

A general overview of online account options.

1. Go to midlandsci.com and click **My Account**

The screenshot shows the Midland Scientific website homepage. At the top, there is a navigation bar with links for Products, Suppliers, Promotions, Midland Team, About Us, Contact Us, and RFQ. The 'My Account' link is highlighted with a red arrow. Below the navigation bar, there is a search bar with the placeholder text 'Enter Item ID, Description, Keyword, CAS #, Supplier #'. To the right of the search bar are links for 'Advanced Search', 'SDS', and 'CAS Number'. Below the search bar, there are three main sections: 'Product Categories' (listing Chemicals, Chromatography, Consumables and Supplies, Equipment and Instruments, Furniture and Fixtures, Life Science, Liquid Handling, MSI Items, and Safety), 'Request a Catalog' (promoting a new 2,000-page catalog), and 'Quick Order Pad' (a table for entering item IDs and quantities). Below these sections are three promotional banners: 'MSI Brand Chairs', 'Clearance Sale', and 'Loyalty Rewards Program'.

2. Login or create an account.
 - a. If you have an online account, enter your email address and password.
 - b. If you have an account with MSI, but *not* an online login, select **Existing Customers** to create an online profile.
 - c. If you do not have an account with MSI or an online login, select **New Customers** to create an online profile.
 - d. *Note: All new online accounts must be approved by MSI staff. You will receive an email notification once you are approved. Please allow up to 24 hours.*

The screenshot shows the Midland Scientific website login and registration page. The 'Returning User Login' section has the email address 'kkeegan@midlandsci.com' entered in the 'Email Address' field. The 'Register Options' section includes 'Shop Without Registering!', 'Existing Customers', and 'New Customers'. The 'Quick Order Pad' is also visible at the bottom left.

3. Once you login, you are taken to **My Account Profile**. You can always access this menu by clicking the **My Account** link in the top-right corner of every page.
 - a. View/Edit your login information
 - b. View Order and Account information including:
 - i. Recent order snapshot
 - ii. Open order/quote status
 - iii. Purchase history
 - iv. Suspended orders
 - v. Backordered products
 - vi. Invoices
 - vii. Open Payables
 - c. Reorder quickly from your buying history
 - d. Build shopping lists

The screenshot displays the 'My Account Profile' page on the Midland Scientific website. The page is divided into several sections:

- Product Categories:** A list of categories with expandable arrows, including Chemicals, Chromatography, Consumables and Supplies, Equipment and Instruments, Furniture and Fixtures, Life Science, Liquid Handling, MSI Items, and Safety.
- Quick Order Pad:** A table with columns for Item ID and Qty, containing three empty rows.
- My Account Profile:** A central section with three sub-sections:
 - Login Information:** Shows Login ID (kkeegan@midlandsci.com) and Password (masked with asterisks). Includes an 'EDIT' button.
 - Personal Information:** Shows Name (Kylie Keegan) and Email (kkeegan@midlandsci.com). Includes an 'EDIT' button.
 - Shopping Information:** Shows Customer ID (18865) and Min Purchase (No Minimum).
- My Shopping Lists:** Includes a 'Buying History' dropdown menu, a 'Submit' button, and a 'Create a New List' link.
- Account Information:** A list of links for Order Status, Invoices, Purchase History, Open Orders, Open Quotes, Open Payables, Suspended Orders, Shopping Cart Upload, and Backorder Report.
- My Recent Orders:** A section that currently displays 'No recent orders found'.