



**WHO BUT
W.B. MASON**

**UMass staff and faculty purchases
for personal use**

- Great discounts on K-cups, breakroom products, batteries and more!
- All pricing includes UPS delivery to your home (no additional delivery charges at checkout)
- Create an account by following the steps below.



If you have any trouble registering, reach out to your local UMass customer support team member from W.B. Mason

Instantly register for access to your UMass personal purchase account.

NOTE: if you have had a WB Mason employee purchase account in the past, please contact customer service. See next page for details.

- 1 Open your internet browser and type: <https://www.wbmason.com/regaccountnumber.aspx>

(**NOTE:** after clicking link, if the account number page does not appear, type in delivery zip code, and select 'my business/organization already orders from WB Mason', then submit)

If Registration page still does not appear then please refer to page 6 for troubleshooting tips.

- 2 On registration page, enter your account number:
C2647572
- 3 Click Submit

1 [HTTPS://WWW.WBMASON.COM/REGACCOUNTNUMBER.ASPX](https://www.wbmason.com/regaccountnumber.aspx)

Welcome to wbmason.com
[Login](#) | [Register](#)

WHO BUT W.B. MASON

0 Items **\$0.00**

[QUICK ORDER](#) [CHECKOUT](#)

Federal Government Customers

SHOP SERVICES SUPPORT ORDERS ACCOUNT CENTER FAVORITES [Selected List](#)
[Create Favorites Lists](#)

Already a W.B. Mason Customer?
You have indicated that your organization already orders from W.B. Mason. [Register Now](#) with your organization's Account Number for a more customized purchasing experience. Once associated to your account you will be able to see your Account's pricing, shipping addresses, Order History, and more.

REGISTRATION

Enter an Account Number

You have indicated that your organization already orders from W.B. Mason. To begin registration, please provide your Account Number below.

W.B. Mason Account Number **Already Setup as a User?** [Click Here](#) to Login.

W.B. Mason specializes in presenting a customized purchasing experience for its Business Accounts. Please provide your Account Number to access your pricing, shipping addresses, order history and more.

WHO BUT W.B. MASON W.B. MASON CO., INC. PO Box 111 - Brockton, MA 02303-0111 Address Service Requested	Remittance Section	
	Customer Number:	C0000001
	Invoice Number:	100000001
	Reference Number:	12345678910
	Invoice Date:	7/9/2010
	Terms:	NET 30 DAYS
Total Due:	42.04	
Amount Enclosed	\$ _____	

Your Customer Number can be found in the right hand corner of your invoice.

If you don't want to register now you may [Continue Shopping](#) and enter your account number at a later time.

Enter your info.

1 Enter your UMASS email address for access (only applicants with a UMASS email address will be accepted)

2 Enter your first and last name

3 Click Submit

PLEASE NOTE: if the next screen includes 'password' information, or if you receive 'username you selected is already in use' notification, then you already have an account.

STOP – and email customersupport@wbmason.com to assist with updating your account. Ask them to update your existing account. Make sure you provide them with the following information:

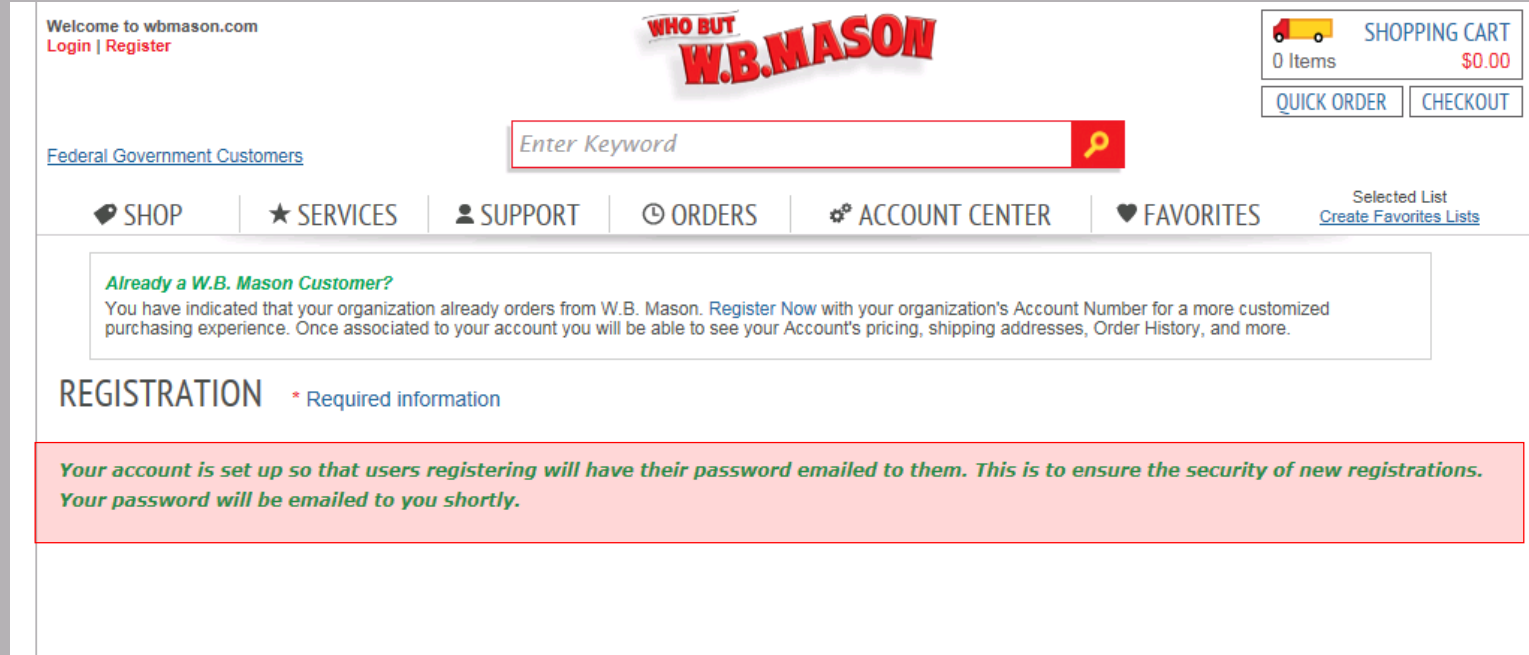
- Your Name
- Your UMASS email address
- Account number C2647572

Once you hear back from them, you may need to re-set your password if you have forgotten it. You can do that via log in page by selecting 'forgot my password'.

Registration Confirmation

If your registration was successful, you will see this message and receive an instant email with your login credentials.

Please note: if a 'select account/group' appears during the log in process, you have more than one account tied to your email. Work with WB Mason customer support to inactivate those accounts. The account you should be using is C2647572.



The screenshot shows the W.B. Mason website's registration confirmation page. At the top left, it says "Welcome to wbmason.com" with links for "Login" and "Register". The W.B. Mason logo is prominently displayed in the top center. On the top right, there is a shopping cart icon showing "0 Items" for "\$0.00" and buttons for "QUICK ORDER" and "CHECKOUT". Below the logo is a search bar with the placeholder text "Enter Keyword" and a magnifying glass icon. A navigation menu includes "SHOP", "SERVICES", "SUPPORT", "ORDERS", "ACCOUNT CENTER", and "FAVORITES". A message box asks "Already a W.B. Mason Customer?" and provides instructions on how to register with an existing account. A red-bordered box contains the text: "Your account is set up so that users registering will have their password emailed to them. This is to ensure the security of new registrations. Your password will be emailed to you shortly."

Check your email.

Instant Registration Troubleshooting

Existing WB Mason cookies can cause issues with instant registration. If you cannot access the registration account number page, follow these steps.

Visit www.wbmason.com/clear to clear your WB Mason cookies via new tab.

Go back and enter your delivery zip code, and select

“My Business/Org already orders from WB Mason”

Click submit. Repeat steps 1&2

Welcome to wbmason.com
[Login](#) | [Register](#)

WHO BUT W.B. MASON

0 Items **\$0.00**
[QUICK ORDER](#) [CHECKOUT](#)

[Federal Government Customers](#)

[SHOP](#) | [SERVICES](#) | [SUPPORT](#) | [ORDERS](#) | [ACCOUNT CENTER](#) | [FAVORITES](#) Selected List
[Create Favorites Lists](#)

BEFORE YOU GET STARTED...

1. Please enter your delivery zip code:

If you have a username and password you can [Login](#) instead of providing the Zip.

2. Please choose the option that best describes you:
Registration Options

My Business/Organization already orders from WB Mason.
 I'm ordering for a Business/Organization.
 I'm ordering for a Home Business or Home use.

[SUBMIT](#)

Why do we need this information? This information helps us determine product availability in your area and connect you to your organization's Business Account if one exists already.

Already have an Instant Registration Code? [Use your Instant Registration Code](#) to get started - Fast!

[Federal Government Customers](#)

Thank You

If you have any questions please contact your
dedicated customer service representative!

**WHO BUT
W.B.MASON**