

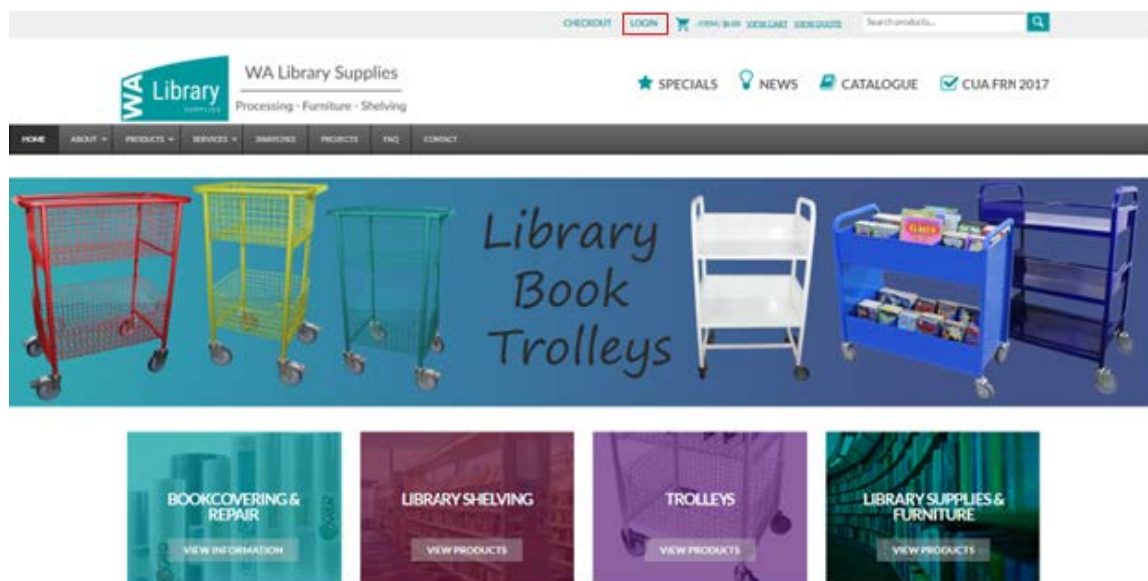


# How to Create an Online Account

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Located top of your screen is the “**LOG IN**” button. Click on this to take you through to the Login or Register page of our web-site. If you have an existing account you will need to login using the left side login option. If you don’t you will need to fill in the right side “**Register**” option.



## MY ACCOUNT

Login problems? We have just launched our new website. If you are unable to login, you may need to reset your password. Click on the “lost your password” link below.

### LOGIN

Username or email address \*

Password \*

☐ Remember me.

[Lost your password?](#)

### REGISTER

Email address \*

Password \*

☐ Remember me.

[Lost your password?](#)

**Please Note: Your email will be your username. This cannot be changed.** If you order for different schools or libraries you can update the delivery information for each order and specify which school/library account to add the order to. We will add your order to your schools/library account in our financial management system. If you have changed location you can update your delivery information in your account details.

**WA Library Supplies Account holders:** Schools, Public Libraries and Government departments have a separate account to any website accounts created. This is so that multiple people can order for one organisation using their own log-in information.

Once your account has been created, the below screen will appear. This is your account dashboard. From here you can add your delivery & billing addresses, update your password, view past orders etc. Whilst browsing on our website it is best to be logged in. As you browse and add products to cart, they will be saved if you wish to purchase at a later date.

