

How to Using My Account Features?

Go to <https://www.win-source.net/customer/info>

a. Customer info Setting

Users can manage their account' settings in this section. Go to the **"My Accounts"** tab on the main menu and select the **"Account settings"** option from the list.

WINSOURCE ELECTRONICS Products Manufacturers **My Account** Supports About Us

MY ACCOUNT

- Customer info
- Addresses
- Orders
- Reward points
- Share and Invite
- Inquiry
- Change password
- Get Free Electronic Parts

My account - Customer info

YOUR PERSONAL DETAILS

First name: External test *

Last name: External test *

Email: Externaltest@gmail.com *

COMPANY DETAILS

Company name: External test

YOUR ADDRESS

Country: Albania *

YOUR CONTACT INFORMATION

Phone:

OPTIONS

Newsletter:

Role: OEM *

EXTERNAL AUTHENTICATION

You can associate your account with some external authentication systems on the following page (login once using them):
<http://www.win-source.net/login>

Save

b. Addresses Setting

- Fill the form with the correct information or change any of your existing details and click **“Save”** to store the new changes into the system.
- Users can also **add**, **edit**, and **delete** addresses in the account settings by clicking on the **“Addresses”** section from the list and the following page will open up.

The screenshot shows the 'My account - Addresses' page. On the left, the 'MY ACCOUNT' menu has 'Addresses' selected. The main area shows a table with one address entry: 'External test External test' with email 'Externaltest@gmail.com' and phone number 'Albania'. There are 'Edit' and 'Delete' buttons for this entry. At the bottom, there is an 'Add new' button.

- Edit the existing address by clicking on the **“Edit”** option on the top right of the page.
- Fields with the (*) sign are mandatory to be filled.
- You can also delete the existing address by clicking on the **“Delete”** option next to the **“Edit”** option.
- To add a new address, click on the **“Add New”** button at the bottom of the page.

The 'My account - Edit address' form contains the following fields:

- First name: External test *
- Last name: External test *
- Email: Externaltest@gmail.com *
- Company: *
- Country: Albania *
- State / province: Other (Non US) *
- City: *
- Address 1: *
- Zip / postal code: *
- Phone number: *

A red 'Save' button is located at the bottom of the form.

c. Orders Review

➤ Users also can manage their orders by selecting the “Orders” section from the list.

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My account - Orders

ORDER NUMBER: 204931

Order status: Pending
Order Date: 2/1/2021 1:46:15 PM
Order Total: \$101.500

ORDER NUMBER: 204445

Order status: Cancelled
Order Date: 1/12/2021 1:25:49 PM
Order Total: \$136.060

➤ By clicking the detail button, customers can enter the detail page of each order. In this page, you can **print** your order information, **download the invoice pdf** and **re-order** the components, and you can also **retry payment** for the unpaid order through this page.

Order information

Print PDF Invoice

Order #204931
Order Date: Monday, February 1, 2021
Order Status: Pending
Order Total: \$101.500

Billing Address
Albania

Payment
Payment Method: PayPal
Payment Status: Pending
Retry payment

Shipping Address
Albania

Shipping
Shipping Method: DHL Express World Wide Service
Shipping Status: Not yet shipped

PRODUCT(S)

#	Name	Price	Quantity	Total
1	MPX5700AP	\$13.125	4	\$52.500

Re-order

Sub-Total:	\$52.500
Shipping:	\$49.000
Tax:	\$0.000
Order Total:	\$101.500

d. Reward Points Using

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My account - Reward points

Your current balance is 223 reward points (\$223,000).
Minimum balance allowed to use is 20 reward points (\$20,000).

HISTORY

#	Date	Points	Points balance	Message
1	12/14/2020 12:06:36 PM	8	223	Earned promotion for order #204041
2	12/14/2020 11:54:07 AM	5	215	Earned promotion for order #204040
3	12/9/2020 4:24:01 PM	5	210	Earned promotion for order #203980
4	12/9/2020 4:19:24 PM	5	205	Earned promotion for order #203979

- ✘ New users will reward \$5 as the credits after registration.
- ✘ Every online shopping for **\$100 will receive a \$5 reward.**
- ✘ Credits can be used on the second and subsequent orders.
- ✘ Redeem up to \$5, per \$100 amount spent
- ✘ The credits are valid for two years from the date your last purchase.
- ✘ Users can check the credits and its usage history in “ **My account - Reward Credits** ”. <https://www.win-source.net/rewardpoints/history>
- ✘ Users can use a minimum balance of \$20 against 20 reward points. They see the history of previously used reward points in the “**HISTORY**” section as shown in the above image

e. Sharing Campaign

- WINSOURCE also provides customers with a sharing campaign, which allows you and your friends to enjoy the exclusive benefits provided by WIN SOURCE.
- Go to <https://www.win-source.net/customer/refer>

The screenshot shows the WINSOURCE website's sharing campaign page. At the top, the navigation bar includes 'Products', 'Manufacturers', 'My Account' (highlighted with a red box and a blue arrow), 'Supports', and 'About Us'. The main content area has a dark background with a large 'W' in a circle and the text 'Invite Friends & You Both Get Up To \$100'. Below this, it says 'Invite your friends to get 500,000 SKUs electronic parts with lowest cost'. The form below has several elements: a text input field with a placeholder 'Separate emails with commas' (highlighted with a red box and a blue arrow), a 'Send' button (highlighted with a red box and a blue arrow), a 'Preview Email' link, a 'Your Invite Link' field containing the URL 'https://www.win-source.net/?affiliate=eb0dcd55-62dc-45ca-b294-107c50bafd3f' (highlighted with a red box and a blue arrow), a 'Copy' button, and social media sharing buttons for Facebook ('Share') and Twitter ('Tweet') (both highlighted with red boxes and blue arrows).

- When users share and invite their friends, they both will get up to \$100 from the WINSOURCE. There are three simple steps of doing this,
 - a) Spread WINSOURCE by email or social media with your customized links. Enter mail addresses to the field and click “ Send ”.
 - b) Your friend signs up & gets \$10 off their first purchase. Click Facebook share or Twitter share to send links to your friends.
 - c) Once they make their first purchase, you will get \$20 gift points, up to \$100.

f. Request for Quote

- Users also can do inquiries regarding their orders by clicking on the “Inquiry” section from the list in the “My Accounts” category.



- They can send their inquiry to the WINSOURCE by clicking on the “Inquiry Add” button. As shown in the above image. Once clicked the following page will open up.

- Enter that particular electronic **part number, manufacturer name, target price, quantity, remarks**, and click the “Submit” button at the bottom of the page. Your request will be sent to the WINSOURCE and they will send you their feedback on your inquiry.

