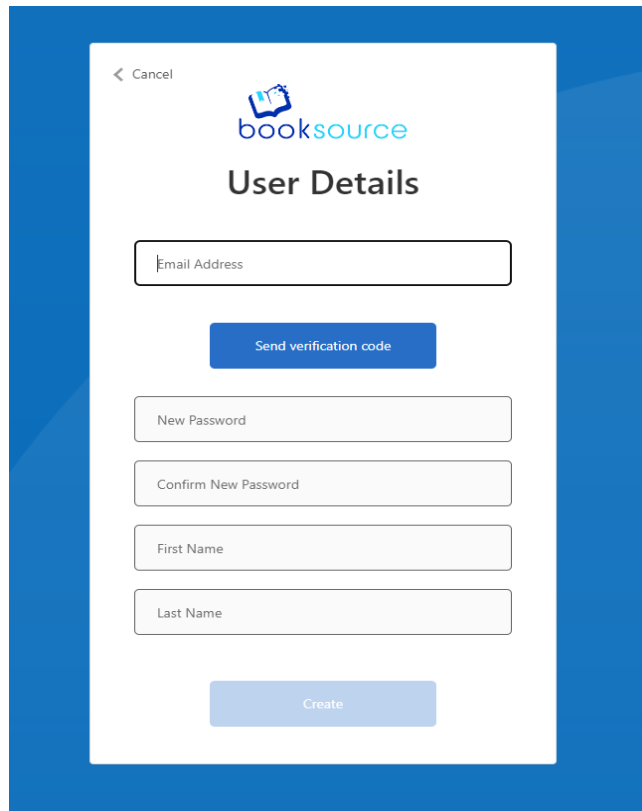


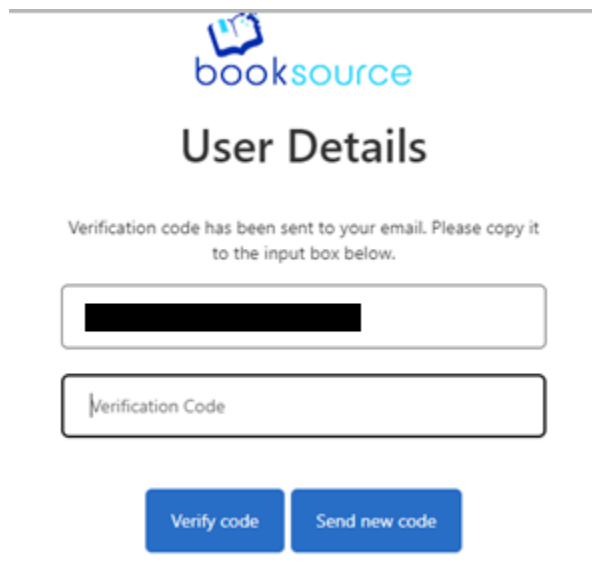
Create a New Booksource.com Account

After June 1, 2024



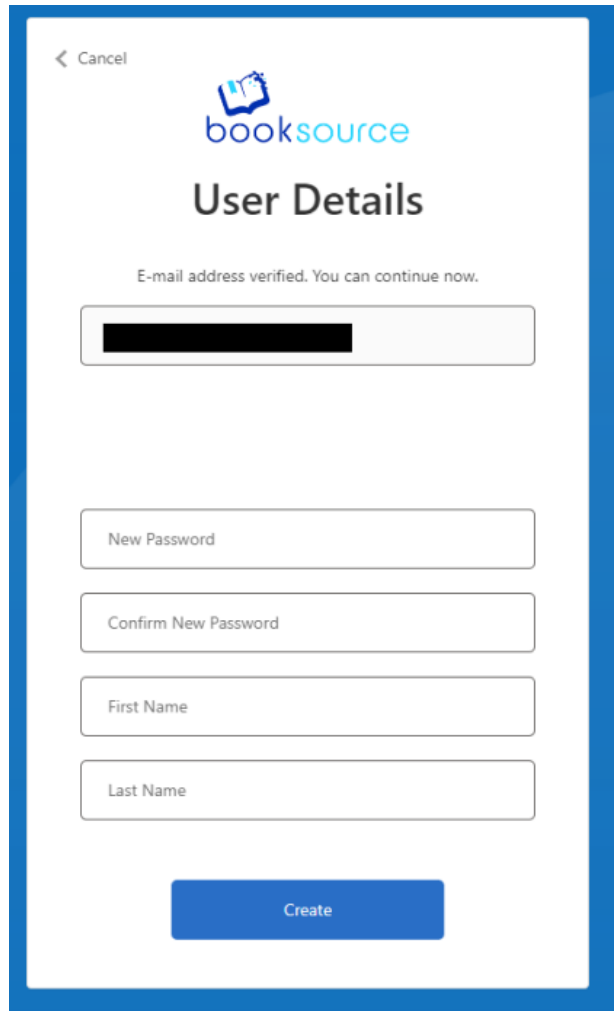
The screenshot shows a mobile application interface for creating a new account. At the top left is a back arrow and the word "Cancel". The Booksource logo is centered at the top, followed by the title "User Details". Below the title is an input field labeled "Email Address". Underneath is a blue button labeled "Send verification code". This is followed by three more input fields: "New Password", "Confirm New Password", "First Name", and "Last Name". At the bottom of the form is a light blue button labeled "Create".

- 1.) To set up a new Booksource.com account, begin by entering your email address and then proceed to select "Send verification code."



The screenshot shows the next step in the registration process. It features the Booksource logo and the title "User Details". Below the title, a message reads: "Verification code has been sent to your email. Please copy it to the input box below." There are two input fields: the top one contains a blacked-out verification code, and the bottom one is labeled "Verification Code". At the bottom are two blue buttons: "Verify code" and "Send new code".

- 2.) You will receive an email from Microsoft on behalf of Booksource with the subject, "Booksource account email verification code." Please enter the code from the email into the Verification Code field and click "Verify code."



The screenshot shows a mobile application interface for "booksource". At the top left is a back arrow and the word "Cancel". The "booksource" logo is centered at the top. Below the logo is the title "User Details". A message states "E-mail address verified. You can continue now." Below this message is a text input field containing a blacked-out verification code. Further down are four more text input fields labeled "New Password", "Confirm New Password", "First Name", and "Last Name". At the bottom center is a blue button labeled "Create".

- 3.) After entering and verifying the code, you can proceed to fill out the next four fields with your password. If the password does not meet the strength requirements, you'll receive an alert. Confirm your new password, provide your first name and last name. Upon clicking "Create," you will be logged into your Booksource.com account.
- 4.) Upon logging in, you'll be asked to provide some additional information to complete your sign-up process.

LET'S FINISH SETTING UP YOUR BOOKSOURCE.COM ACCOUNT

Title: * -- Select A Title --

I understand that Booksource bills and ships to school and district addresses only.

Please take a moment to link your account to your school:

Enter Your School or District ZIP Code

Are you an international customer? [Click Here](#)

* Indicates a required field

- a.) Please enter the job title that best describes your role. Additionally, acknowledge that Booksource does not bill or ship to residential addresses. Finally, connect your Booksource.com account to your School or District by typing in the zip code and selecting it from the provided list. Note that both school and district addresses are available, so if you're a school-level contact, choose your school's name/address, and if you're a district-level contact, choose your district's name/address.
- b.) If you don't find the name/address of your school or district, click on the "Add it now" link next to "Don't see your school?" You'll be prompted to complete several fields. A member of the Booksource team will then review your district/school to ensure it is associated with the correct account. This association will be your primary one. If you oversee purchasing at multiple locations, the Booksource team will ensure those associations are also made.
- c.) If you're an international customer, please click on the "Click Here" link to access a list of available international schools. If you don't find the name/address of your school, you can add it.