



# LOGGING IN

## STEP ONE

In order to view your own pricing, you must first login to our website. When you go to [WernerElectric.com](http://WernerElectric.com), hover over Sign In in the upper right hand corner. This drop down will appear:

A screenshot of the Werner Electric Supply website's login interface. At the top right, there is a "Sign In Or Register" link with a user icon, and a shopping cart icon showing "\$0.00" and "0 Items". Below this, a "Welcome!" modal box is displayed. The modal contains two input fields: "Email" and "Password". Below the password field, there is a "Forgot Password?" link and a "Remember Me" checkbox. A blue "Sign In" button with a yellow arrow is positioned below the input fields. At the bottom of the modal, there is a link that says "Register for an Account >".

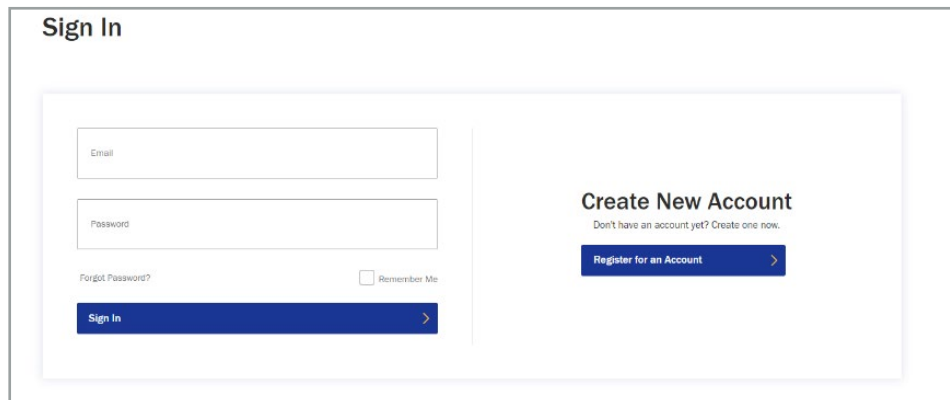
If you do not have a username and password, click [Register for an Account](#) towards the bottom of the drop down. This will take you to a registration form. Fill out the information, and please allow 1-2 business days for an email notification stating that the account has been set up.

[Continue >](#)

## STEP TWO

You will use your email address as your username, and the password that you created.

Existing web users that are transitioning from our old site to our new one did receive an email asking them to update their password. For security reasons, we are [requiring a password change](#) with the launch of the new website. However, [usernames will remain the same](#).

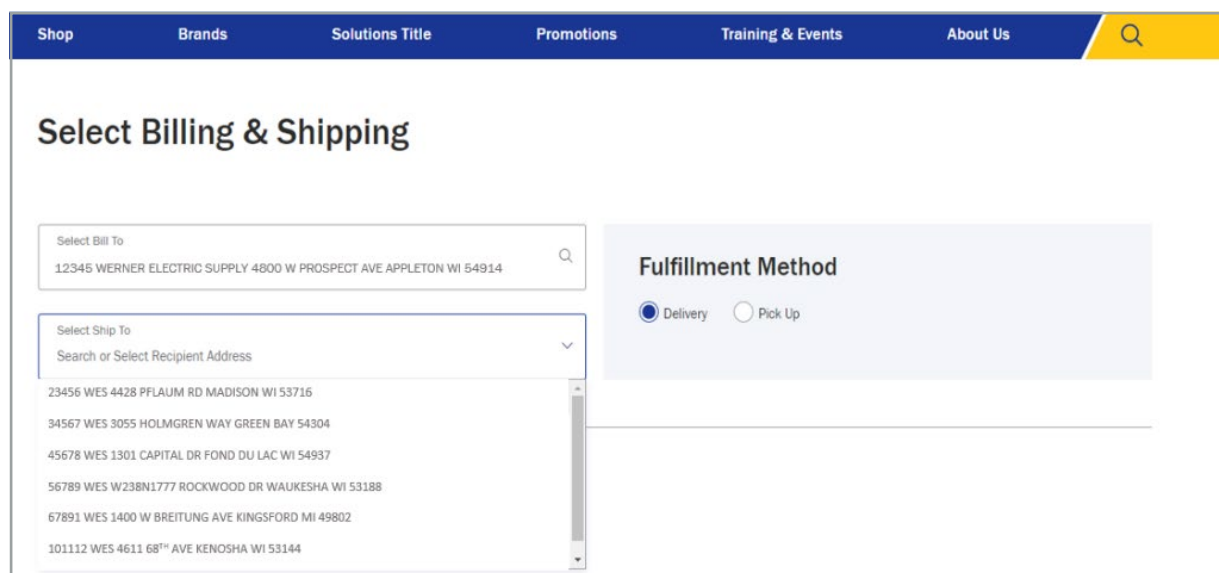


The image shows a 'Sign In' form with two main sections. On the left, under the 'Sign In' heading, there are two input fields: 'Email' and 'Password'. Below the 'Password' field is a link 'Forgot Password?' and a checkbox labeled 'Remember Me'. At the bottom of this section is a blue button labeled 'Sign In' with a right-pointing arrow. On the right, under the 'Create New Account' heading, there is a sub-heading 'Don't have an account yet? Create one now.' and a blue button labeled 'Register for an Account' with a right-pointing arrow.

**NOTE:** If you were to click on [Sign In](#) in the top right corner of the site, rather than hover and wait for the drop down, you will be brought to the page shown below. You may also sign in or register for an account here if you would prefer.

## STEP THREE

Once you get logged in, you will need to select your bill-to and ship-to addresses. You will only have one bill-to to select, but your entire list of available ship-tos will be there to choose from. You will also need to select “[Delivery](#)” or “[Pick Up](#).” (You can change this at any point in time before sending in your order)



The image shows a 'Select Billing & Shipping' form. At the top, there is a navigation bar with links: 'Shop', 'Brands', 'Solutions Title', 'Promotions', 'Training & Events', and 'About Us'. Below the navigation bar, the form has two main sections. On the left, under the heading 'Select Billing & Shipping', there are two dropdown menus. The first is 'Select Bill To' with a search icon and a list of addresses. The second is 'Select Ship To' with a search icon and a list of addresses. On the right, under the heading 'Fulfillment Method', there are two radio buttons: 'Delivery' (selected) and 'Pick Up'.

[Continue >](#)

**NOTE:** If you select “Pick Up” here, it will default your pickup location to be your home branch. If you would like to change the pickup location, click the little pencil icon.

Select Billing & Shipping

Select Bill To

12345 WERNER ELECTRIC SUPPLY 4800 W PROSPECT AVE APPLETON WI 54914

Recipient Address

23456 WES 4428 PFLAUM RD MADISON WI 53716

☐ Set these as default and skip this step when I sign in.

Continue >

Cancel >

Fulfillment Method

☐ Delivery ☒ Pick Up

Pick Up Location

MADISON

4428 Pflaum Road

MADISON, WI 53716

608-221-0090

STEP FOUR

If you tend to use the same ship-to, you can choose to make this your default so you do not have to make a selection each time that you login.

☐ Set these as default and skip this step when I sign in.

Continue >

Cancel >

STEP FIVE

The ship-to that you have selected will always display in the top left corner of your screen. If you select a default, and need to make a purchase under a different ship-to, you can always change it by going into “My Account” and selecting the “Change Ship-To” button.

23456 WES 4428 PFLAUM RD MADISON 53716 Ship

NEED HELP? CONTACT US 920-815-4050

WERNER

ELECTRIC SUPPLY

Shop

Brands

Solutions

Promotions

My Quotes

View All >

Order History

View All >

Recently Purchased

Product Description

Price

My Account

Product & Order Management

My Account

Account Settings

Addresses

My Saved Payments

Saved Orders

Invoice History

Order History

Order Approval

My Quotes

My Lists

Previously Purchased

Profile Information

Customer

WERNER ELECTRIC SUPPLY

Bill-To: #12345

Ship-To: #23456

Inside Rep

WESLEY WERNER

WWERNER@WERNERELECTRIC.COM

123-456-7891

Outside Rep

STANLEY SUPPLY

SSUPPLY@WERNERELECTRIC.COM

123-546-1234

Change Ship-To >

Sign Out of Account >

Continue >

WernerElectric.com/Website-Guides • 866-4-WERNER

3

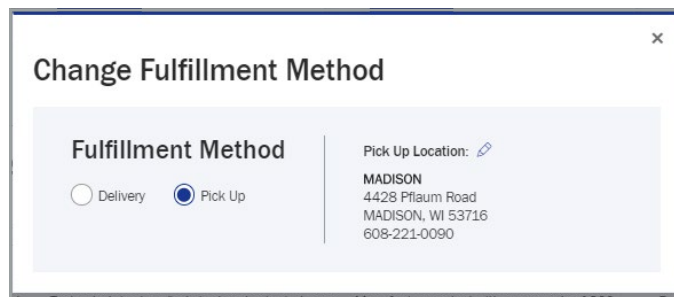
**NOTE:** If you originally selected “[Delivery](#),” but would like to switch to “[Pick Up](#),” you may change it in the top left corner. You will then get a pop up on your screen allowing you to make that change mid-order.



23456 WES 4428 PFLAUM RD MADISON 53716 Ship ▾ NEED HELP? CONT

**WERNER**  
ELECTRIC SUPPLY


Quick Order  
Bulk Ordering



Change Fulfillment Method

Fulfillment Method

☐ Delivery ☒ Pick Up

Pick Up Location: 

MADISON  
4428 Pflaum Road  
MADISON, WI 53716  
608-221-0090

# USER ROLES

## ADMINISTRATOR

This would typically be a senior level buyer or upper level manager that oversees all other buyers of the organization. This role can set up accounts for new employees and assign them access to certain ship-tos. They can also approve orders of any General User at their company.

## SUPERUSER

This role would work well for companies that don't necessarily have a lot of buyers, but a handful of people who are trusted to make purchases without approval each time. The superuser could also be someone that might manage another buyer or two, and would want to approve what they are purchasing.

## GENERAL USER

This would be more of a junior buyer that can create orders, but would need them to be approved by either a Superuser or Administrator. This role would also work for someone that will never need to make an online purchase, but simply do product and pricing research online.

**NOTE:** All new registrants are automatically set up as a Superuser unless requested otherwise.