



WHO BUT
W.B. MASON

wbmason.com

Quick Reference Guide



WHO BUT
W.B. MASON

Order Process



LOGIN / REGISTER

User Log-in

RETURNING CUSTOMERS - PLEASE LOGIN

EMAIL

PASSWORD

Log me in automatically when I visit wbmason.com
(Do not check if on a public/shared computer.)

LOGIN

Forgot your password?

[Click Here](#) to have your password sent to you by email.

Federal Government Customers [Click Here](#)

NEW CUSTOMERS - PLEASE REGISTER

If you don't have a WB Mason account please register on wbmason.com now.

REGISTER

CUSTOMER SERVICE

1-888-WBMASON

Check out our [Customer Service Page](#) for information about our site and answers to your questions.

Help if you've forgotten your password

Welcome, DAN of W.B. Mason Advanced Site - Demo 1
(C2000019 - WF-Ord

Product Navigation

WHO BUT
W.B.MASON

Search for products

0 Items **SHOPPING CART** \$0.00
[QUICK ORDER](#) [CHECKOUT](#)

Enter Keyword 

Federal Government Customers [Click Here](#)

 SHOP

 SERVICES

 SUPPORT

 ORDERS

 ACCOUNT CENTER

 FAVORITES

Selected List
[Frequent Order...](#)



NEW YEAR, NEW GEAR

CLICK TO SAVE

Admin navigation

brother at your side

VICTOR

DURACELL QUANTUM

Verbatim

HAPPY NEW YEAR!

The Original Compressed Gas Duster

100 Thermal Laminating Pouches



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

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

Category dropdown

Federal Government Customers [Click Here](#)

- SHOP**
 - SERVICES
 - SUPPORT
 - ORDERS
 - ACCOUNT CENTER
 - FAVORITES
- [Selected List](#)
[Frequent Order...](#)

- OFFICE SUPPLIES
- PAPER**
- INK & TONER
- TECHNOLOGY
- FOODSERVICE
- FACILITIES MAINTENANCE
- BREAK ROOM
- FURNITURE
- COFFEE
- SCHOOL SUPPLIES
- INDUSTRIAL SUPPLIES
- MORE CATEGORIES

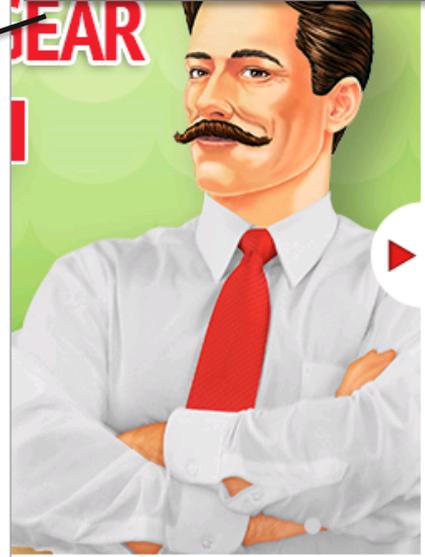
Rebate Center

Check here for the latest rebates and offers on the products you love!

- Art Paper Rolls & Racks
- Business Cards
- Card & Cover Stock
- Card File Refills
- Computer Printout Paper
- Construction & Art Paper
- Copy & Multipurpose Paper
- Document Holders
- Filler Paper
- Greeting Cards
- Index Cards
- Inks & Paper Combinations
- Lesson Plan, Record & Assignment Books
- Memo Sheets
- Pads & Notebooks
- Paper Rolls
- Photo Paper
- Resume & Stationery Paper
- Specialty Paper
- Suggestion Box Cards
- Tent Cards
- Wide Format Paper



Product Search Menu



Federal Government Customers [Click Here](#)

[SHOP](#) [SERVICES](#) [SUPPORT](#) [ORDERS](#) [ACCOUNT CENTER](#) [FAVORITES](#) [Selected List](#) [Create Favorites Lists](#)



PAPER

| CATEGORIES | SIZE | APPLICATION USE | WEIGHT | BRIGHTNESS | COLOR |
|---|---|--|---|--|--|
| <ul style="list-style-type: none">Art Paper Rolls & RacksBusiness CardsCard & Cover StockCard File RefillsComputer Printout PaperConstruction & Art PaperCopy & Multipurpose PaperDocument HoldersFiller PaperGreeting CardsIndex CardsInks & Paper CombinationsLesson Plan, Record & Assignment BooksMemo SheetsPads & NotebooksPaper RollsPhoto PaperResume & Stationery PaperSpecialty PaperSuggestion Box CardsTent CardsWide Format Paper | <ul style="list-style-type: none">LetterLegalLedgerDigital | <ul style="list-style-type: none">Copy & ColorWide FormatPhotoSpecialty | <ul style="list-style-type: none">20 24 2832 36 4080 90 110 | <ul style="list-style-type: none">92 94 9697 98 100 | <ul style="list-style-type: none">Color swatches |
| | see more | see more | see more | see more | see more |

POPULAR CATEGORIES

| | | | |
|---------------------|-------------------------------------|------------------------|------------------------|
| Multipurpose | Multipurpose Recycled | Card & Cover Stock | Stationery Paper |
| Specialty Paper | Wide Format & Engineering Rolls | Computer Paper | Construction Paper |

POPULAR ITEMS

| | | | |
|---|---|---|--|
| Flagship™ Recycled Copy Paper, 8 1/2" x 11" Letter, 20lb., 92 Bright, 5000/CT | Blizzard™ Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT | Flagship™ Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT | myface™ Professional-Grade Paper, 8 1/2" x 11", 28lb., 100 Bright, 4000/CT |
|---|---|---|--|

Select a category to find the specific products you need



Shop by Popular Categories



Shop by Popular Products



Federal Government Customers [Click Here](#)

- SHOP
- SERVICES
- SUPPORT
- ORDERS
- ACCOUNT CENTER
- FAVORITES

Selected List
[Create Favorites Lists](#)

Refine your search

YOUR SELECTIONS

CATEGORY

✕ Copy & Multipurpose Paper

REFINE RESULTS

BRAND

- Blizzard™ (10)
- Boise® (70)
- Finch (6)
- Hammermill® (83)
- mycopy™ (8)
- myface™ (4)
- myimage™ (4)
- Navigator® (8)
- Super Star™ (2)
- Wausau Paper® (5)
- Xerox® (9)
- Neenah Paper (42)
- Springhill® (28)

[View More...](#)

PRICE

- \$0-\$100 (316)
- \$100-\$200 (56)

Showing items 1 to 12 of 411

Sort by: **Most Popular** Results Per Page: **12**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#)

0 Selected [Grid View](#) [List View](#)



Flagship™ Bright Premium Bright Copy Paper, 8.5" x 11", 20 lb., 98 Bright, 5000/CT
Availability: [Next Day](#)



WBM97200 **\$167.99** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)



Blizzard™ Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT
Availability: [Next Day](#)



BLZ41200 **\$176.79** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)



Blizzard™ Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT
Availability: [Next Day](#)



BLZ48110 **\$186.19** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)

Sort Products

Add item to cart

Add item to Favorites List

| | | |
|---|-------|----------|
| WBM21200 - Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT | QTY 2 | \$323.98 |
| BLZ48110 - Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT | QTY 1 | \$186.19 |

SHOPPING CART
3 Items **\$510.17**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

Enter Keyword

Subtotal **\$510.17**
[VIEW CART](#)

- SHOP
- SERVICES
- SUPPORT
-

Checkout

YOUR SELECTIONS

Showing items 1 to 12 of 411

Sort by: **Most Popular** Results Per Page: **12**

[Add Selected to Cart](#) [Compare Selected](#) [Add To List](#)

0 Selected [Grid View](#) [List View](#)

Quick Order - if you know item #s

CATEGORY

Copy & Multipurpose Paper

REFINE RESULTS

BRAND

- Blizzard™ (10)
- Boise® (70)
- Finch (6)
- Hammermill® (83)
- mycopy™ (8)
- myface™ (4)
- myimage™ (4)
- Navigator® (8)
- Super Star™ (2)
- Wausau Paper® (5)
- Xerox® (9)
- Neenah Paper (42)
- Springhill® (28)

[View More...](#)

PRICE

- \$0-\$100 (316)
- \$100-\$200 (56)
- \$200-\$300 (37)
- \$300-\$400 (2)

SHEET SIZE

- 11 x 17 (59)
- 13 x 19 (2)
- 18 x 12 (9)
- 8 1/2 x 11 (220)
- 8 1/2 x 14 (29)

[View More...](#)

PAPER WEIGHT



Flagship™ Bright Premium Bright Copy Paper, 8.5" x 11", 20 lb., 98 Bright, 5000/CT
Availability: [Next Day](#)



WBM97200 **\$167.99** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)



Blizzard™ Blinding White Copy Paper, 8 1/2" x 11", 98 Bright, 5000/CT
Availability: [Next Day](#)



BLZ41200 **\$176.79** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)



Blizzard™ Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT
Availability: [Next Day](#)



BLZ48110 **\$186.19** /CT

QTY [ADD TO CART](#)

Select [Add To List](#)



Dropdown menu shows what items are in your cart, or click View Cart to see in more detail

Continue to shop for other items

Government Customers [Click Here](#)

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

SHOPPING CART

[< continue shopping](#)

[Update Cart](#) [Empty Your Cart](#) [Save Cart for Later](#)

Sub-Total: \$510.17 [CONTINUE TO CHECKOUT](#)

Make changes to your cart

Tip! Text entered into a Note box will appear on your invoice, packing slip, and Order History. This text will not be reviewed by W.B. Mason.

+ QUICK ENTRY Add items to cart without leaving the page

Select Action... Sort By...

| | | Item Price | Total Cost |
|--------------------------|--|--------------------|--|
| <input type="checkbox"/> | Flagship™ Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT WBM21200 Availability: Next Day | \$161.99 CT | \$323.98 <input type="text" value="2"/> <input type="text" value="Note"/> |
| <input type="checkbox"/> | Blizzard™ Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT BLZ48110 Availability: Next Day | \$186.19 CT | \$186.19 <input type="text" value="1"/> <input type="text" value="Note"/> |

Select Action... Sort By...
[Update Cart](#) [Empty Your Cart](#) [Save Cart for Later](#)

Sub-Total: \$510.17
[CONTINUE TO CHECKOUT](#)

Continue to Checkout

[continue shopping >](#)

Federal Government Customers [Click Here](#)

Enter Keyword 

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

Selected List
Dan's Favo...

CHECKOUT

Shipping ▶ Expense ▶ Billing ▶ Preview ▶ Order Confirmation

EXPRESS CHECKOUT

Use last order's Shipping/Billing

SELECT A SHIPPING ADDRESS

Filters:

| Selected | Name | Address | City | State | Zip Code | Attention | Phone |
|----------------------------------|-------------------|---------------|----------|-------|----------|-----------------------------------|---|
| <input checked="" type="radio"/> | WBMason Boston | 123 Boston St | Brockton | MA | 02301 | <input type="text" value="Test"/> | <input type="text" value="(508) 555-5555"/> |

1. Select shipping address and enter required info

SPECIAL INSTRUCTIONS Identify where your package should be delivered.

(100 character max)

2. Enter any special instructions for your order

ADDITIONAL INFORMATION

Floor & Room *

3. Fill in custom delivery info so we can bring the products exactly where you want them

4. Click Next to proceed

Allocation Options [NEXT](#)



 **SHOPPING CART**
3 Items **\$510.17**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

 SHOP

 SERVICES

 SUPPORT

 ORDERS

 ACCOUNT CENTER

 FAVORITES

Selected List
[Create Favorites Lists](#)

CHECKOUT

Shipping

Expense

Billing

Preview

Order Confirmation

SELECT EXPENSE ALLOCATION * [Required Information](#)

Cost Center *

| |
|-----------|
| Select... |
| DCM04 |
| OFF03 |
| USD01 |

1. Select expense allocation

Click 'Next' to proceed to Billing Options

NEXT

2. Click Next to proceed

1. For your convenience, you can pay by credit card or you can pay through your account

Welcome, DAN of W.B. Mason Advanced Site - Demo 1
(C2000019 - WF-Orders) [Switch](#) | [Logout](#)

WHO BUT W.B.MASON

SHOPPING CART
3 Items \$510.17
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#) Enter Keyword

[SHOP](#) [SERVICES](#) [SUPPORT](#) [ORDERS](#) [ACCOUNT CENTER](#) [FAVORITES](#) [Selected List](#)
[Create Favorites Lists](#)

CHECKOUT [Shipping](#) [Expense](#) **[Billing](#)** [Preview](#) [Order Confirmation](#)

PAYMENT & ADDITIONAL INFORMATION * Required Information

Payment Method*
Please select one of the payment options below.

Bill Me On Account

Credit Card

Enter Credit Card Below:

Nickname ?

Name on Card*

Card Type*

Credit Card Number*

Expiration Date*

[Manage Credit Cards](#) Save as Personal Card for future use.

Purchase Order #

BILLING ADDRESS

| | |
|----------------|------------------|
| Name | Primary address |
| Attention | |
| Street Address | 59 Centre Street |
| City | Brockton |
| State | MA |
| Zip Code | 02301 |
| Phone Number | (508) 436-1944 |

ORDER INFORMATION

Coupon Code [Apply](#)

| | |
|--|----------|
| Product Subtotal | \$510.17 |
| Tax Subtotal <small>(may include bottle deposits)</small> | \$31.89 |
| Order Total | \$542.06 |

You will have a chance to review your order on the next page before you submit it [NEXT](#)

2. Review your order totals

3. Click Next to proceed

1. Review your order info

CHECKOUT [Shipping](#) ▶ [Expense](#) ▶ [Billing](#) ▶ **[Preview](#)** ▶ [Order Confirmation](#)

SUBMIT ORDER *Click Submit Order to place your order*

Shipping Address

WBMason Boston
123 Boston St
Brockton MA 02301

Additional Shipping

Attention: Test
Phone Number: (508) 555-5555
Floor & Room: Flr 4 rm 3

Expense Allocations

Cost Center: DCM04

Billing Address

Primary address
59 Centre Street
Brockton MA 02301

Payment and Additional Info

Payment: Bill Me On Account

[Print This Page](#) 

| Item Number | Item Description | Type | Price/UOM | QTY | Ext. Price |
|--|--|---|-------------|-----|------------|
|  WBM21200 | Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT |   | \$161.99/CT | 2 | \$323.98 |
|  BLZ48110 | Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT |   | \$186.19/CT | 1 | \$186.19 |

2. Click to submit order

Product Subtotal \$510.17
Tax Subtotal \$31.89
(may include bottle deposits)

Order Total \$542.06



SHOPPING CART
0 Items **\$0.00**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

- SHOP
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- ACCOUNT CENTER
- FAVORITES

[Selected List](#)
[Best Value It...](#)

CHECKOUT

- Shipping
- Expense
- Billing
- Preview
- Order Confirmation**



**Thanks! Your order is complete
and your order number is: S033799347**

Your order must now be approved

Thank you for your order!
It has been submitted for approval.

Based on your organization's purchasing rules, your order must be approved. You will receive an email after the approver has reviewed it.

Order Number: S033799347

Approver:
foster.maki@wbmason.com
(Foster Maki)

[Print This Page](#)

Shipping Address

WBMason Boston
123 Boston St
Brockton MA 02301

Expense Allocations

Cost Center: DCM04

Billing Address

Primary address
59 Centre Street
Brockton MA 02301

Payment and Additional Info

Payment: Bill Me On Account

| Item Number | Item Description | Type | Price/UOM | QTY | Ext. Price |
|-------------|--|------|-------------|-----|------------|
| WBM21200 | Copy Paper, 8 1/2" x 11", 20lb., 92 Bright, 5000/CT | | \$161.99/CT | 2 | \$323.98 |
| BLZ48110 | Blinding White Copy Paper, 11" x 17", 98 Bright, 2500/CT | | \$186.19/CT | 1 | \$186.19 |



WHO BUT
W.B. MASON

Approver Process



 **SHOPPING CART**
0 Items \$0.00

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

Federal Government Customers [Click Here](#)

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

Approvers will see an alert that there is an order waiting for approval

(1 NOTIFICATION)

- [1 Order for Approval](#)
- MY PROFILE & SETTINGS
- MY SAVED CARTS
- ADVANCED REPORTING
- MANAGE USERS
- MANAGE ADDRESSES
- MANAGE EXPENSE ALLOCATIONS
- MANAGE CREDIT CARDS





SHOPPING CART
6 Items **\$315.34**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

Enter Keyword



(1 NOTIFICATION)

SHOP

SERVICES

SUPPORT

ORDERS

ACCOUNT CENTER

FAVORITES

Selected List
[Best Value Ite...](#)

ORDERS AWAITING APPROVAL

The below orders are awaiting your review. Check the box to the right of the orders you wish to update and click either Approve or Reject. If you would like to view or edit an order, click on the Order Number.

Orders that you have previously approved are now in your [Order History](#).

| Order # | Purchase Order # | Date | Ordered By | Account/Group | Total | APPROVE |
|----------------------------|------------------|---------------------|------------|---------------------|----------|--------------------------|
| S033799347 | | 1/14/2016 – 9:25 AM | Demo User1 | C2000019-WF-Orderer | \$542.06 | <input type="checkbox"/> |

Message to Orderer:

APPROVE

REJECT

1. Click here to review or edit the order

2. Approve or reject the order by checking the box and clicking “approve” or “reject”

Federal Government Customers [Click Here](#)

Enter Keyword 

(1 NOTIFICATION)

 SHOP

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Selected List
[Best Value It...](#)

ORDER AWAITING APPROVAL

[< return to orders awaiting approval](#)

REVIEWING ORDER: S033799347

Order Number S033799347
Order Date 1/14/2016 09:25:18 am
Ordered By Demo User1
Order Method WEB
Order Status Waiting approval
Invoice Number(s)
Account Number C2000019
Group GCL0303534 - Swap N

2. Approver may send
a message to orderer

* Messages entered in the form below will appear in the
update e-mail sent to the original orderer.

Enter message to Orderer

[REJECT THIS ORDER](#)

[APPROVE THIS ORDER](#)

modify this order, use the corresponding
Edit buttons below. To Approve or Reject
this order, click on the corresponding
buttons at the top and bottom of this page.

3. Approver has full
access to edit all entry
fields in the order

ORDER REVIEW HISTORY:

| Status | Reviewed | Nar | Username | Email | Message |
|----------------------|----------|-------------|-------------------------|-------------------------|---------|
| Waiting for approval | | Foster Maki | foster.maki@wbmason.com | foster.maki@wbmason.com | |

YOUR ORDER:

Shipping Address
WBMason Boston
123 Boston St
Brockton MA 02301

Expense Allocations
Cost Center: DCM04

Billing Address
Primary address
59 Centre Street
Brockton MA 02301

Payment and Additional Info
Payment: Bill Me On Account

[Edit Shipping](#)

[Edit Allocations](#)

[Edit Billing](#)

YOUR ITEMS:

[Edit Items](#)

- **QUICK ENTRY** Add items to cart without leaving the page

Enter an item number and press the Tab key to
view the item's information.

Item Number QTY Note [Add](#) [Clear](#)

1. After clicking the order
#, the approver may
approve/reject the order
or edit info below

4. Your approval/rejection
will be processed after
clicking the corresponding
button, you will be directed
to a message screen.



WHO BUT
W.B. MASON

Manage Users

Welcome, DAN of W.B. Mason Advanced Site - Demo 1
(C2000019 - WF-Approver) [Login](#) | [Switch](#)

WHO BUT
W.B. MASON

Click on Account Center to
access all account options

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

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

Federal Government Customers [Click Here](#)

Enter Keyword 

 SHOP

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 **ACCOUNT CENTER**

 FAVORITES

Selected List
[Frequent Order...](#)

MY PROFILE & SETTINGS

MY SAVED CARTS

MANAGE USERS

MANAGE ADDRESSES

MANAGE CREDIT CARDS

Or click Manage Users to
go directly to this screen



ACCOUNT CENTER

Account Number: C2000019
Account Name: W.B. Mason Advanced Site - Demo 1
Group: WF-Approver

USER & SHOPPING

My User Settings

Change settings related to login and emails.

My Favorite Lists

Save time by creating lists of the items you order most frequently.

My Saved Carts

Manage your saved shopping carts.

My Web2Print Proofs

View, edit and purchase your saved proofs.

All of the options to manage your account can be found in the Account Center

ORDERS & INVOICES

Order History

View a complete listing of your previous orders with additional filters.

Customer Service

Contact your dedicated Customer Service Representative.

MANAGE ACCOUNT

Address Book

Manage addresses available at checkout.

Manage Credit Cards

Manage saved credit cards.

Manage Users

View users for this account and change their restrictions, shipping addresses, etc.

Click here to Manage Users



SHOPPING CART
0 Items \$0.00

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

View all users within your group

[Customers](#) [Click Here](#)

- ★ SERVICES
- 👤 SUPPORT
- 🕒 ORDERS
- ⚙️ ACCOUNT CENTER
- ♥️ FAVORITES

Selected List
[Create Favorites](#)

Click Edit to alter user settings

MANAGE USERS

[< return to account center](#)

[Add New User](#)

Hide Inactive Users

Filters:

Filter

Clear

Filter by Group:

All Groups

Go

| First Name | Last Name | Email Address | Username | Status | |
|------------|------------------------|---------------------------------------|---------------------------------------|--------|----------------------|
| Adv | Demo | advdemo@wbmason.com | advdemo | Active | Edit |
| Andrew | D'Agostino | andrew.dagostino@wbmason.com | adag617 | Active | Edit |
| Beth | Carrison-van der Heide | beth.carrison-vanderheide@wbmason.com | beth.carrison-vanderheide@wbmason.com | Active | Edit |
| DAN | | daniel.okeefe@wbmason.com | dan | Active | Edit |
| Daniel | Barczak | dan.barczak@wbmason.com | dan.barczak@wbmason.com | Active | Edit |
| Demo | User | demo@demo.com | Demo | Active | Edit |
| Demo | User | demo.user3@wbmason.com | danno | Active | Edit |
| Foster | Maki | foster.maki@wbmason.com | foster.maki@wbmason.com | Active | Edit |
| George | Johnson | george.johnson@wbmason.com | george.johnson@wbmason.com | Active | Edit |
| Jason | Lynch | jason.Lynch@wbmason.com | jason.Lynch@wbmason.com | Active | Edit |

Add new users to your group





SHOPPING CART
0 Items **\$0.00**
[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers [Click Here](#)

- SHOP
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[Create Favorites Lists](#)

EDIT USER * Required Information

[< return to manage users](#)

CONTACT INFORMATION

| | | | | | |
|--------------------|--------------------------------------|---|---|--------------------------|----------------------|
| First Name* | <input type="text"/> | Email* | <input type="text"/> | Password* | <input type="text"/> |
| Last Name* | <input type="text"/> | Username* | <input type="text"/> | Confirm Password* | <input type="text"/> |
| Phone | <input type="text" value="() - -"/> | <input type="checkbox"/> Lock Email as Username | <input type="checkbox"/> Force Password Reset | | |
| | | | | SAVE | CANCEL |

1. Enter required info to create new user

2. Click Save to proceed

EDIT USER * Required Information

[< return to manage users](#)

Your changes have been saved

CONTACT INFORMATION

First Name*

Email*

Password*

Last Name*

Username*

Confirm Password*

Phone

Lock Email as Username

Force Password Reset

[SAVE](#) [CANCEL](#)

2. Re-enter password and click Save when you are done

USER SETTINGS

User settings for selected group will display below

| Group | User Status Action |
|--|--------------------|
| <input type="radio"/> C2000019 | Add To Group |
| <input type="radio"/> C2000019 - WF-Approver | Add To Group |
| <input type="radio"/> C2000019 - WF-Orderer | Add To Group |
| <input type="radio"/> C2000019 - Workflow | Add To Group |

Please Note: A user must be active on at least one group to access the website.

[Addresses](#) | [Expense Allocations](#)

Please select a Group above to edit address assignments.

1. Click Add to Group before selecting the user type



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

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

Federal Government Customers [Click Here](#)

Enter Keyword



 SHOP

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Selected List
[Create Favorites Lists](#)

EDIT USER * Required Information

[< return to manage users](#)

Your changes have been saved

CONTACT INFORMATION

First Name*

Email*

Password*

Last Name*

Username*

Confirm Password*

Phone

Lock Email as Username

Force Password Reset

[SAVE](#)

[CANCEL](#)

USER SETTINGS

User settings for selected group will display below

| Group | User Status Action |
|--|------------------------------|
| <input type="radio"/> C2000019 | Add To Group |
| <input type="radio"/> C2000019 - WF-Approver | Add To Group |
| <input checked="" type="radio"/> C2000019 - WF-Orderer | Inactivate |
| <input type="radio"/> C2000019 - Workflow | Add To Group |

Once you've selected Add to Group, you may select the User Type

EDIT USER * Required Information

[< return to manage users](#)

CONTACT INFORMATION

| | | | | | |
|-------------|--------------------------------------|--|--|-------------------|--------------------------|
| First Name* | <input type="text" value="Bob"/> | Email* | <input type="text" value="test.bob@test.com"/> | Password* | <input type="password"/> |
| Last Name* | <input type="text" value="Test"/> | Username* | <input type="text" value="test.bob@test.com"/> | Confirm Password* | <input type="password"/> |
| Phone | <input type="text" value="() - -"/> | <input checked="" type="checkbox"/> Lock Email as Username | <input type="checkbox"/> Force Password Reset | | |

SAVE **CANCEL**

USER SETTINGS

User settings for selected group will display below

| Group | User Status Action |
|--|--------------------|
| <input type="radio"/> C2000019 | Add To Group |
| <input type="radio"/> C2000019 - Citizens Demo | Add To Group |
| <input type="radio"/> C2000019 - Mary Test | Add To Group |
| <input type="radio"/> C2000019 - NH | Add To Group |
| <input type="radio"/> C2000019 - restrictions | Add To Group |
| <input type="radio"/> C2000019 - WF-Approver | Add To Group |
| <input checked="" type="radio"/> C2000019 - WF-Orderer | Inactivate |
| <input type="radio"/> C2000019 - Workflow | Add To Group |

Please Note: A user must be active on at least one group to access the website.

Addresses | Expense Allocations

All expense allocations are assigned via User Settings.

Filters:

| Default Value | Description | Field Name |
|--------------------------------|-------------|-------------|
| <input type="checkbox"/> DCM04 | | Cost Center |
| <input type="checkbox"/> OFF03 | | Cost Center |
| <input type="checkbox"/> USD01 | | Cost Center |

1. Addresses will be displayed here

3. Click Save to finalize the new user process

2. You may select Expense Allocations here

Thank You!

**WHO BUT
W.B. MASON**