



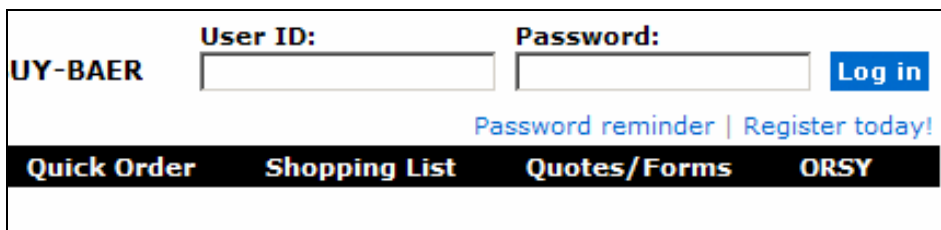
www.baersupply.com

How to Setup a Baer Supply Website Account

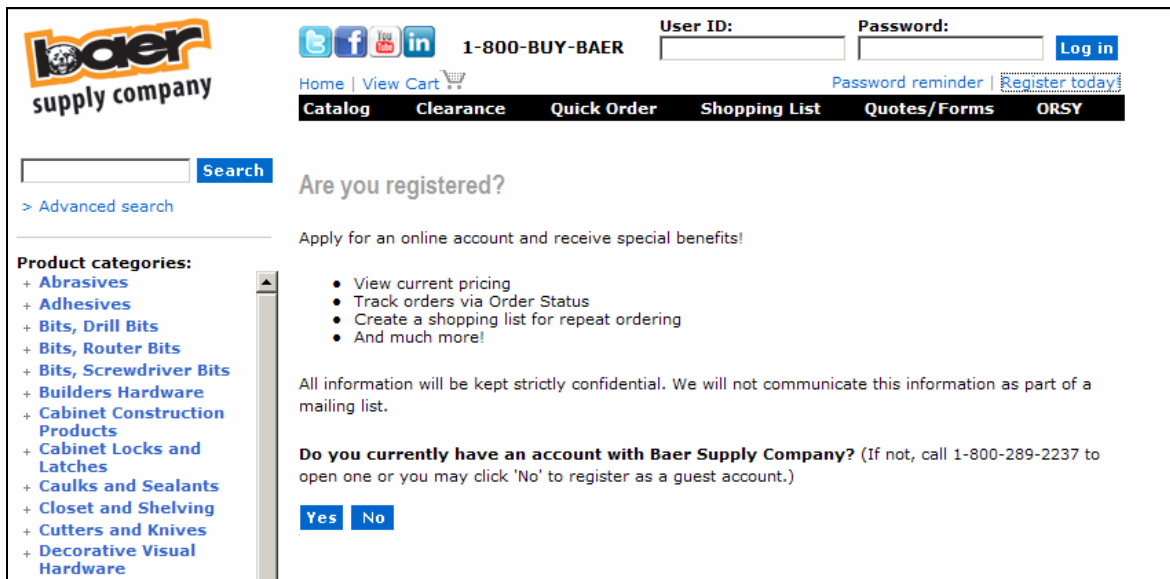
Setting up a Baer Supply Company Website Account

Setting up a Baer Supply Company Website account to be linked to your Baer Supply Company ordering account is a fairly simple task. To begin, follow these steps:

1. Open up the Baer Supply Company website, <http://www.baersupply.com>, in your Internet browser.
2. Click the **Register today!** Link in the upper right corner of the website.



You are directed to the registration confirmation screen.



3. If you currently have an ordering account with Baer Supply Company, click the **Yes** button.

If you don't currently have an ordering account but would like to establish one, call **1-800-289-2237**.

Or, if you don't have a Baer Supply ordering account but would just like to register as a guest, click the **No** button.

To use all of the Shopping Cart features and see your customer specific pricing, you'll need a Baer Supply account and account number.



Therefore, the remainder of this document will address creating a website account and linking it with an existing Baer Supply company account.

After clicking the **Yes** button, the Register today screen appears.

The screenshot shows the Baer Supply Company website's registration page. At the top, there is a navigation bar with the Baer Supply Company logo, social media icons (Twitter, Facebook, YouTube, LinkedIn), the phone number 1-800-BUY-BAER, and fields for User ID and Password with a 'Log in' button. Below the navigation bar, there are links for 'Home | View Cart', 'Password reminder | Register today!', and a menu with 'Catalog', 'Clearance', 'Quick Order', 'Shopping List', 'Quotes/Forms', and 'ORSY'. The main content area is titled 'Register today!' and includes a search bar and a 'Search' button. A message states: 'You **must** have an **existing Baer Supply Company account** in order to register online for a Commercial Account.' Below this, there is a list of product categories on the left and a registration form on the right. The form includes fields for 'Company Name *', 'First Name *', 'Last Name *', 'Phone *', 'Email *', and 'Baer Supply Account Number *'. A note indicates that if the user does not have a Baer Supply Account, they should call 1-800-289-2237 or register as a guest account. There is also a field for 'How did you hear about our site?'. A 'CUSTOMER ELECTRONIC ACCESS AGREEMENT' is displayed, and a 'Submit' button is visible. At the bottom, there is a contact email: baercustomerservice@baersupply.com.

4. Fill out all of the fields on the screen:

- Company Name
- First Name
- Last Name
- Phone
- Email
- Baer Supply Account Number
- How did you hear about our site?



5. Read and accept our Terms and Conditions by clicking the **Terms and Conditions** checkbox.
6. Click the **Submit** button.