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.

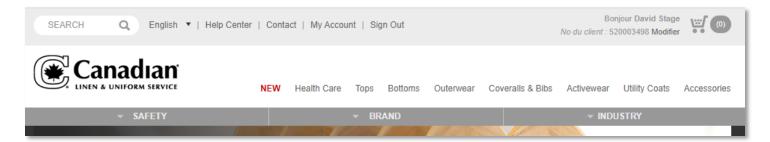
- Select the **Sign In** link in the upper left-hand corner of the screen (see right).
- If you need to create a user account, fill out the appropriate fields under the Create User Account section. Remember: you will be required to enter the correct account number and zip code associated with the account (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

SEARCH Q	English ▼ H	lelp Center Conta	act Sign In
	dian [®]	NEW	Health Care
CREATE USER ACC	COUNT		
Need to create a user accoun Linen statement or invoice ca Don't have an account? <u>Click</u>	n help you locate your cu		
Questions? Call us at 866-82	2-4763		
Please enter the following info	ormation:		
* Required			
Customer Number: *		How to find Custo	mer 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 0
		SUBMIT REG	STRATION

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).



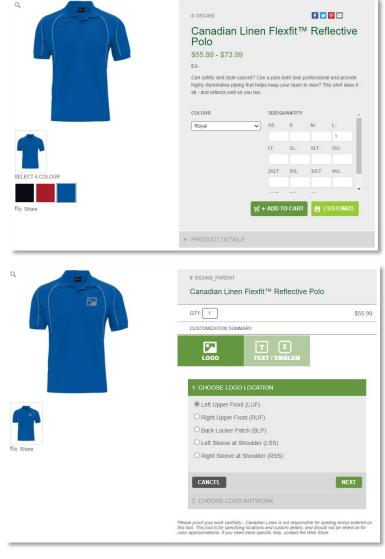
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- Once you have selected the **colour** and **size** of the garment you intend to purchase, you will have the option to **CUSTOMIZE** the product (see right).
- If there are no preset customization requirements, you will have the options to select 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).

Welcome - This is the Customizer Tool!
Get started by selecting any of the options below. Once you're in the decorator, you'll be able to add more than one feature.
LOGO TEXT / EMBLEM

- 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 <u>location</u> 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.

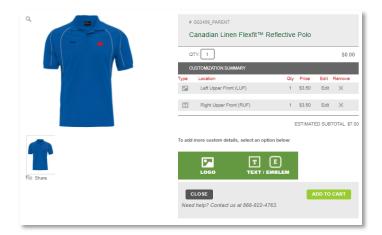




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- Note: you can add additional lines by selecting the next Text Line to activate the option for that line of text (see right).
- Once you have completed your customization requirements, be sure to select **APPLY** within the Customization tool and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



0.00

Step 3: Checkout

SHIPPING METHOD



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).

1 items										SUMMARY	
										Subtotal	\$64.99
	Item Description				Price	Quantit	<i>(</i>	Total		СНЕС	коит
	Canadian Linen Flexfit Royal - L	** Reflective	Polo -		\$55.99	1	EA	\$64.99	×	SAVE	ORDER
	GSC459RYBLLGER										
	DECORATED ITEMS -	TOTAL: \$9.00									
	GSC459RYBLLGER	[COLLAPSE]						Edit			
	Total Qty: 1	Logo					Price	\$4.00			
		Location:	LUF	Logo Code:	210312	2516A	Type:	LGE			
		Custor	nization	Type: Text			Price:	\$5.00			
		Location:	RUF	A	lignment:	Justified					
		Line 1:	DAVID								
		Style:	BLK	Colour:	0020-BLA	СК	Size:	3/8"			

UPS	
Ground	
Add Order Notes optio	nal:
HAVE A PROMO	TION CODE?
HAVE A PROMO	TION CODE?
	TION CODE?
Promotion Code:	
Promotion Code:	
Promotion Code:	APPLY
HAVE A PROMO Promotion Code: PAYMENT Tax Exempt Order Payment Method	APPLY

Need additional assistance?

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