

MY ACCOUNT GUIDE

BA SUPPLY | BASUPPLY.COM

Streamline your site experience with My Account.

Balance

- Displays the balance from the previous day.
- Any payment applied to your account will be reflected in your balance after processing.

Bill Pay

- Access invoices/statements and pay bills with online billing.
- Choice between online and paper billing.
 - To set up online billing:
 1. Enter your email address.
 2. Click the orange text.
 3. The following business day, you will have a "LAUNCH BILLING" button.
 - To switch to paper billing:
 1. Click the orange text.
 2. The following business day, you will not have the "LAUNCH BILLING" button.

Manage Users

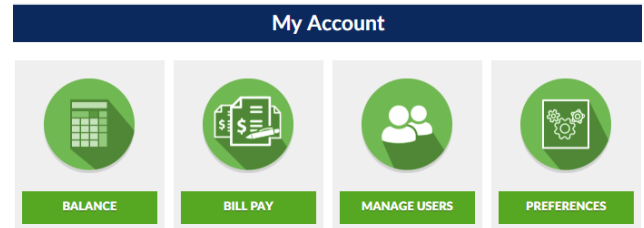
- Set permission levels for your company's users.
[View the Manage Users Guide for more information.](#)

Projects

- View all of your detailed Interstate Electric Supply project information. You can also request a release for items that are currently warehoused at one of our locations.

Miscellaneous Material Management

- View job reports set up by your Account Manager comparing a bill of materials to your purchase orders.



Bill Pay

MANAGE YOUR BILLING ACCOUNT

Manage/download your invoices and statements in a variety of formats, including QuickBooks.

[LAUNCH BILLING](#) Powered by billtrust

To deactivate online billing and switch over to printed copies of your invoices and statements, [click here](#).

ADVANTAGES OF ONLINE BILLING

- Print copies of your invoices and statements – exact replicas of the paper version
- Search for invoices and statements by key criteria, such as date, amount, or PO number
- Download invoices into your accounting package (e.g. QuickBooks)
- Pay your BA Supply Credit account via Secure Bill Pay
- Receive emailed invoices the day after your order ships (also available via online billing)
- Receive emailed statements two days after the end of the month (also available via online billing)
- Ensure a safe and secure online experience (PCI Level 1 Compliant and SSAE16 Audited)

Preferences

- Set your default preferences to speed up your next visit.
[View the Manage Preferences Guide for more information.](#)

