

A general overview of online account options.

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

The screenshot shows the BVA Scientific website homepage. At the top, there is a navigation bar with contact information (+1 800-257-6474), links for Contact Us and Help, and a Live chat button. Below this is a main navigation menu with links for Products, Suppliers, Promotions, Oilfield Supply, RFQ, About, BVA Team, Customer Portal, Sign In My Account, and Checkout. A search bar is located below the navigation menu, with a red arrow pointing to the search icon. The main content area features a large banner for 'From A to Z... BOTTLE TO BULK' with various chemical products and logos for BVA, JT Baker, PHARMCO-AAPER, AVANTOR, and GFS CHEMICALS. To the left is a 'Product Categories' sidebar with dropdown menus for Chemicals, Chromatography, Consumables And Supplies, Equipment And Instruments, Furniture and Fixtures, Life Science, Liquid Handling, and Safety. To the right is a 'Quick Order Pad' with a table for Item ID and Qty, and a Submit button. Below the banner are three category tiles: Food and Beverage, Petrochemical, and Toxicology, each with a brief description and an image.

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.

The screenshot shows the BVA Scientific website login and registration options. The navigation bar and main navigation menu are the same as in the previous screenshot. The search bar is also present. The main content area is divided into three sections: Product Categories, Returning User Login, and Register Options. The Product Categories sidebar is on the left. The Returning User Login section has fields for Email Address (kkeegan@lab.com) and Password, a Submit button, and a link for 'Forgot Password? (Allow pop-ups)'. The Register Options section has three options: 'Shop Without Registering!' (with a checkmark icon), 'Existing Customers' (with a checkmark icon), and 'New Customers' (with a checkmark icon).

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 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 shows the BVA Scientific Customer Portal interface. At the top, there is a navigation bar with contact information (+ 1 800-257-6474), links for Contact Us and Help, a Live chat button, and a Sign Out button. Below this is a main navigation bar with links for Products, Suppliers, Promotions, Oilfield Supply, RFQ, About, BVA Team, and a highlighted Customer Portal button. A search bar is located below the navigation bar with the placeholder text "Enter Item ID, Description, Keyword, CAS #, Supplier #".

The main content area is divided into several sections:

- Product Categories:** A vertical list of categories including Chemicals, Chromatography, Consumables And Supplies, Equipment And Instruments, Furniture and Fixtures, Life Science, Liquid Handling, and Safety.
- My Account Profile:** A central section containing three sub-sections:
 - Logon Information:** Shows Logon ID (kkeegan@midlandsci.com) and Password (masked with asterisks), with an EDIT button.
 - Personal Information:** Shows Name (Kylie Keegan) and Email (kkeegan@midlandsci.com), with an EDIT button.
 - Shopping Information:** Shows Customer ID (20993) and Min Purchase (No Minimum).
- Customer Portal:** A section with four main tabs: Order Status, Backorder Items, Invoices, and Open Payables. Below these are sub-sections for Recent Purchases and Buying History.
- My Shopping Lists:** A section indicating "No Shopping Lists" and providing a "Create a New List" link.
- Account Information:** A section with a "Shopping Cart Upload" link.
- Quick Order Pad:** A table with columns for Item ID and Qty, containing three rows of empty input fields.
- My Recent Orders:** A section indicating "No recent orders found".