TRANSITIONING AWAY FROM FAST CATALOG? LET'S TAKE THIS STEP BY STEP.

We try to avoid sending you lengthy, information-packed emails. But, as we introduce you to our ecommerce tool, we think it's worth it to tell you all about it, and how to get started. We'll only cover what's needed to get you up and running—and we'll do it in a few easy steps.

We're turning off access to Fast Catalog—so, let's make sure you are READY TO ROLL. There's a lot of info in this email, but it's worth reading, saving, and printing.

STEP 1 > ACCESS ECOMMERCE THROUGH WEBSITE

We have transferred your Fast Catalog credentials to the ecommerce tool. To get started, follow these simple steps:

1. Go to www.scansource.com and select your preferred ScanSource unit at the top of the page.
2. Click the **Sign-In** button in the upper right-hand corner of your screen

If you have forgotten your password, click "Forgot Your Password?" from the Sign-In screen.

STEP 2
CHECK OUT YOUR MYSCANSOURCE DASHBOARD

Don't miss the drop-down menu when you hover over your user name that should appear in place of the Sign-In button. It includes a resources tab with FAQs and more ... including your sleek new MyScanSource dashboard! From here, you can also:

- **Manage other users within your organization** *(only if you have administrative rights)*
- **View order information associated with your account including:**
  - Invoices
  - Tracking numbers
  - Serial numbers
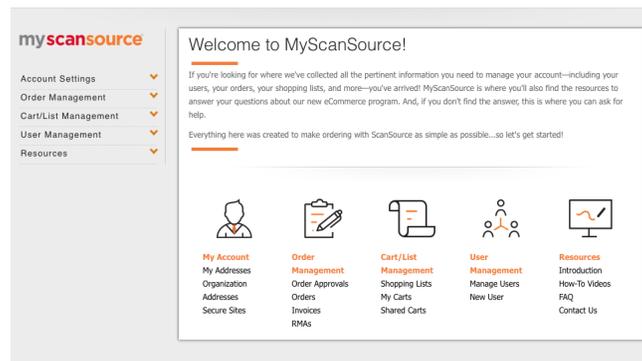
STEP 3
SHOP FOR YOUR PRODUCTS

You're ready to shop! Click the red **Shop-By** button in the main navigation.

- Select the technology category you wish to purchase.
- Shop by product type, manufacturer, or using specific part numbers.

- Is the inventory available? Check by part number, in real time!
- **Look!** You can see your pricing next to each part.

STEP 4: MAKE SOME DECISIONS

Are you an administrator for your company's ecommerce account? Will you be the only administrator for your company's ecommerce account?

YES: You are responsible for setting up additional users (unless you set up additional users, you are the only one who can access your company's ecommerce functionality).

NO, I am not an administrator: An administrator will need to be identified for your company's ecommerce account, so he/she can set up users.

NO, I will not be the only administrator: Set up another user(s) and give him/her admin rights.

- Hover over your **User Name** in the upper right-hand corner of your screen
- Click **Manage Users**
- Click **Add a New User**
- Enter the email address of the user you wish to assign admin rights
- Check all options under **User Permissions**
- Notify the user that his/her new credentials were just set up

STEP 5: TAKE NOTE

Next time you sign in to your MyScanSource account (to shop online), simply click the **Buy Online** button.

Have questions or need assistance?
If you are having trouble signing in to your MyScanSource account, please contact your ScanSource sales rep.

Once you have signed in, help is available at any time by clicking the **Help** button in the top right-hand corner of your screen. Next, fill out a brief form, and someone from our support team will reach out to you as soon as possible! Support is available from 8:30 am to 8:30 pm ET, Monday through Friday.

And remember, while you still have access to your dedicated ScanSource sales rep, our ecommerce tool empowers you to manage your account, get answers to your customers' questions even faster, and place orders online. **Ready? Then let's put this tool in motion.**