



Welcome to the BIS Supplies tutorial for setting up your online account. The following steps will lead you through the steps for setting your account up and adding preferred items to the My Supplies section.

The web site can be found at <http://www.bissupplies.com>

**Home Page:**



**Setting up an account:**

**Step 1:** Click on the link at the top of the page listed as "Login | Set up New Account"



**Step 2:** On the Sign In page, click the continue button under New Customer

**Welcome, Please Sign In**

<p><b>New Customer</b></p> <p>I am a new customer.</p> <p>By creating an account at BIS Supplies you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made.</p> <p style="text-align: right;"></p>	<p><b>Returning Customer</b></p> <p>I am a returning customer.</p> <p><b>E-Mail Address:</b> <input type="text"/></p> <p><b>Password:</b> <input type="password"/> (case sensitive)</p> <p>Password forgotten? <a href="#">Click here.</a></p> <p style="text-align: right;"></p>
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**Step 3:** Fill out the Contact Information and click continue

**NOTE:** If you already have an account with us, please login at the [login page](#).

**Your Personal Details** \* Required information

First Name:  \*

Last Name:  \*

E-Mail Address:  \*

**Company Details**

Company Name:

**Shipping Address**  **Billing Address (if other)**

Street Address: <input type="text"/> *	Street Address: <input type="text"/>
City: <input type="text"/> *	City: <input type="text"/>
State: <input type="text"/> *	State: <input type="text"/>
Zip Code: <input type="text"/> *	Zip Code: <input type="text"/>

**Choose Payment Options**

Apply for Terms:

Pay by Credit Card:

Remember: All accounts will have all charges billed to Credit Card until Charge Account is approved

**Your Contact Information**


Telephone Number:  \*

Fax Number:

**Your Password**

Password:  (case sensitive) \*

Password Confirmation:  (case sensitive) \*



Your Account is now created. You will need to login to place your orders.

**Your Account Has Been Created!**



Congratulations! Your new account has been successfully created! You can now take advantage of member privileges to enhance your online shopping experience with us. If you have **ANY** questions about the operation of this online shop, please email the store owner.

A confirmation has been sent to the provided email address. If you have not received it within the hour, please contact us.



**Log into your Account:**

**Step1:** Click on Login



**Step 2:** Enter your email address and password and click sign in

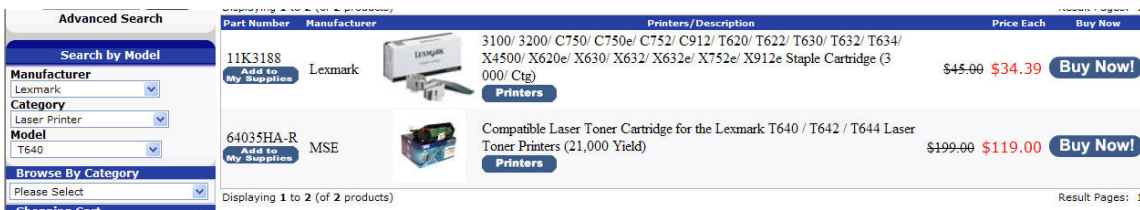
**Welcome, Please Sign In**

<p><b>New Customer</b></p> <p>I am a new customer.</p> <p>By creating an account at BIS Supplies you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made.</p> <p style="text-align: right;"><a href="#">Continue</a></p>	<p><b>Returning Customer</b></p> <p>I am a returning customer.</p> <p><b>E-Mail Address:</b> <input type="text" value="bob@pricesright.com"/></p> <p><b>Password:</b> <input type="password" value="*****"/> (case sensitive)</p> <p>Password forgotten? <a href="#">Click here.</a></p> <p style="text-align: right;"><a href="#">Sign In</a></p>
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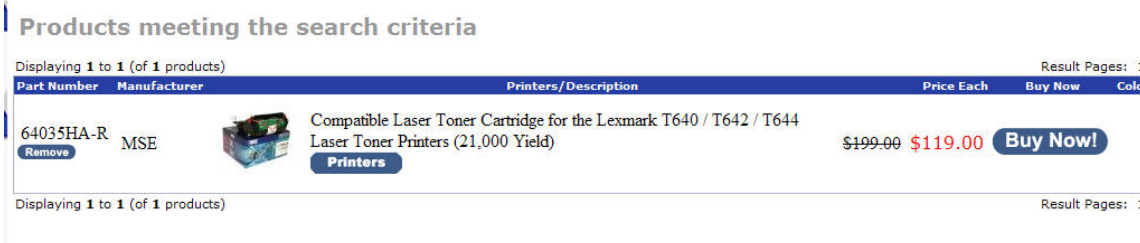
A **top toolbar** will now contain your login name; My Account – where account information is located; My Supplies – where your preferred supplies are stored once added; Cart Contents – where current orders are stored before checking out; Check Out – to expedite current orders; and Log Off.



**Step 3:** Look up the products you use in the Search section and add to My Supplies or Buy Now to place an order.



**Step 4:** My Supplies contains the products added for easy selection when you log in.



**Step 5: My Cart** shows current products. To change quantity of products, click update.

**What's In My Cart?**

Remove	Product(s)	Qty.	Total
<input type="checkbox"/>	 Lexmark 6403SHA Compatible	<input type="text" value="2"/>	\$238.00

**Sub-Total: 238.00**

To update your cart, select the items to be removed and/or change the quantity fields of the items you wish to update and then click the "Update" button below.

**Step 6:** When you proceed to checkout, payment information shows selection for billing or credit card payment information.

**Payment Information**

**Billing Address**

Please choose from your address book where you would like the invoice to be sent to.

**Billing Address:** Price Is Right  
bob barker  
555 Hollywood Blvd  
Hollywood, CA 90210  
United States

**Payment Method**

Please select the preferred payment method to use on this order.

**Please Select**

**Bill To Account**

**Credit Card**

Credit Card Owner:

Card Type:

Credit Card Number:

CVV2/CVC2:

Credit Card Expiry Date:

Customers may enter a Purchase Order Number below

Add Comments About Your Order

Continue Checkout Procedure  
to confirm this order.

Delivery Information

Payment Information

Confirmation

Finished!

## Step 7: Delivery Information is confirmed.

### Delivery Information

#### Shipping Address

Please choose from your address book where you would like the items to be delivered to.

[Change Address](#)

**Shipping Address:** Price Is Right  
bob barker  
555 Hollywood Blvd  
Hollywood, CA 90210  
United States

#### Shipping Method - [Click here for information about our shipping and return Policies.](#)

This is currently the only shipping method available to use on this order.

#### Flat Rate

Flat Shipping

4.00

#### Add Comments About Your Order

**Continue Checkout Procedure**  
to select the preferred payment method.

[Continue](#)

Delivery Information

Payment Information

Confirmation

Finished!

## Step 8: Order Confirmation

### Order Confirmation

Delivery Address <a href="#">Edit</a>	Products <a href="#">Edit</a>	Unit Price	Product Subtotal
Price Is Right bob barker 555 Hollywood Blvd Hollywood, CA 90210 United States	2 x Lexmark 64035HA Compatible	\$119.00	\$238.00
<b>Shipping Method</b> Flat Rate (Best Way)			

#### Billing Information

##### Billing Address [Edit](#)

Price Is Right  
bob barker  
555 Hollywood Blvd  
Hollywood, CA 90210  
United States

##### Payment Method [Edit](#)

Bill To Account

Sub-Total: \$238.00  
Flat Rate (Best Way): \$4.00  
Total: **\$242.00**

Customers may enter a Purchase Order Number below

#### Add Comments About Your Order

[Confirm Order](#)

## Step 9: Order Processing

Your Order Has Been Processed!



**Your order has been successfully processed! All in-stock items will ship within 48 hours of purchase.**

**Thanks for shopping with us online!**

Delivery Information

Payment Information

Confirmation

Finished!

[Continue](#)

Welcome - bob barker

[Log Off](#)

[My Account](#)

[My Supplies](#)

[Cart Contents](#)

[Checkout](#)

[Home](#) » [Catalog](#)

**My Account** contains account information, address information and account passwords

### My Account Information

**Overview** ([show all orders](#))

	#3382	10/31/2007	bob barker, United States	Pending	<b>\$242.00</b>	<a href="#">view</a>
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#### My Account



- View or change my account information.
- View or change entries in my address book.
- Change my account password.

#### My Orders



- View the orders I have made.