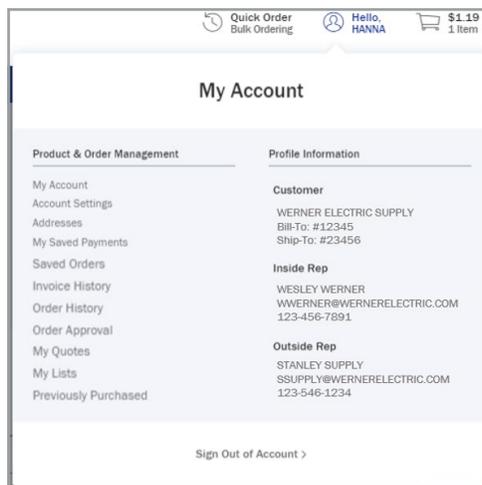


MY ACCOUNT

STEP ONE

If you hover over the area in the top right corner where it says “Hello,” you will see an overlay pop-up.



a. Under “[Profile Information](#)” you will have visibility to contact information for both the inside and outside reps on your account.

b. Under Product & Order Management, you will have quick access to:

[My Account](#) – this will take you to another account dashboard with additional “[My Account](#)” options

[Account Settings](#) – you will be able to change your password on this page

[Addresses](#) – you can view your billing and shipping information, and change your ship to selection

[My Saved Payments](#) – credit cards you have saved to your web login will be visible here

[Saved Orders](#) – shopping carts you have saved for ordering later are located here

[Invoice History](#) – you will be able to view and pay all invoices

[Order History](#) – your company’s order history will be accessible here

[My Quotes](#) – outstanding quotes you currently have open will live here

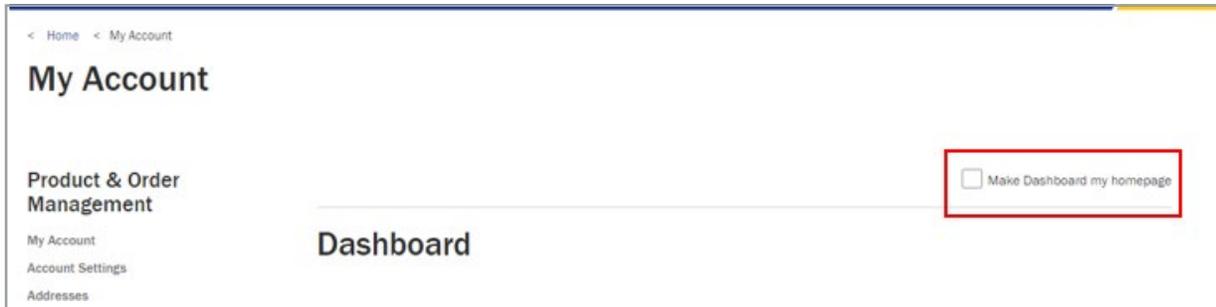
[My Lists](#) – here you will find all of the product lists you have created

[Continue >](#)

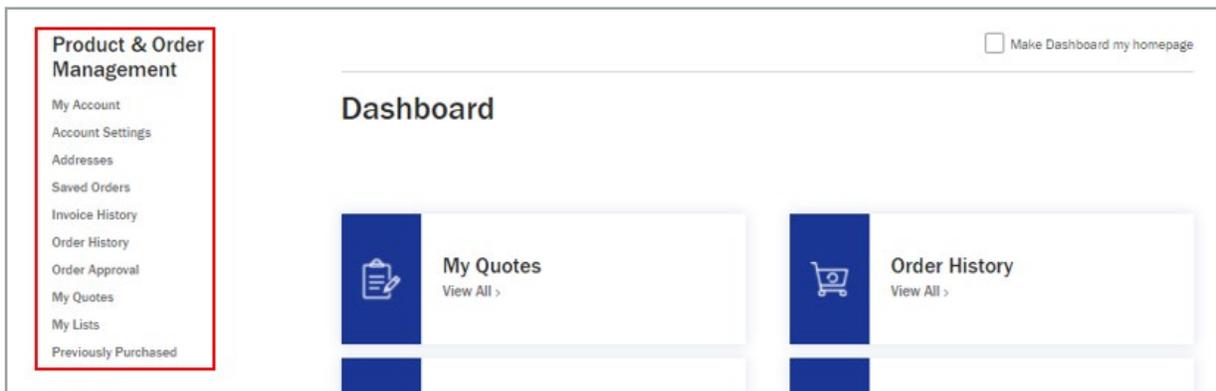
Previously Purchased – this will show you a list of products that your company has purchased from Werner Electric Supply before

STEP TWO

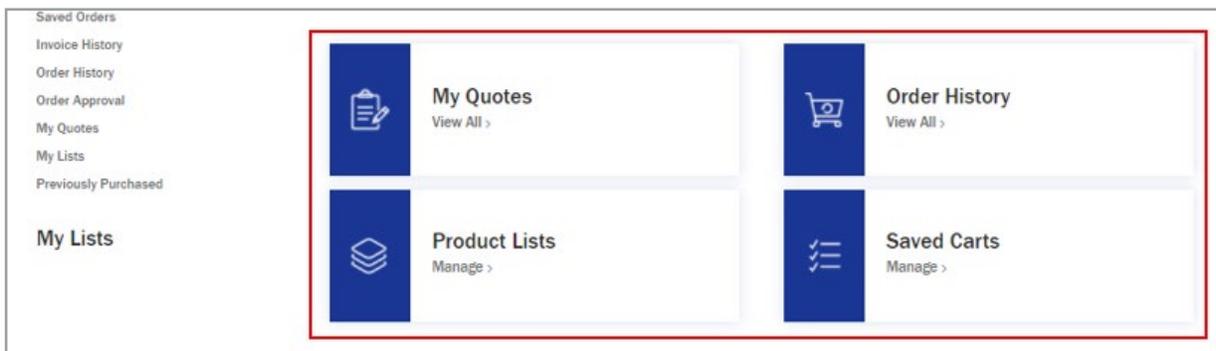
If you click “[My Account](#)” from the overlay dropdown, you will be brought to your account dashboard. Right away at the top, you can select to make your dashboard your homepage.



a. Along the left-hand side, you will have the same menu options that the overlay pop-up provides.



b. You will also have the same widgets across the screen that you see on your homepage (My Quotes, Order History, Product Lists, Saved Carts)



[Continue >](#)

c. Below that, along the left-hand side, you will see the titles of your product lists for quick access, as well as contact information for both your Inside and Outside sales reps

My Lists
test
test 2
View All >

Outside Rep
WESLEY WERNER
WWERNER@WERNERELECTRIC.COM
123-456-7891

Inside Rep
STANLEY SUPPLY
SSUPPLY@WERNERELECTRIC.COM
123-546-1234

Quick Order
Order Multiple Items

Upload an Order

Enter keyword or item # QTY U/M

Recent Invoices View All >

Invoice #	Date	Po #	Ship To	Due Date	Total	Balance	Bill Trust
S6200754.001	8/20/20	123	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	8/20/20	\$87.33	\$0.00	billtrust

d. You will also have a [Quick Order](#) widget on your [Account Dashboard](#) where you can easily search for items and add them to your cart. For detailed information on using [Quick Order](#), please view [Website Guide: Quick Order & Bulk Ordering](#).

My Lists
test
test 2
View All >

Outside Rep
WESLEY WERNER
WWERNER@WERNERELECTRIC.COM
123-456-7891

Inside Rep
STANLEY SUPPLY
SSUPPLY@WERNERELECTRIC.COM
123-546-1234

Quick Order
Order Multiple Items

Upload an Order

Enter keyword or item # QTY U/M

Recent Invoices View All >

Invoice #	Date	Po #	Ship To	Due Date	Total	Balance	Bill Trust
S6200754.001	8/20/20	123	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	8/20/20	\$87.33	\$0.00	billtrust

[Continue >](#)

e. You can also quickly view your [Recent Invoices](#) (the same information viewable on the [Invoice History](#) page)

My Lists

test
test 2
[View All >](#)

Quick Order

Order Multiple Items

[Upload an Order](#)

Outside Rep

WESLEY WERNER
WWERNER@WERNERELECTRIC.COM
123-456-7891

Inside Rep

STANLEY SUPPLY
SSUPPLY@WERNERELECTRIC.COM
123-546-1234

Recent Invoices [View All >](#)

Invoice #	Date	Po #	Ship To	Due Date	Total	Balance	Bill Trust
S6200754.001	8/20/20	123	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	8/20/20	\$87.33	\$0.00	

f. Below [Recent Invoices](#), you will also be able to view [Recent Orders](#) and [Recent Quotes](#) (the same information viewable on the [Order History](#) and [My Quotes](#) pages)

Recent Orders [View All >](#)

Order #	Date	Po #	Ship To	Status	Total
Pending	8/31/20	test	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Submitted	\$40.71
S6200864.1	8/31/20	test	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Ship When Available	\$38.59
Pending	8/20/20	123	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Submitted	\$92.14
Pending	8/20/20	Jamie	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Submitted	\$106.16
Pending	8/20/20	2020	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Submitted	\$93.08
S6200754.1	8/20/20	123	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Invoiced	\$87.33
S6200755.1	8/20/20	Jamie	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Ship When Available	\$100.63
S6200756.1	8/20/20	2020	WERNER ELECTRIC SUPPLY eCOMMERCE #42434	Ship When Complete	\$88.22

Recent Quotes [View All >](#)

2 Quotes

Quote #	Status	Requested	Expires	User	Ship To
S6200863.1 >	Quote Requested	8/31/20	--		WERNER ELECTRIC SUPPLY eCOMMERCE #42434
S6200731.1 >	Quote Requested	8/17/20	--		WERNER ELECTRIC SUPPLY eCOMMERCE #42434