UMass staff and faculty purchases for personal use
• Great discounts on K-cups, breakroom products, batteries and more!
• All pricing includes UPS delivery to your home (no additional delivery charges at checkout)
• Create an account by following the steps below.

If you have any trouble registering, reach out to your local UMass customer support team member from W.B. Mason
Instantly register for access to your UMass personal purchase account.

**NOTE:** if you have had a WB Mason employee purchase account in the past, please contact customer service. See next page for details.

1. Open your internet browser and type: https://www.wbmason.com/regaccountnumber.aspx
   
   **(NOTE: after clicking link, if the account number page does not appear, type in delivery zip code, and select 'my business/organization already orders from WB Mason', then submit)**

   If Registration page still does not appear then please refer to page 6 for troubleshooting tips.

2. On registration page, enter your account number: C2647572

3. Click Submit
Enter your info.

1. Enter your **UMASS** email address for access (only applicants with a UMASS email address will be accepted)

2. Enter your first and last name

3. Click Submit

**PLEASE NOTE:** if the next screen includes ‘password’ information, or if you receive ‘username you selected is already in use’ notification, then you already have an account.

STOP – and email customersupport@wbmason.com to assist with updating your account. Ask them to update your existing account. Make sure you provide them with the following information:

- Your Name
- Your UMASS email address
- Account number C2647572

Once you hear back from them, you may need to re-set your password if you have forgotten it. You can do that via log in page by selecting ‘forgot my password’.
Registration Confirmation

If your registration was successful, you will see this message and receive an instant email with your login credentials.

Please note: if a 'select account/group' appears during the log in process, you have more than one account tied to your email. Work with WB Mason customer support to inactivate those accounts. The account you should be using is C2647572.

Check your email.
Instant Registration Troubleshooting

Existing WB Mason cookies can cause issues with instant registration. If you cannot access the registration account number page, follow these steps.

Visit www.wbmason.com/clear to clear your WB Mason cookies via new tab.

Go back and enter your delivery zip code, and select “My Business/Org already orders from WB Mason”

Click submit. Repeat steps 1&2
Thank You

If you have any questions please contact your dedicated customer service representative!