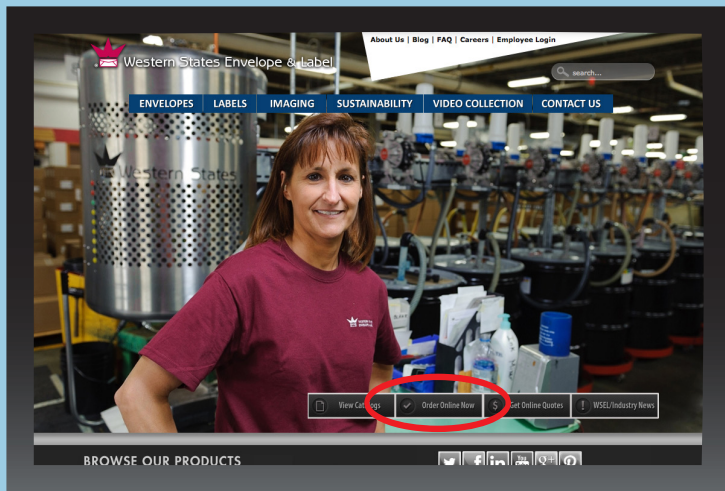


Order Online!



May We Help You?



Top 11 Reasons for Using Online Ordering

1. Order from over 1,500 products 24 hours a day.
2. Search using product numbers or descriptions.
3. Retain Job reference information for each item.
4. Repeat orders using saved carts.
5. Confirm product availability during check out.
6. Visa, MasterCard, and American Express accepted.
7. Receive an acknowledgement within minutes.
8. Get electronic notification of shipped items.
9. Drop ship orders without “Western States” identification.
10. Track and retrieve order history.
11. Stay up-to-date with “News You Can Use.”

– Quick Start Guide Available on the Back –



WESTERN STATES ENVELOPE & LABEL

www.wsel.com

Your Online Ordering Quick Start Guide

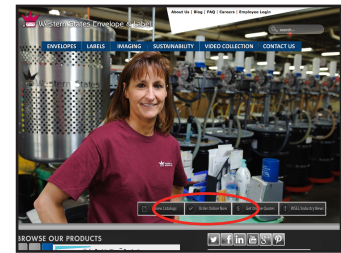
rev. 1.1

Register Your Email Address

- First time users—please register your email address with Western States. Call Western States Customer Service or your Sales Rep.

Click the Online Ordering Link

- Using your web browser, go to www.wsel.com. Near the middle of the screen, click the "Order Online Now" button. This will take you to the Account Login page.



First Time Users Click Here

- On your first visit, click on the link that says "First time users click here." This will take you to the Online Account Activation screen.

Welcome to our Online Ordering Site.

Please enter your User and Password.
First time users click here.

User:

Password: [Forgot your password?](#)

Enter Email Address and Click Activate Online Account

- Enter your email address and click "Activate Online Account"

Online Account Activation

To begin using this web site you must activate your Online Account.

Fill out the field below and click Activate Online Account.
We will verify your request and send you an email with your password.

Email Address:

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Auto Email Verification

- An automatic email will be sent to your email address to verify your account activation. This email will contain an assigned password as well as a PDF of the Online Ordering User Guide.

Thank you for activating your Online Account.

User: **xxxxxxx@xxxxxx.com**
Password: **xxxxxxx**

After login, you may use the My Account link to modify your password.
The attached User Guide will help you through the login process.

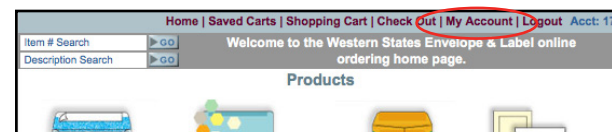
(See attached file: [UserGuide.pdf](#))  UserGuide.pdf

When You Are Ready to Login

- You may now use your registered email address and the assigned password contained in your emailed verification to login to the Online Ordering site.

Remember - Change the Assigned Password to One You Will Remember

- We recommend that you use the "My Account" link to change the assigned password to your own unique password, one that you will be able to easily remember for your next login.



Need Further Help?

- Contact Western States Customer Service or your Sales Rep if you need any help or have further questions.



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