

User Guide

v.1-2021

These step-by-step instructions will help you sign in and place your order for your uniform or brand apparel program.

Step 1: User Sign In

To sign into your account, you will need a username and password. If one has not been provided to you already, you can create one if you know your customer number and the corresponding zip-code associated to the account number.

- Select the **Sign In** link in the upper left-hand corner of the screen (see right).
- If you need to create a user account, fill out the appropriate fields under the Create User Account section. **Remember:** you will be required to enter the correct account number and zip code associated with the account (see below right).
- Once you have your username and password, you can sign in to shop your uniform and brand apparel program and place your order.
- **Note:** If at any time, you need to change your password, you can do so by visiting **My Account** and navigating to **Account Setting** (see below).

Account Settings

Welcome to Account Central! On these pages, you can manage and review the following information:

- Account Password
- Billing and Shipping Addresses
- Invoices
- Your Logos
- Orders
- Saved Orders

For help at anytime, please contact the Web Store Call Center 866-822-4763.

CHANGE PASSWORD

Existing Password:

New Password:

Re-Enter New Password:

[Password security requirements ?](#)

SAVE

 English | Help Center | Contact | Sign In

 **NEW** Health Care

CREATE USER ACCOUNT

Need to create a user account? Complete the form below for access. A recent Canadian Linen statement or invoice can help you locate your customer number and bill-to zip code. Don't have an account? [Click here](#) to create one.

Questions? Call us at 866-822-4763

Please enter the following information:

*** Required**

Customer Number: * [How to find Customer Number ?](#)

Bill to Postal Code: * [How to find Bill-To Postal Code ?](#)

First Name: *

Last Name: *

Username: *

Email Address: *

Password: *

Retype Password: * [Password security requirements ?](#)

SUBMIT REGISTRATION

Step 2: Select and Customize Your Garment

To start shopping for your uniform or brand apparel, you can locate the product you intend to purchase by visiting the appropriate product category or by typing in the style number in the search field (see below).

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Bonjour David Stage  (0)
No du client : 520003498 Modifier

 **NEW** Health Care Tops Bottoms Outerwear Coveralls & Bibs Activewear Utility Coats Accessories

SAFETY

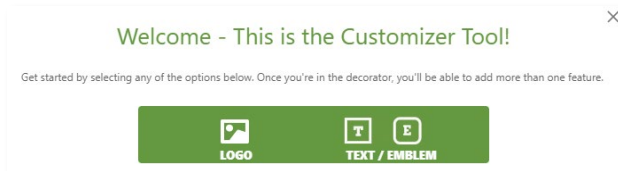
BRAND

INDUSTRY

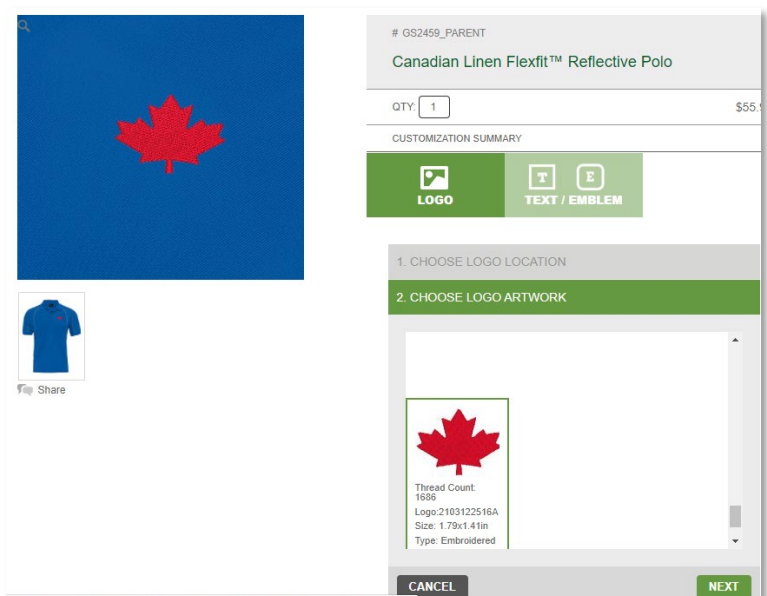
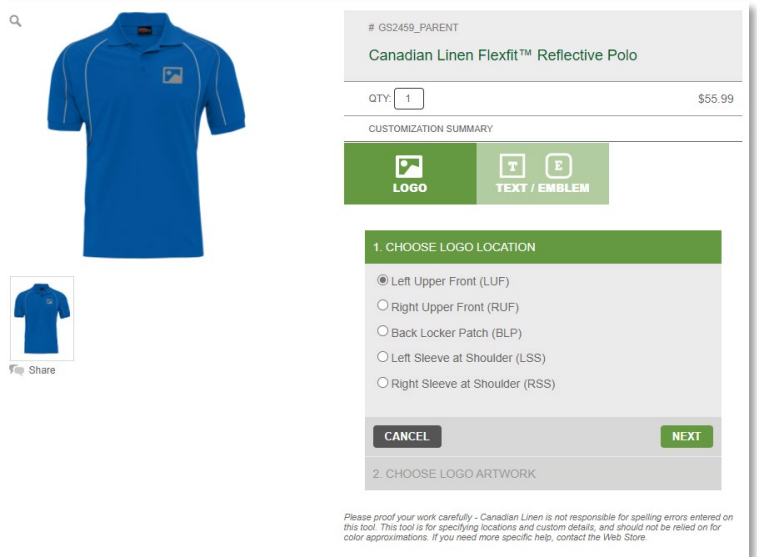
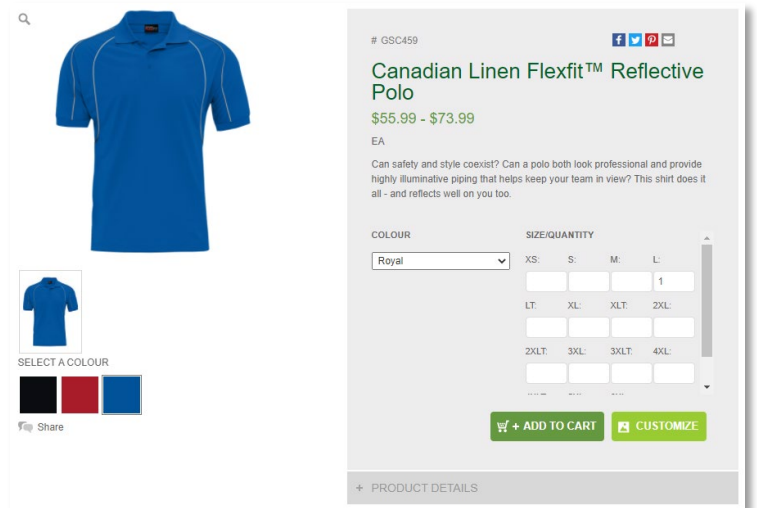
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- Once you have selected the **colour** and **size** of the garment you intend to purchase, you will have the option to **CUSTOMIZE** the product (see right).
- If there are no preset customization requirements, you will have the options to select what customization you would like to apply to the garment. The first option you will be allowed to choose is whether you want to apply a **LOGO** or **TEXT/EMBLEM** (see below).



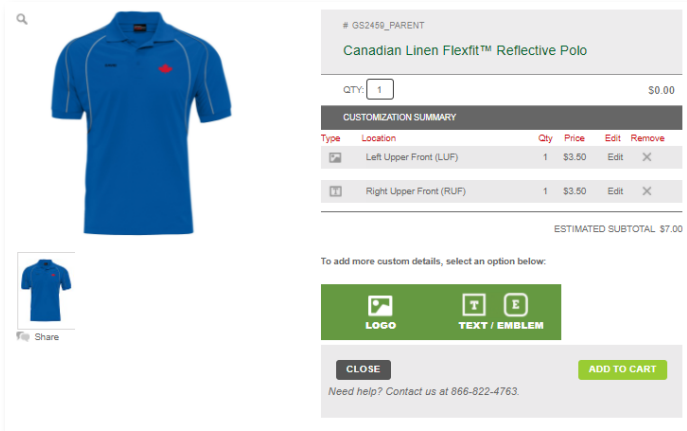
- Note:** You will only be able to add a logo if your account has a pre-approved logo attached to your account number, otherwise you will only see the **TEXT/EMBLEM** option. **TEXT/EMBLEM** includes direct embroidery text and text on an emblem with a background and border to be attached the garment.
- To add a logo, you will first need to select the **location** you want to apply the logo to (see right).
- Once you have selected the location, you will be able to select the logo artwork you want your garment to be customized with and (if applicable) see a preview of that customization render on the product image itself (see right below).
- Important:** If your account has preset customization requirements, you may not have the option to select your logo as it may already be applied to your garment. However, you may be presented with the option to add your name to the garment with predetermined text style, size and colour.
- If you require the addition of text or text in an emblem on your garment, you will again select the available location to add your customization and then you will be presented with the text lines and styling to apply to the garment.



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- **Note:** you can add additional lines by selecting the next Text Line to activate the option for that line of text (see right).
- Once you have completed your customization requirements, be sure to select **APPLY** within the Customization tool and then **ADD TO CART** to proceed with your purchase (see below).



GS2450_PARENT
Canadian Linen Flexfit™ Reflective Polo

QTY: 1 \$0.00

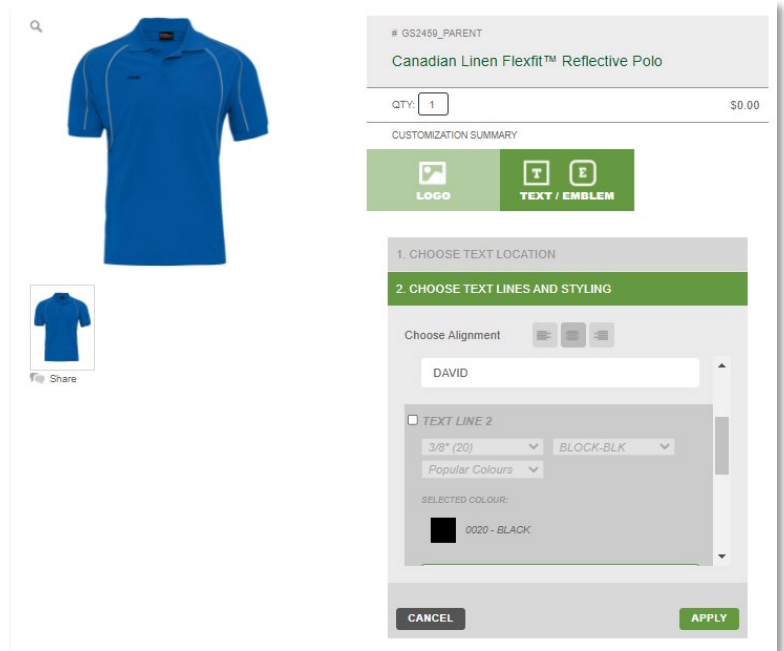
Type	Location	Qty	Price	Edit	Remove
	Left Upper Front (LUF)	1	\$3.50	Edit	X
	Right Upper Front (RUF)	1	\$3.50	Edit	X

ESTIMATED SUBTOTAL \$7.00

To add more custom details, select an option below:

CLOSE **ADD TO CART**

Need help? Contact us at 866-822-4763.



GS2450_PARENT
Canadian Linen Flexfit™ Reflective Polo

QTY: 1 \$0.00

CUSTOMIZATION SUMMARY

1. CHOOSE TEXT LOCATION

2. CHOOSE TEXT LINES AND STYLING

Choose Alignment:

DAVID

☐ TEXT LINE 2

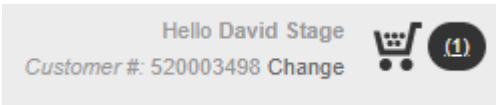
3/8" (20) BLOCK-BLK

Popular Colours

SELECTED COLOUR: 0020 - BLACK

CANCEL **APPLY**

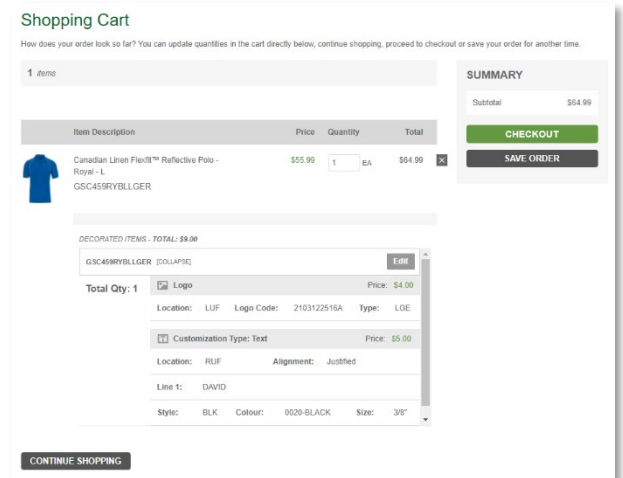
Step 3: Checkout



Hello David Stage
Customer #: 520003498 Change

To proceed with your purchase, select the Shopping Cart Icon in the upper righthand side of the screen (see left).

- Within the Shopping Cart page (see right), you can review, edit, or save your order. If you are ready to proceed with your order, select **CHECKOUT**.
- On the next page, you will complete the necessary delivery too information. Be sure to complete any required fields including (if applicable) the Attention To: or Company or C/O: field.
- The next page is the last page before you complete your purchase. You must complete the SHIPPING METHOD and PAYMENT sections to finalize your order (see below).



Shopping Cart

How does your order look so far? You can update quantities in the cart directly below, continue shopping, proceed to checkout or save your order for another time.

Item Description	Price	Quantity	Total
Canadian Linen Flexfit™ Reflective Polo - Royal - L GSC45RYBLLGER	\$55.99	1 EA	\$54.99

DECORATED ITEMS - TOTAL: \$8.00

GSC45RYBLLGER [COLLAPSE] **Edit**

Total Qty: 1

Location	Logo	Logo Code	Type	Price
LUF		2103122515A	LOE	\$4.00
RUF				\$5.00

Customization Type: Text

Location: RUF Alignment: Justified

Line 1: DAVID

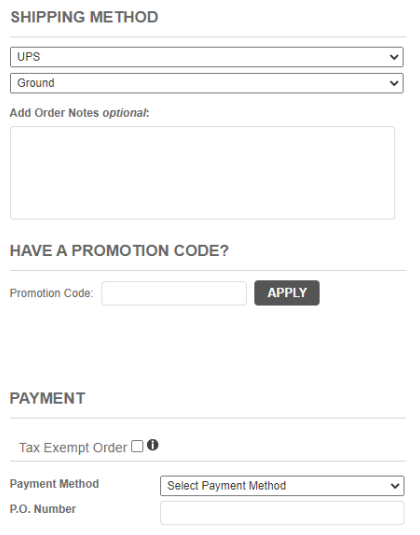
Style: BLK Colour: 0020-BLACK Size: 3/8"

CONTINUE SHOPPING

SUMMARY

Subtotal \$54.99

CHECKOUT **SAVE ORDER**



SHIPPING METHOD

UPS

Ground

Add Order Notes optional:

HAVE A PROMOTION CODE?

Promotion Code: **APPLY**

PAYMENT

Tax Exempt Order ☐

Payment Method **Select Payment Method**

P.O. Number

Need additional assistance?

Contact Customer Service at webstore@canadianlinen.com or 866-822-4763