ORDERING PROCEDURES HAVE NOT CHANGED EXCEPT AT CHECKOUT.
YOU WILL NOW BE REQUIRED TO ENTER YOUR FUND, ORG, AND SUB ACCOUNT INFORMATION. THESE ARE REQUIRED FIELDS
AND YOU WILL NOT BE ABLE TO COMPLETE YOUR ORDER WITHOUT THEM BEING PROPERLY POPULATED.
PLEASE BE CAREFUL WHEN SELECTING BETWEEN THE UNIVERSITY AND EMPLOYEE PURCHASE ACCOUNT.

### ACCOUNT LOGIN

**SELECT ACCOUNT/GROUP:**

Your username and password are associated to more than one Account/Group. To access one, click its corresponding 'Select' link. You may switch to a different Account/Group by clicking on the 'Switch' link at the top of the page.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Group</th>
<th>Group Description</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1237918</td>
<td>University Of Hartford</td>
<td>R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2299885</td>
<td>University of Hartford Employee Purchase</td>
<td>Employee Purchase</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Welcome University of Hartford to wbmason.com

W.B. Mason is excited to be the new provider for all of your office supply needs at the University of Hartford. We know you’ll find our service to be fast and friendly. Here are some key benefits to know about the services available to you through W.B. Mason:

Next-Day Delivery - Place your order by 5 o'clock and receive it the next business day. Why run out to a superstore when we can bring your supplies directly to you?

Dedicated Service - W.B. Mason maintains a dedicated Account Management and Customer Service Team specifically for the University of Hartford. When you send us a message using the "Contact Us" page, it's routed directly to that team.

Contact Information -

Thomas Mayfield, Sales Representative
Phone (860)234-0229
Thomas.Mayfield@wbmason.com

Frank Donovan, Customer Service Specialist
Phone (888)926-2766 Ext. 1070
frank.donovan@wbmason.com

Please contact Frank Donovan at Frank.Donovan@wbmason.com or simply hit "Customer Service" icon on the website with any customer service related issues including:
SELECT A SHIPPING ADDRESS

Filters:
- Name
- Address
- City
- State
- Zip Code

Selected
- Name: FASB Modular
- Address: 200 Bloomfield Ave
- City: West Hartford
- State: CT
- Zip Code: 06117
- Attention: LISA
- Phone: (860) 468-4632

SPECIAL INSTRUCTIONS
Identify where your package should be delivered.

(100 character max)

ADDITIONAL INFORMATION
- Floor: 1
- Room: 1

Click 'Next' to proceed to Billing Options
YOU MUST NOW KEY IN THE FUND, ORG AND SUB ACCOUNT NUMBERS IN THE BOXES BELOW.
FUND MUST BE 6 DIGITS, ORG= 4, SUB ACCT= 5 (OR 6 IF “P” SUFFIX IS NEEDED).
YOU WILL RECEIVE AN ERROR MESSAGE IF THESE PARAMETERS ARE NOT MET.
***YOU WILL NO LONGER NEED TO KEY IN YOUR PCARD INFO AS WB MASON WILL BILL THE UNIVERSITY DIRECTLY***

CHECKOUT ➔ Shipping ➔ Billing ➔ Preview ➔ Order Confirmation

PAYMENT & ADDITIONAL INFORMATION

Payment Method*
Credit Card

Enter Credit Card Below:
Nickname
Name on Card *
Card Type *
Credit Card Number *
Expiration Date *

Credit Card Expiration
01 2016

Manage Credit Cards

☐ Save as Personal Card for future use.

BILLING ADDRESS

Name
Attention
Street Address
City
State
Zip Code

Primary Address
200 Bloomfield Ave
West Hartford
CT
06117
BILLING AND ORDER CONFIRMATION

AFTER KEYING IN YOUR FUND, ORG AND SUB ACCOUNT, YOU WILL BE TAKEN TO THE BILLING PAGE. YOU NO LONGER NEED TO KEY IN A PCARD AS YOUR ORDER WILL BE BILLED TO THE UNIVERSITY ACCOUNT.

THE NEXT SCREEN WILL VERIFY YOUR ORDER INFORMATION AND SHIPPING INFORMATION.

AN ORDER CONFIRMATION WILL BE SENT TO YOU VIA EMAIL – YOU CAN PRINT THIS CONFIRMATION OR IT WILL BE SAVED IN YOUR ORDER HISTORY TAB.
We’re here to help!

If you run into any trouble while shopping, or you need assistance, contact your dedicated customer service representative:

FRANK DONOVAN AT FRANK.DONOVAN@WBMASON.COM

888-926-2766 X1070