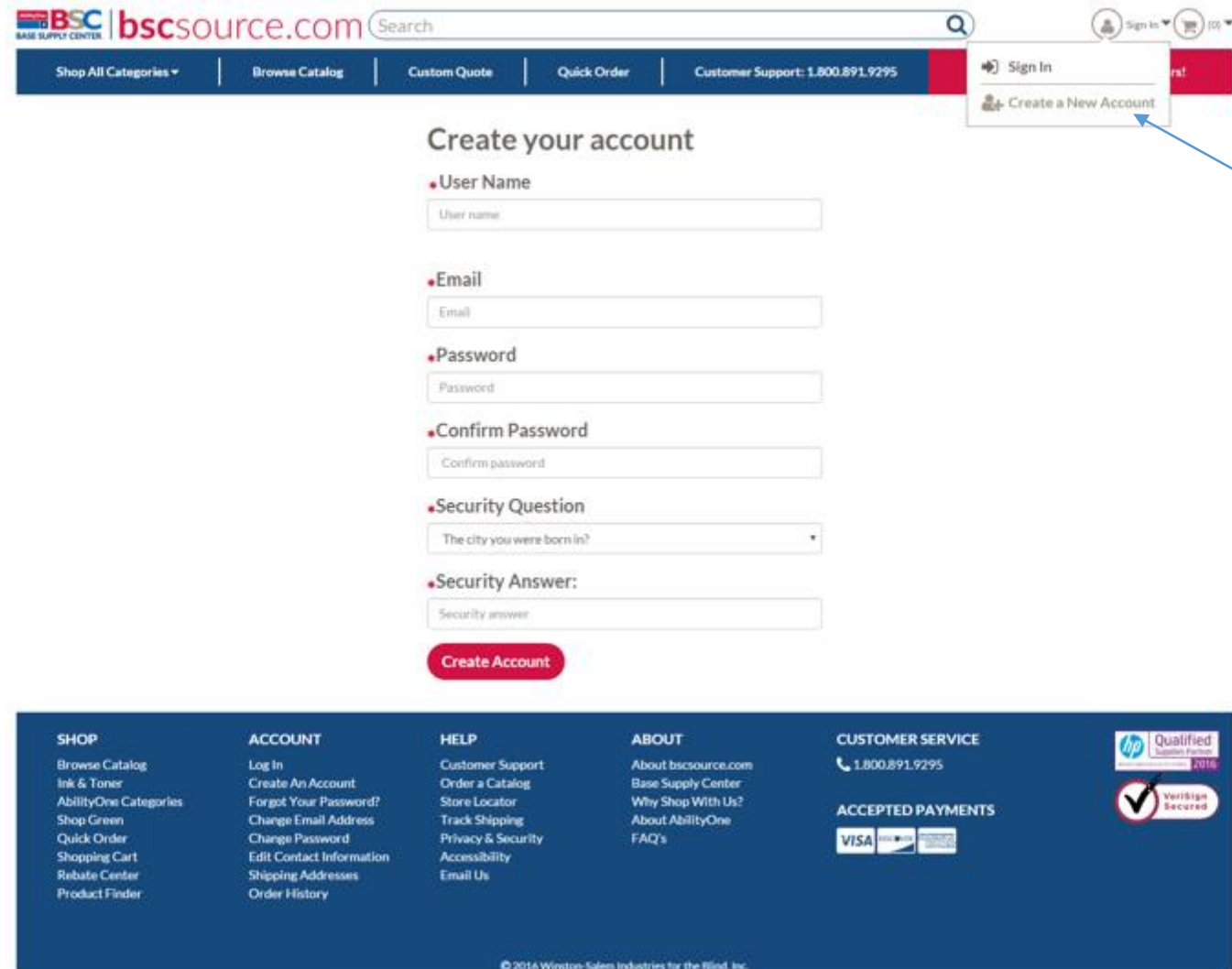


[bscsource.com](https://bscsource.com)

Linked Accounts

# Create an account, if you don't already have one.



**BSC** BASE SUPPLY CENTER | **bscsource.com** Search



Shop All Categories ▾ | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295

Sign In | Create a New Account

## Create your account

- **User Name**  
User name
- **Email**  
Email
- **Password**  
Password
- **Confirm Password**  
Confirm password
- **Security Question**  
The city you were born in?
- **Security Answer:**  
Security answer

**Create Account**

<b>SHOP</b> Browse Catalog Ink & Toner AbilityOne Categories Shop Green Quick Order Shopping Cart Rebate Center Product Finder	<b>ACCOUNT</b> Log In Create An Account Forgot Your Password? Change Email Address Change Password Edit Contact Information Shipping Addresses Order History	<b>HELP</b> Customer Support Order a Catalog Store Locator Track Shipping Privacy & Security Accessibility Email Us	<b>ABOUT</b> About bscsource.com Base Supply Center Why Shop With Us? About AbilityOne FAQ's	<b>CUSTOMER SERVICE</b> 1.800.891.9295 <b>ACCEPTED PAYMENTS</b> VISA   M.C.   A.M.E.	 
--	--	--	---	---	--

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Go to the *Account Center* page, then click the “Manage Linked Accounts” link on the left.

The screenshot shows the BSC Source Account Center interface. The header includes the BSC Source logo, a search bar, and navigation links: Shop All Categories, Browse Catalog, Custom Quote, Quick Order, and Customer Support (1.800.891.9295). The user is logged in as 'tmcdonald'.

**Left Sidebar:**

- Order History
  - View All Orders
- Quote
  - Create Quote
  - View Quotes
- Account Settings
  - Manage Credit Cards
  - Change Password
  - Change Email
- Address Book
  - Add/Edit Addresses
- Linked Accounts
  - Manage Linked Accounts (highlighted with a blue arrow)
- Saved Carts
  - Manage Saved Carts

**Main Content Area:**

### Account Center

Manage your orders and information associated with your **bscsource.com** account.

#### Order Information

Track and view the status of your orders, print invoices, and manage your shopping carts.

Total number of past orders : 1  
Total number of open orders : 1

[View All Orders >](#)  
[Manage Saved Carts >](#)

#### Quotes

Create and manage custom quotes.

[Create Quote >](#)  
[View Quotes >](#)

#### Account Information

Manage your account settings, billing and payment information, and linked accounts.

Account Email : tmcdonald@bscsource.com  
Account Type : Linked Account

[Change Password >](#)  
[Change Email >](#)  
[Add/Edit Addresses >](#)  
[Manage Credit Cards >](#)  
[Manage Linked Accounts >](#)

**Footer:**

<b>SHOP</b> <ul style="list-style-type: none"><li>Browse Catalog</li><li>Ink &amp; Toner</li><li>AbilityOne Categories</li><li>Shop Green</li><li>Quick Order</li><li>Shopping Cart</li><li>Rebate Center</li></ul>	<b>ACCOUNT</b> <ul style="list-style-type: none"><li>Log In</li><li>Create An Account</li><li>Forgot Your Password?</li><li>Change Email Address</li><li>Change Password</li><li>Edit Contact Information</li><li>Shipping Addresses</li></ul>	<b>HELP</b> <ul style="list-style-type: none"><li>Customer Support</li><li>Order a Catalog</li><li>Store Locator</li><li>Track Shipping</li><li>Privacy &amp; Security</li><li>Accessibility</li><li>Email Us</li></ul>	<b>ABOUT</b> <ul style="list-style-type: none"><li>About bscsource.com</li><li>Base Supply Center</li><li>Why Shop With Us?</li><li>About AbilityOne</li><li>FAQ's</li></ul>	<b>CUSTOMER SERVICE</b> <p>1.800.891.9295</p> <b>ACCEPTED PAYMENTS</b> <p>VISA, MasterCard, American Express</p>	 
---	--	---	--	--	------

# Cardholders will activate as a *Management Account*.

**bscsource.com** Search

Shop All Categories ▾ | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295 | **FREE SHIPPING** on all orders!

Account Center > Manage Linked Accounts

## Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

The Linked Accounts feature is designed for organizations to manage their office supply procurement. A Management Account allows you to manage multiple Linked Accounts. Management accounts can approve or deny purchases and provide payment for a linked account's purchases. Use linked accounts to manage spending at your remote offices or internal employee purchases in one spot. Start using Linked Accounts today and start saving on supplies across your entire organization.

Get started using the Linked Accounts feature by selecting an account type:

- ☒ **Management Account** (manage multiple Linked Accounts)
- ☐ **Linked Account** (linked to a single Management Account)

**Activate**

\*Note: you can change your account type at anytime. After selecting one account type, you will still have the option of changing to another account type.

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# Others will activate as a *Linked Account*.

AbilityOne BSC BASE SUPPLY CENTER

bscsource.com

Search

Q

tmcldonaldtest (0)

Shop All Categories

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FREE SHIPPING on all orders!

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Manage Saved Carts

Account Center > Manage Linked Accounts

## Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

The Linked Accounts feature is designed for organizations to manage their office supply procurement. A Management Account allows you to manage multiple Linked Accounts. Management accounts can approve or deny purchases and provide payment for a linked account's purchases. Use linked accounts to manage spending at your remote offices or internal employee purchases in one spot. Start using Linked Accounts today and start saving on supplies across your entire organization.

Get started using the Linked Accounts feature by selecting an account type:

- ☐ Management Account (manage multiple Linked Accounts)
- ☒ Linked Account (linked to a single Management Account)

**Activate**

\*Note: you can change your account type at anytime. After selecting one account type, you will still have the option of changing to another account type.

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# Enter your cardholder's email address, then click the “Send Link Request” button.

**AbilityOne BSC BASE SUPPLY CENTER | bscsource.com** Search

tmcdonaldtest (0)

Shop All Categories ▾ | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295 | **FREE SHIPPING on all orders!**

**Order History**  
View All Orders

**Quote**  
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Add/Edit Addresses

**Linked Accounts**  
Manage Linked Accounts

**Saved Carts**  
Manage Saved Carts

Account Center > Manage Linked Accounts

## Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

---

**Linked Account Setup: (STEP 1 - Request Management Account)**  
Your account is ready to be linked to a management account. Once completed your management account can approve or deny your orders, set purchase limits, and provide payment for your orders.

---

Enter the email of the Management Account you would like to link to:

Management Account Email:

\*Note: if you are unsure what email address to send the request, ask the person you want to manage your account what email address to put in the box above.

---

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# An email will be sent to the cardholder to link to the account.

AbilityOne  
BASE SUPPLY CENTER

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Search

tmcdonaldtest

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FREE SHIPPING on all orders!

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Manage Saved Carts

Account Center > Manage Linked Accounts

## Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

Linked Account Setup: (STEP 2 - Awaiting Link Approval)

An email notification was successfully sent to the address you entered. Once the owner of the account approves your link request, you can begin using BSCSource.com's linked account features.

Link Request Status: Awaiting Approval

Cancel Pending Request

\*Note: you can resend another linked account request at anytime after canceling this pending request.

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The *Management Account* holder can approve the link request in the *Manage Linked Accounts* page.

**BSC** | bscsource.com Search

Shop All Categories | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295 | FREE SHIPPING on all orders!

Order History  
View All Orders

Quote  
Create Quote  
View Quotes

Account Settings  
Manage Credit Cards  
Change Password  
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Manage Linked Accounts

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Manage Saved Carts

Admin Area

Account Center > Manage Linked Accounts

### Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

You have new linked account requests to approve:

User Name	Email	Date	Approve/Deny
tmcDonald	tmcDonald@paperclipsetc.com	2/12/2016	<a href="#">Approve</a>   <a href="#">Deny</a>

There are currently no accounts linked to this account.

Click the 'Deactivate' button to stop managing linked accounts:  
\*Note: you must remove all linked accounts before deactivating your management status.  
After deactivation, your account will be changed to a 'Standard' account type.

[Deactivate](#)

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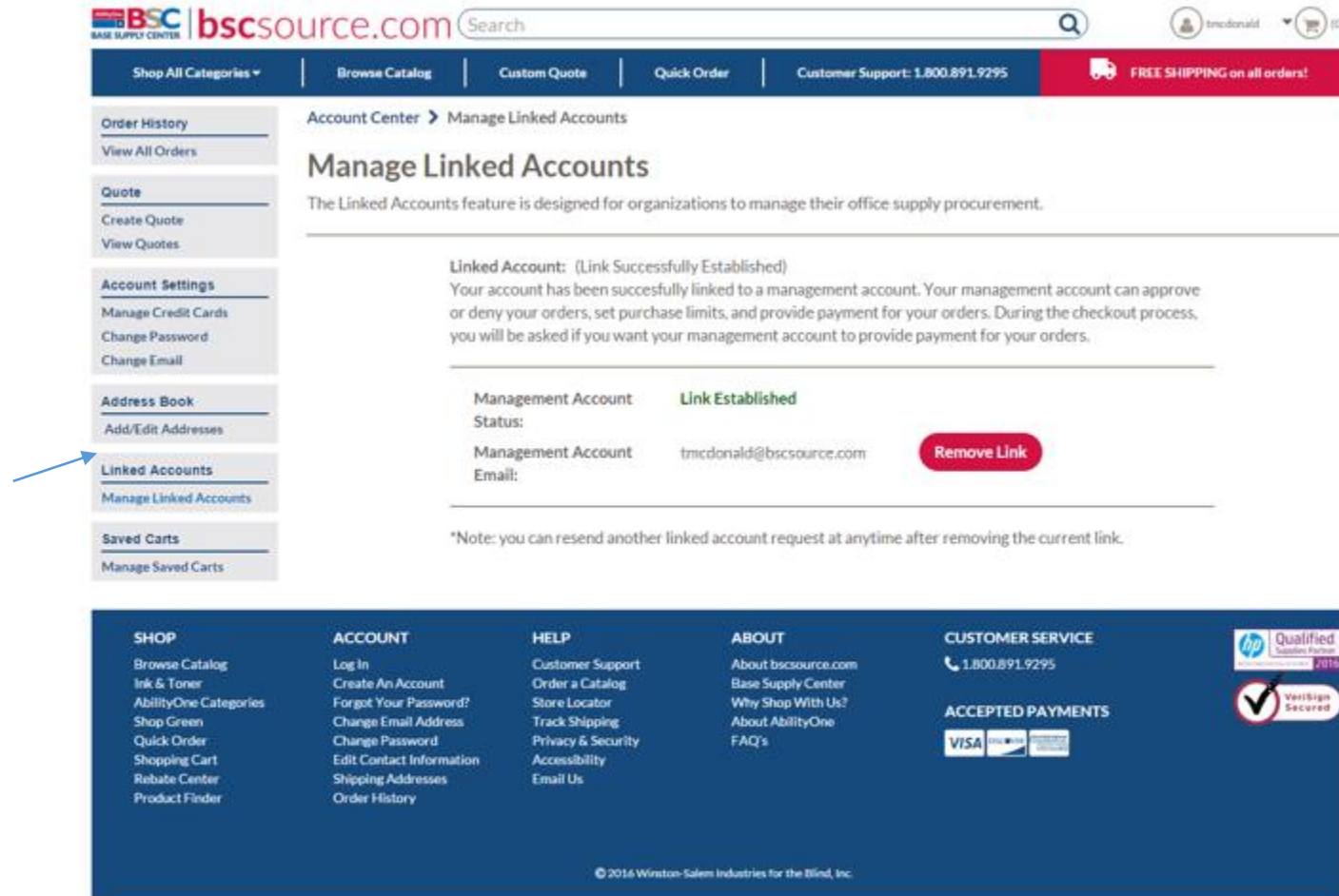
**ACCEPTED PAYMENTS**  
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# The *Linked Account* will now show the relationship with the *Management Account*.



The screenshot displays the BSC Source website interface. The top navigation bar includes the BSC Source logo, a search bar, and user account information. The main content area is titled 'Manage Linked Accounts' and features a sidebar on the left with various account management options. A blue arrow points to the 'Linked Accounts' link in the sidebar. The main content area shows a message indicating that a linked account has been successfully established and provides details about the management account, including its status and email address. A 'Remove Link' button is also visible.

**Order History**  
View All Orders

**Quote**  
Create Quote  
View Quotes

**Account Settings**  
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Change Password  
Change Email

**Address Book**  
Add/Edit Addresses

**Linked Accounts**  
Manage Linked Accounts

**Saved Carts**  
Manage Saved Carts

Account Center > Manage Linked Accounts

## Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

**Linked Account:** (Link Successfully Established)  
Your account has been successfully linked to a management account. Your management account can approve or deny your orders, set purchase limits, and provide payment for your orders. During the checkout process, you will be asked if you want your management account to provide payment for your orders.

Management Account Status:	Link Established	
Management Account Email:	tmcDonald@bscsource.com	<a href="#">Remove Link</a>

\*Note: you can resend another linked account request at anytime after removing the current link.

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VISA  
MasterCard  
American Express


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# The *Linked Account* holder shops as normal.

**bsc**source.com

 bincdonaldtest  (2)

Shop All Categories ▾ | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295  **FREE SHIPPING** on all orders!

## Shopping Cart


Item Description	Price	Quantity	Total (\$)
 7530002237939 Executive Steno Notebook, 6 X 9, We, 80 Sheets, 12 Pads/Pack NSN2237939 \$20.69/PK	\$20.69	<input type="text" value="1"/>	\$20.69 ✕
 7530009908884 Heavy-Duty Classification Folder, 1" Cap. Prongs, Earth Red NSN9908884 \$2.89/EA	\$2.89	<input type="text" value="1"/>	\$2.89 ✕

Promo Code:


Subtotal **\$23.58**  
Shipping **FREE**  
Tax **\$0.00**  
**Order Total \$23.58**

**Checkout**  
Continue Shopping


### You might also like...




7510005842489 Double Pocket Portfolio, Letter Size, Dark Blue, 25/Box  
SKU: NSN5842489  
Brand: SKILCRAFT®  
**\$15.39/BX**  
Qty:   
**Add to Cart**



7510012360059 Document Protector, 8 1/2 X 11, 3-Hole Punch, 50/Box  
SKU: NSN2360059  
Brand: SKILCRAFT®  
**\$6.49/BX**  
Qty:   
**Add to Cart**



7530014562249 Self-Stick Note Pad Set, 3 X 3 In, Unruled, Assorted Colors  
SKU: NSN4562249  
Brand: SKILCRAFT®  
**\$5.39/PK**  
Qty:   
**Add to Cart**



7510002828201 Binder Clip, Tempered Steel Wire, 1/4" Capacity, 12/Box  
SKU: NSN2828201  
Brand: SKILCRAFT®  
**\$0.89/DZ**  
Qty:   
**Add to Cart**



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# During checkout, the *Linked Account* holder can either pay as normal, or indicate that the cardholder will pay.

AbilityOne

BSC

BASE SUPPLY CENTER

bscsource.com

Search

Q

tmcdonaldtest

(2)

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FREE SHIPPING on all orders!

## Select payment option

Your account is linked to a management account. You can choose to have the person managing your account provide payment for this order, or you can supply your own payment.

☒ My linked account will provide payment for this order.  
(Note: your linked account has the option to approve or deny paying for this order)

☐ I will provide payment for this order.

Continue

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The *Linked Account* holder will select the shipping address while billing information will be provided by the *Management Account*.

**BSC** **bscsource.com** Search   

 Shipping Information Billing Information **Place Order** Order Complete

---

Verify Information and Place Order

### Billing Address



Provided by linked account manager upon order approval.

### Shipping Address

Test Address:  
1600 Test Ln  
Washington DC, 10000  
Country: US  
Phone: (555) 555-1234

[Edit Shipping Address](#)

### Order Summary


Item Description	Price	Quantity	Total
 7530002237939 Executive Steno Notebook, 6 X 9, We, 80 Sheets, 12 Pads/Pack NSN2237939 \$20.69/PK	\$20.69	1	\$20.69
 7530009908884 Heavy-Duty Classification Folder, 1" Cap, Prongs, Earth Red NSN9908884 \$2.89/EA	\$2.89	1	\$2.89

[Edit Order](#)


Sub Total: \$23.58  
Shipping: Free  
Tax: \$0.00  
Order Total: \$23.58


[Submit Order](#)

# An order is generated, a PO # is displayed, and an email is sent to the *Management Account* for order approval.

 **bscsource.com**

Shop All Categories ▾ | Browse Catalog | Custom Quote | Quick Order | Customer Support: 1.800.891.9295

 **FREE SHIPPING on all orders!**

 **SECURE CHECKOUT**

1

Shipping Information

2

Billing Information

3

Place Order

4

**Order Complete**

## Order Confirmation

 **Order Number: 119214**

Your **bscsource.com** order has been sent to your account manager for approval.

[View your order ▶](#)

[Print your invoice 🖨](#)

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The *Management Account* can see pending orders, awaiting approval on the *Manage Linked Accounts* page.

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Account Center > Manage Linked Accounts

### Manage Linked Accounts

The Linked Accounts feature is designed for organizations to manage their office supply procurement.

**You have new orders to approve:**

Order Name	User Name	Order Date	Amount	Approve/Deny
119214	tmcdonald	2/12/2016	\$23.58	Approve   Deny

Linked Accounts you currently manage: (click Remove link to stop managing an account)

User Name	Email Address	Budget	Remove
tmcdonald	tmcdonald@paperclipsetc.com	[Edit] Not Set	Remove

Click the 'Deactivate' button to stop managing linked accounts:  
\*Note: you must remove all linked accounts before deactivating your management status.  
After deactivation, your account will be changed to a 'Standard' account type.

**Deactivate**

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1/2016



**Verified Supplier**

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# The *Management Account* can select a billing profile and pay for the linked order.

 **bsc**source.com

 tencdrcs01  (0)

## Verify Information and Place Order

### Billing Address



Visa: xxx-xxx-xxx-1111  
Management Account  
1600 Home Office  
Washington DC, 12345  
Country: US  
Phone: (555) 555-1235

[Edit Billing Address](#)

### Shipping Address

Test Order  
1600 Test Ln  
Washington DC, 10000  
Country: US  
Phone: (555) 555-1234

### Order Summary

Item Description	Price	Quantity	Total
 7530002237939 Executive Steno Notebook, 6 X 9, We, 80 Sheets, 12 Pads/Pack NSN2237939 \$20.69/PK	\$20.69	1	\$20.69
 7530009908884 Heavy-Duty Classification Folder, 1" Cap. Prongs, Earth Red NSN9908884 \$2.89/EA	\$2.89	1	\$2.89

Sub Total: \$23.58  
Shipping: Free  
Tax: \$0.00  
Order Total: \$23.58

[Submit Order](#)

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