




INSTANT REGISTRATION BY ACCOUNT NUMBER

Step-by-Step Guide

INSTANTLY REGISTER FOR ACCESS TO YOUR COMPANY'S ACCOUNT.

- 1 Open your internet browser and type:
www.wbmason.com/regaccountnumber.aspx
- 2 Enter your account number.
Harvard Pcard Account: **C2265811**
- 3 Press *Submit*.



[QUICK ORDER](#) [CHECKOUT](#) [DASHBOARD](#)

[SHOP](#) [SERVICES](#) [SUPPORT](#) [ORDERS](#) [ACCOUNT CENTER](#) [FAVORITES](#)

Already a W.B. Mason Customer?
You have indicated that your organization already orders from W.B. Mason. Register Now with your organization's Account Number for a more customized purchasing experience. Once associated to your account you will be able to see your Account's pricing, shipping addresses, Order History, and more.


REGISTRATION

Enter an Account Number **2**

You have indicated that your organization already orders from W.B. Mason. To begin registration, please provide your Account Number below.

W.B. Mason Account Number **3** [SUBMIT](#) [Already Setup as a User? Click Here to Login.](#)

W.B. Mason specializes in presenting a customized purchasing experience for its Business Accounts. Please provide your Account Number to access your pricing, shipping addresses, order history and more.



W.B. MASON CO., INC.
PO Box 111 - Brockton, MA 02303-0111
Address Service Requested

Remittance Section	
Customer Number:	C0000001
Invoice Number:	100000001
Reference Number:	12345678910
Invoice Date:	7/9/2010
Terms:	NET 30 DAYS
Total Due:	42.04
Amount Enclosed	\$

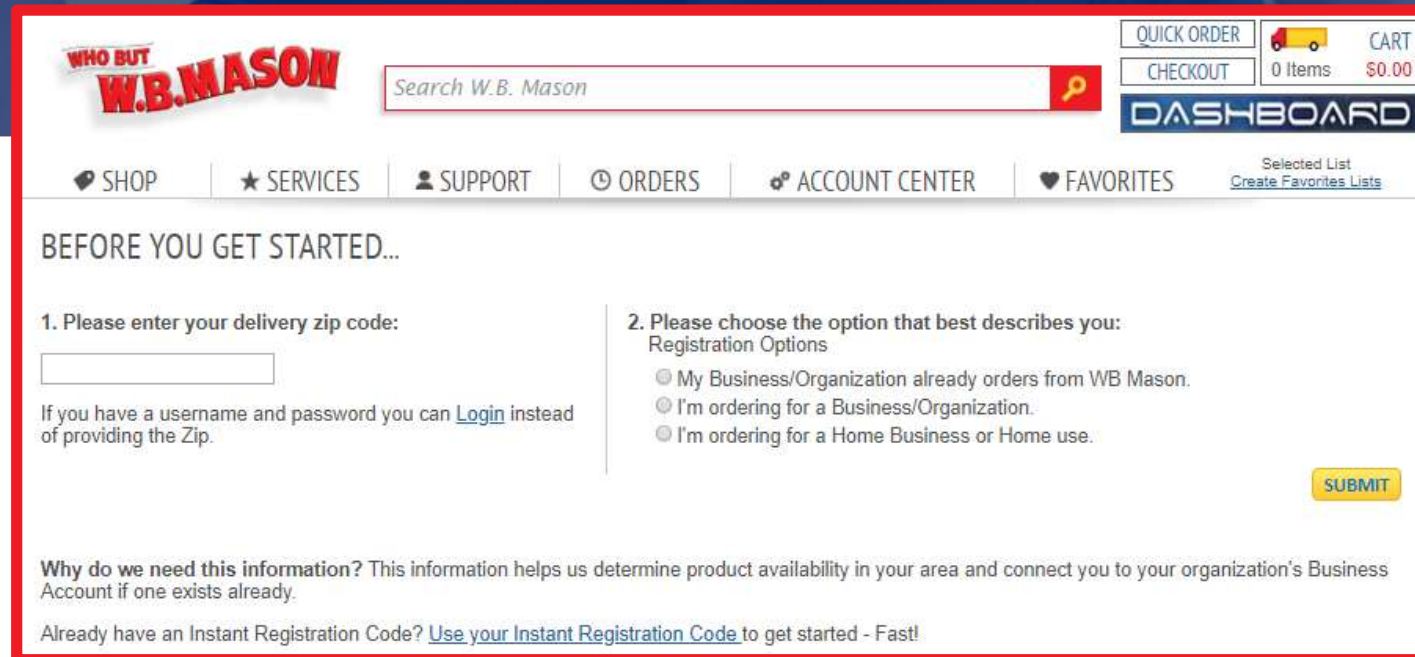
← Your Customer Number can be found in the right hand corner of your invoice.

If you don't want to register now you may [Continue Shopping](#) and enter your account number at a later time.

NOT SEEING THAT SCREEN? TRY THIS!

W.B. Mason cookies may cause issues with instant registration. Follow these steps if you cannot access the previous page:

- Visit www.wbmason.com/clear to clear your W.B. Mason cookies.
- Enter your zip code, and select *My Business/Organization already orders from W.B. Mason*.
- Click *Submit* and return to the first step.



The screenshot shows the W.B. Mason website's registration page. At the top, there is a navigation bar with the W.B. Mason logo, a search bar, and links for QUICK ORDER, CHECKOUT, and a CART showing 0 items for \$0.00. Below the navigation bar is a dashboard section with links for SHOP, SERVICES, SUPPORT, ORDERS, ACCOUNT CENTER, and FAVORITES. The main content area is titled "BEFORE YOU GET STARTED..." and contains two steps for registration. Step 1 asks for a delivery zip code, with a text input field and a note about logging in if a username and password are available. Step 2 asks for the best description of the user, with three radio button options: "My Business/Organization already orders from WB Mason", "I'm ordering for a Business/Organization", and "I'm ordering for a Home Business or Home use". A yellow SUBMIT button is located at the bottom right of the registration options. At the bottom of the page, there is a section titled "Why do we need this information?" explaining that the information helps determine product availability and connect to a Business Account. Below this, there is a link to "Use your Instant Registration Code" to get started quickly.

WHO BUT W.B. MASON

Search W.B. Mason

QUICK ORDER | CART
CHECKOUT | 0 Items \$0.00

DASHBOARD

Selected List
[Create Favorites Lists](#)

SHOP | SERVICES | SUPPORT | ORDERS | ACCOUNT CENTER | FAVORITES

BEFORE YOU GET STARTED...

1. Please enter your delivery zip code:

If you have a username and password you can [Login](#) instead of providing the Zip.

2. Please choose the option that best describes you:
Registration Options

☐ My Business/Organization already orders from WB Mason.

☐ I'm ordering for a Business/Organization.


☐ I'm ordering for a Home Business or Home use.

SUBMIT

Why do we need this information? This information helps us determine product availability in your area and connect you to your organization's Business Account if one exists already.

Already have an Instant Registration Code? [Use your Instant Registration Code](#) to get started - Fast!

ENTER THE REQUIRED INFORMATION



Search W.B. Mason

QUICK ORDER

CHECKOUT

CART

0 Items

\$0.00

DASHBOARD

SHOPSERVICESSUPPORTORDERSACCOUNT CENTERFAVORITES

Selected List

Create Favorites Lists

Already a W.B. Mason Customer?

You have indicated that your organization already orders from W.B. Mason. Register Now with your organization's Account Number for a more customized purchasing experience. Once associated to your account you will be able to see your Account's pricing, shipping addresses, Order History, and more.

REGISTRATION * Required information

EMAIL ADDRESS *johnsmith@abccompany.com

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Your email address is used to login.

FIRST NAME *John

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PHONE NUMBER(222) 222-2222

LAST NAME *Smith

EXTENSION1234

Send me emails about sales and other promotions: ☒

How many employees are at your organization? 16-24


What industry is your organization in? Real Estate


SUBMIT

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- 4 Enter your company email address (must be lowercase!)
- 5 Enter your first and last name. You may also fill in the phone information, but it is not required to proceed.
- 6 Press *Submit*.

Welcome to wbmason.com
[Login](#) | [Register](#)



 **SHOPPING CART**
0 Items **\$0.00**

[QUICK ORDER](#) [CHECKOUT](#)

[Federal Government Customers](#) 

[SHOP](#) [SERVICES](#) [SUPPORT](#) [ORDERS](#) [ACCOUNT CENTER](#) [FAVORITES](#)

[Selected List](#)
[Create Favorites Lists](#)

Already a W.B. Mason Customer?
You have indicated that your organization already orders from W.B. Mason. [Register Now](#) with your organization's Account Number for a more customized purchasing experience. Once associated to your account you will be able to see your Account's pricing, shipping addresses, Order History, and more.

REGISTRATION * Required information

Your account is set up so that users registering will have their password emailed to them. This is to ensure the security of new registrations. Your password will be emailed to you shortly.

REGISTRATION CONFIRMATION

If your registration was successful, you will see this message and receive an instant email with your login credentials. If this does not work, please contact your customer service representative for assistance.

LOGIN COMPLETED: WHAT'S NEXT?

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Click on the *Favorites* tab, and then you can choose to browse and ultimately buy from any of your company's saved favorites lists. You can also create and/or modify personal favorites lists, which will allow easy access to items you order regularly.

WHO BUT W.B. MASON

Search W.B. Mason

QUICK ORDER | CHECKOUT | CART (0 Items, \$0.00) | WHERE'S MY ORDER?

SHOP | SERVICES | SUPPORT | ORDERS | ACCOUNT CENTER | **FAVORITES**

FAVORITES LISTS

CREATE LIST

Create Favorites Lists of those items you order most frequently. As you shop, you can add p

List Name: List Type: Personal

VIEW/EDIT LISTS

ITEM LISTS

List Name	Default	List Type	Sort By	Action
Monthly Order	<input type="radio"/>	Personal	Brand A-Z	View Edit Copy Delete
Wish List	<input type="radio"/>	Personal	Brand A-Z	View Edit Copy Delete
Preferred Items		Account		View

myWB!
Reordering is fast and easy - search all the items you recently purchased!
[SHOP NOW](#)

YOUR PERSONAL LISTS
[Monthly Order](#) [select](#)
[Wish List](#) [select](#)

ACCOUNT LISTS (SHARED)
[Preferred Items](#) [selected](#)

MANAGE SHOPPING LISTS [SUBMIT](#)

List buttons.



THANK YOU!

If you need any further assistance with instant registration, please feel free to contact your customer service representative.