



**Bearing Headquarters**  
**The Service First Company**

# Customer Account Set-Up

Existing Customers



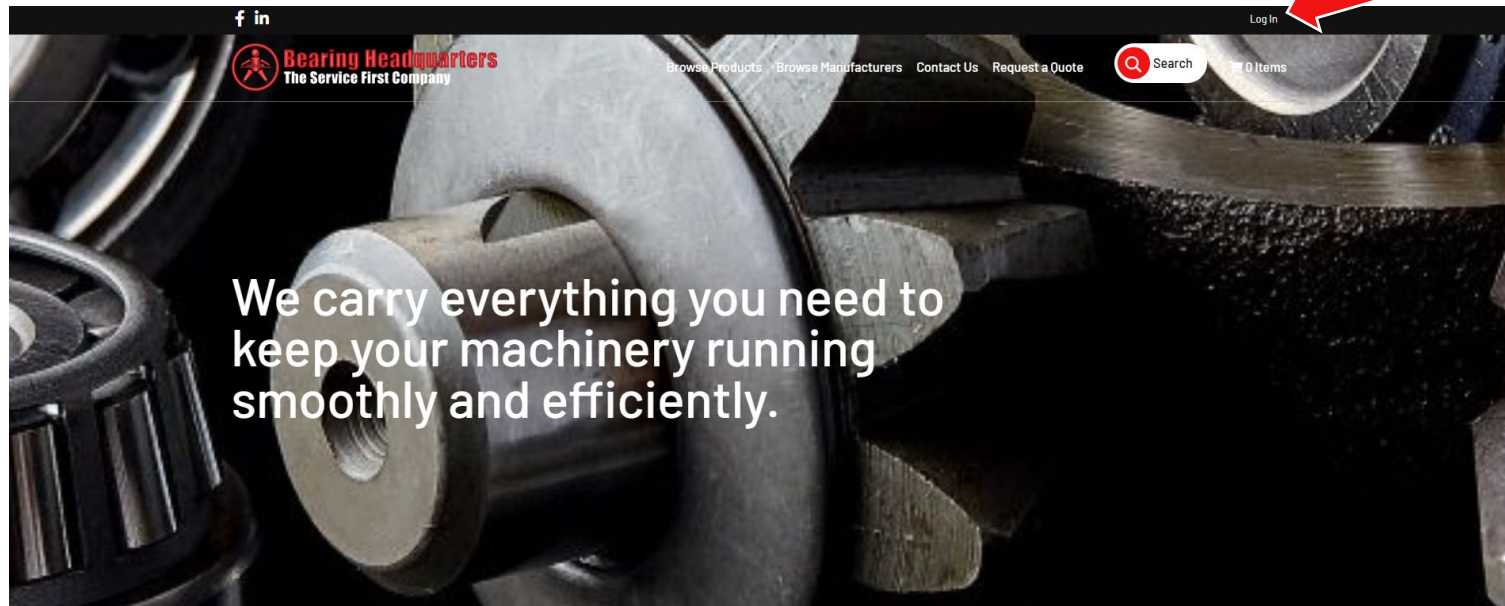
# Welcome

Thank you for choosing Bearing Headquarters! This document will walk you through the process of setting up your username on [shop.bearingheadquarters.com](http://shop.bearingheadquarters.com) and connecting it with your existing BHQ customer account. By registering, you can place quick orders, manage your payments, create supply lists, view historical data, and more.

Let's get started!

## STEP 1

Go to [shop.bearingheadquarters.com](http://shop.bearingheadquarters.com) (or click the SHOP NOW button if you are already on the website) and select the LOG IN option from the top of the page.



## STEP 2

Clicking LOG IN will open the dialogue box below. Select the LOGIN REQUEST option on the right under "Are you an existing customer with no login?"



### CUSTOMER LOGIN

User ID:

Password:

Log in

[Forgot your password?](#)

### LOGIN INSTRUCTIONS

#### NEW TO BHQ?

**Welcome!** Click the **CREATE ACCOUNT** button below to submit your account request form.

Create Account

#### Are you an existing customer with no login?

If you are already a customer but do not have a login, please use the button below to link your existing account to a user ID.

Login Request



### STEP 3

Let's link to your existing account now! All you need is an old invoice. If you can't locate one, ask your BHQ representative and they can assist.

From the invoice, just enter your CUSTOMER NUMBER, the INVOICE NUMBER, and INVOICE TOTAL into the fields and click NEXT.

The screenshot shows the 'Link Account' form on the Bearing Headquarters website. The form is titled 'Link Account' and contains three input fields:

- Customer Number: w000592
- Invoice Number: 5950790
- Invoice Total: 29.22


Below the form are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.



## STEP 4

Your customer details will be displayed. Confirm that the information is correct and click NEXT.

*NOTE: If the information is incorrect, please contact your BHQ Representative.*

f in Log In

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### Link Account

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[Cancel](#) [Next](#)

Customer Number	W000592
Ship-To Number	
Company Name	Information Technology & Serv.
Address	Test Order Do Not Process
Address 2	2601 Parkes Dr
Address 3	
City	Broadview
State	IL
Zip Code	60155
Country	USA
Phone	7086814400
Email	sswaim@headco.com


[Cancel](#) [Next](#) 



## STEP 5

Now it is time to create your username and password. Enter your details and click REGISTER.

*NOTE: The user name will be automatically populated with your Company Name. Change it to your name.*

f in Log In



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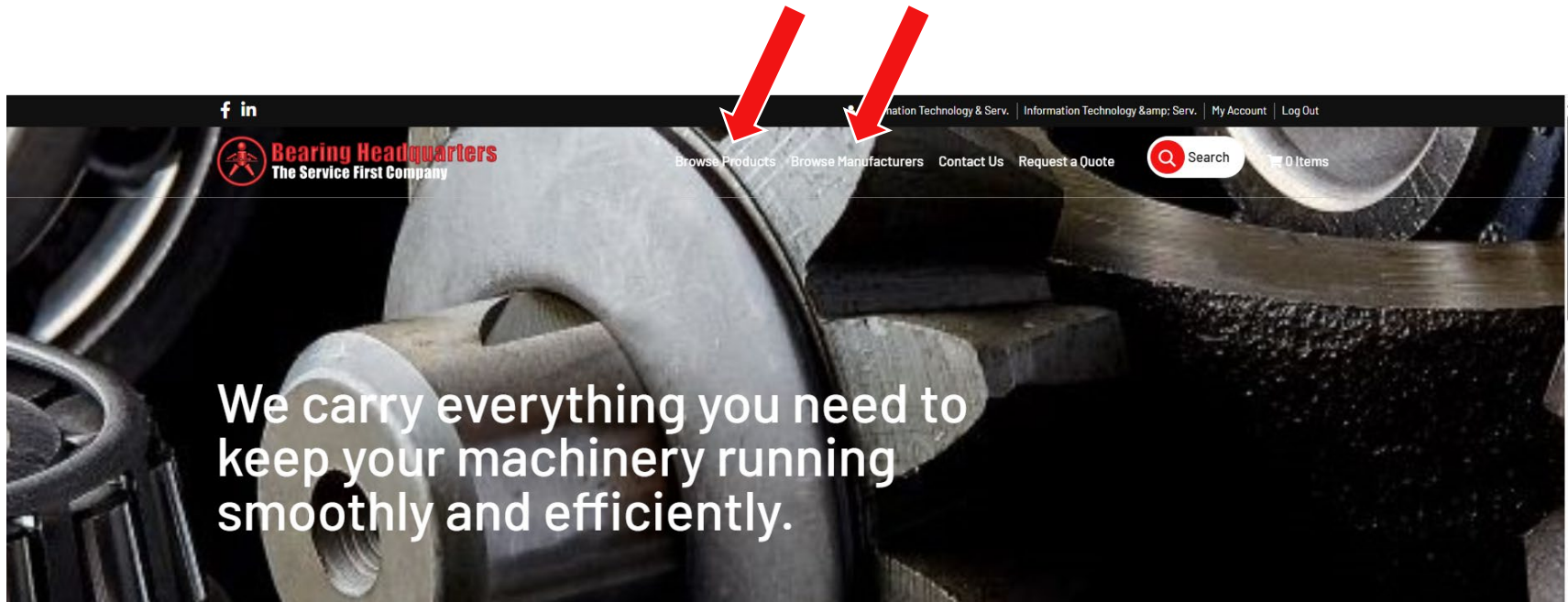
### User Registration

User Name *	<input type="text" value="Zelda Lee"/>	Password *	<input type="password" value="....."/>
User ID *	<input type="text" value="Zelda"/>	Re-enter Password *	<input type="password" value="....."/>
Email *	<input type="text" value="zelda@headco.com"/>		
Re-enter Email *	<input type="text" value="zelda@headco.com"/>		



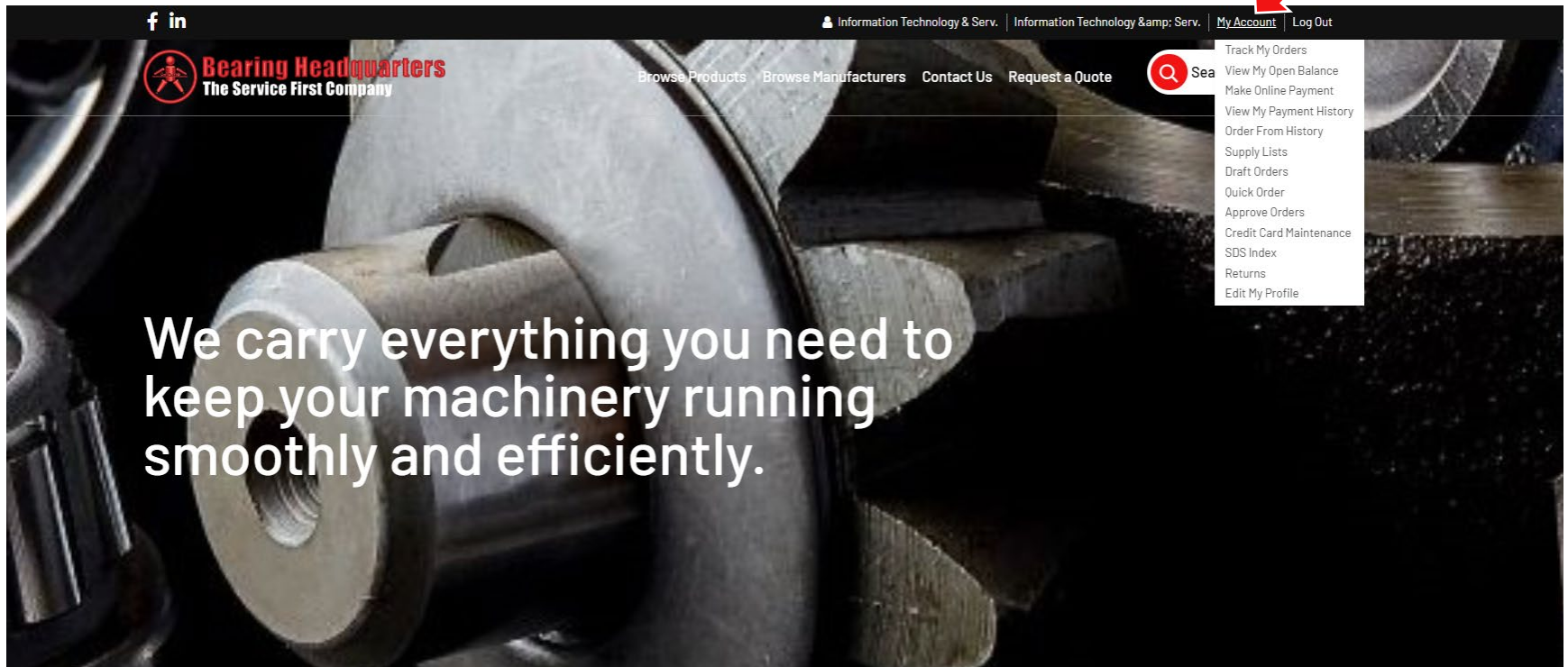
## STEP 6

Once your information is completed and you have registered, the site will automatically log you in and take you back to the home page where you can begin shopping.



## STEP 7

When logged in, you can find all of your information under the MY ACCOUNT menu at the top right of the page.



Thanks for registering! If you have any questions about your account or using the site, feel free to contact your BHQ representative. If you don't know who your rep is, simply send a request to <https://www.bearingheadquarters.com/contact/> and someone will reach out shortly.