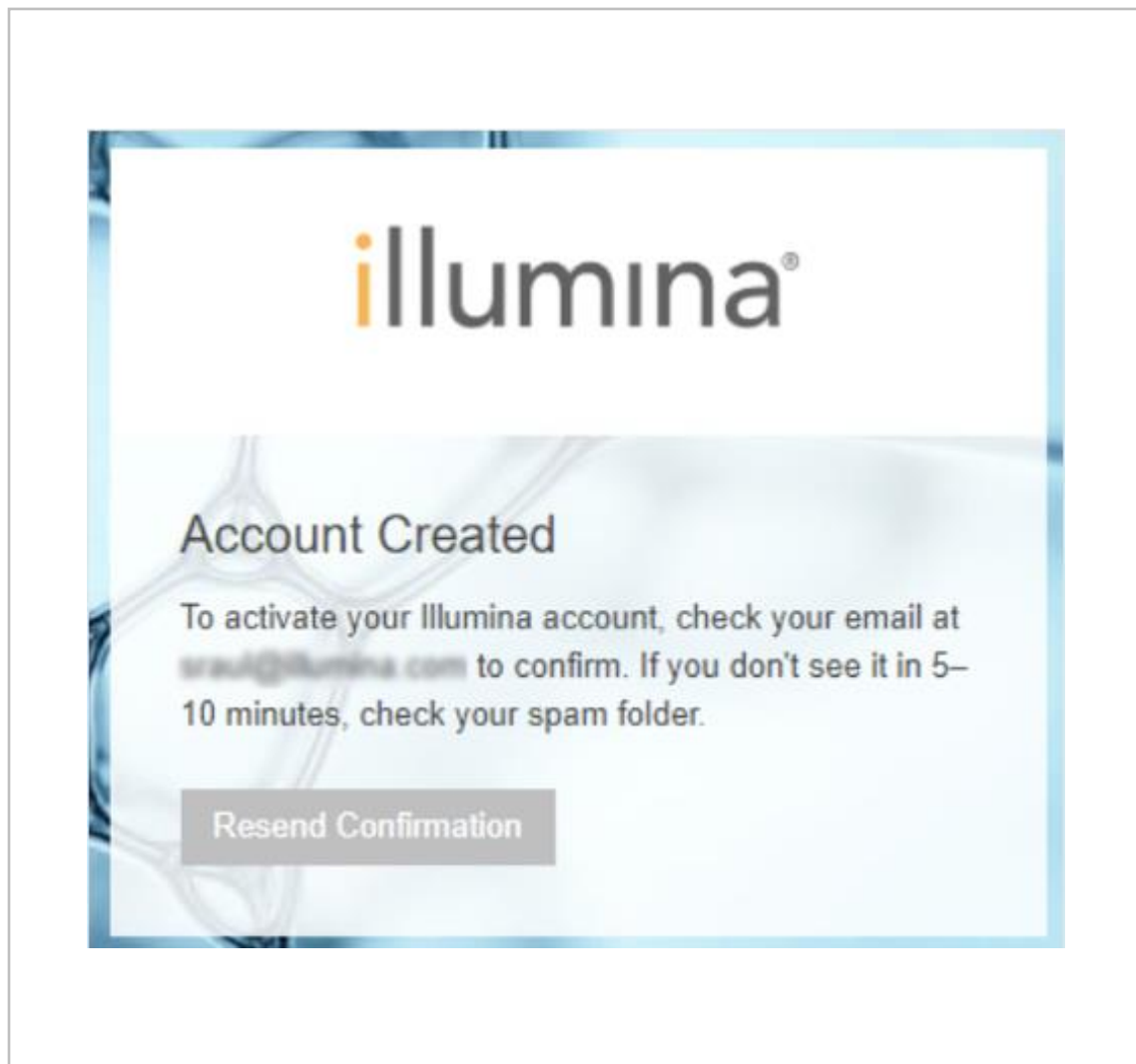
3

Navigate to the activation email in outlook and select the **Confirm Email** button.

New Customer Registration



Home



Note: As soon as the account is created, a message appears on the screen indicating the customer to check the email to verify the account.

New Customer Registration

(2 of 3)



Home

Continue with the following steps to log in as a new customer:

4 Sign into Myllumina.

5 Read the **Terms of Use** and to accept, select the **Accept** button.

Note: A success message appears once the email address is confirmed.

New Customer Registration

(3 of 3)



Home

Continue with the following steps to log in as a new customer:

6

Populate Customer Number to link the account to your organization.

The screenshot shows a dialog box titled "Get Connected" with a close button (X) in the top right corner. Below the title is a subtitle: "Enter your organization's customer number below to activate your dashboard, monitor instruments, streamline purchases, and simplify billing." The main content area contains a numeric input field labeled "Customer Number (10 Digits)" with a blue border and a blue circle containing the number "6" to its left. The field displays the digits "1 2 3 4 5 6 7 8 9 0". Below this field is a link labeled "Find Your Organization's Customer Number" with a blue circle containing the number "7" to its left. At the bottom right of the dialog, there is a "Cancel" button and a "Next" button with a blue circle containing the number "8" above it.

7

To find your organization's number, select the **Find Your Organization's Customer Number** link.

8

Select the **Next** button to set up the dashboard.

Note: For additional support, contact customercare@illumina.com

Updating Account Information

Validated Customer (1 of 2)



Home

Execute the following steps to update your account information:

1 Log into **Myillumina**.

A screenshot of the Myillumina Sign In page. The page features the Myillumina logo at the top. Below it is a 'Sign In' section with an 'Email address' input field, a 'Password' input field, and a 'Remember email address' checkbox. A blue 'Sign In' button is located at the bottom left, and links for 'Don't have an account?' and 'Forgot password?' are at the bottom right. A blue circle with the number '1' is overlaid on the top right corner of the sign-in form.

2 Select the **Settings** icon on the ribbon.

A screenshot of the Myillumina user ribbon. At the top, there are icons for a star, a shopping cart with a '3' badge, and a profile icon with a 'P' and a blue circle with the number '2'. Below these is a 'Settings' section with a profile card showing 'PL01ZD01 Test' and 'Customer #: 6000023368'. Below the profile card is an 'Edit Settings' button with a gear icon. A dropdown menu is open, showing 'Myillumina' (highlighted with a blue circle and the number '3'), 'Sequence Hub', 'Order Management', and 'Sign Out'.

3 Select **Myillumina** from the settings dropdown menu.

Note: For additional support, contact customercare@illumina.com

Updating Account Information

Validated Customer (2 of 2)



Home

Continue with the following steps to update your account information:

4

Select **Associate to a different organization** link and select the **Next** button.

 A screenshot of a web form titled "Get Connected". The form has a purple header with the title and a close button (x). Below the header, there is a sub-header: "Enter your organization's customer number below to activate your dashboard, monitor instruments, streamline purchases, and simplify billing." The main input area is a text field with a placeholder "Customer Number (10 Digits)" and a numeric keypad showing digits 1 through 0. A blue circle with the number "4A" is positioned over the "Find Your Organization's Customer Number" button below the keypad. To the right of the keypad, there are "Cancel" and "Next" buttons. A blue circle with the number "4B" is positioned over the "Next" button.

5

Select the **Organization info** tab to associate to a different organization under.

 A screenshot of a "Settings" page. At the top, there are four tabs: "Profile", "Organization Info", "Notifications", and "Dashboard". A blue circle with the number "5" is positioned over the "Organization Info" tab, which is also highlighted with a blue box. Below the tabs, the "Organization Info" section is visible. It contains a sub-header "Organization Info" and a link "Associate to a different organization". Below this, there are two rows of information: "MAIN ORGANIZATION" with the value "UCLA IMMUNOGENETICS CENTER" and "CURRENCY" with the value "USD". A blue circle with the number "6" is positioned over the "CUSTOMER NUMBER" field, which contains the value "6000023368" and is highlighted with a blue box. At the bottom of the page, there is a section titled "Download Custom Price List" with a sub-header and a paragraph of text. Below this, there are two buttons: "Export CSV" and "Export PDF".

6

Populate the **Customer Number** and select the **Next** button.

Note: For additional support, contact customercare@illumina.com

Updating Account Information

Temporary Account (1 of 2)



Execute the following steps to update your account information:

1 Log into Myillumina.

2 Select the **Enter Customer Number** button under the Recent Quotes section on the **Order Management** overview page.

3 Populate the customer number.

4 Select the **Next** button to continue the association process.

Note: Temporary accounts are created when a customer number has not yet been assigned. Contact customercare@illumina.com if you need help identifying your account number.

Updating Account Information

Temporary Account (2 of 2)



Home

Continue with the following steps to update your account information:

5

Alternatively, select the **Quotes** tab.

The screenshot shows the 'Order Management' dashboard with tabs for Overview, Orders, Quotes, Red Carts, and Address Book. The 'Quotes' tab is highlighted with a blue box and a circled '5'. Below the tabs, there is a section for 'Quotes' with a sub-header 'View and purchase quotes by associating your account to your organization.' and a button labeled 'Enter Customer Number' with a circled '6'.

6

Select the **Enter Customer Number** button.

7

Populate the customer number and select the **Next** button to continue the association process.

The screenshot shows a 'Get Connected' dialog box with a close button (X) in the top right. The text inside reads: 'Enter your organization's customer number below to activate your dashboard, monitor instruments, streamline purchases, and simplify billing.' Below this is a numeric keypad with digits 1-0. A blue box highlights the keypad with a circled '7A'. Below the keypad is the text 'Find Your Organization's Customer Number'. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a blue box and a circled '7B'.

Note: For additional support, contact customercare@illumina.com

Edit Personal Details



Home

Execute the following steps to edit personal information on the Order Management page:

1 Log into **Myillumina**.

2 Navigate to the **Order Management** page.

Order Management **2**

Overview Orders Quotes Saved Carts Address Book

Recent Orders [View All Orders](#)

ORDER	STATUS	QUOTE	PO/REFERENCE	ORDER DATE	QUANTITY	TOTAL
Pending	Open	-	3456789	Mar 9, 2021	1	441.79 EUR
1984502	Open	-	1234	Mar 5, 2021	1	5,892.90 EUR

Recent Quotes ⓘ [Add to Cart](#) [View All Quotes](#)

No quotes are currently available.

3 The customer can select **Edit My Profile** to edit the profile.

Personal Information **3** [Edit My Profile](#)

NAME PL04_EUR Temp Buyer	EMAIL ADDRESS ilmntst+PL04_EUR@gmail.com	JOB TITLE -	COUNTRY Germany
-----------------------------	---	----------------	--------------------