



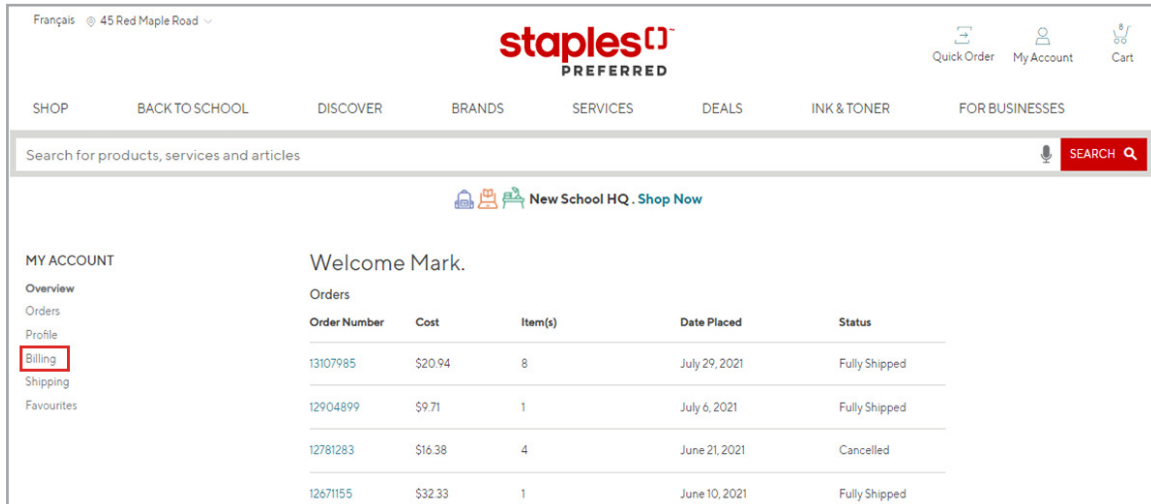
GUIDE 2

managing your billing and shipping information

This guide provides a quick and easy overview of how to best manage your billing and shipping information. Through step-by-step illustrations, you'll learn how to utilize key features such as adding multiple shipping locations and payment methods to your profile.

Billing: Stored Credit Cards

Step 1: Once logged in to your account, you will automatically be directed to your My Account Overview page. At the left-hand side of the Overview page you will see a set of options, including Billing. Select this option.



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Quick Order My Account Cart

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MY ACCOUNT

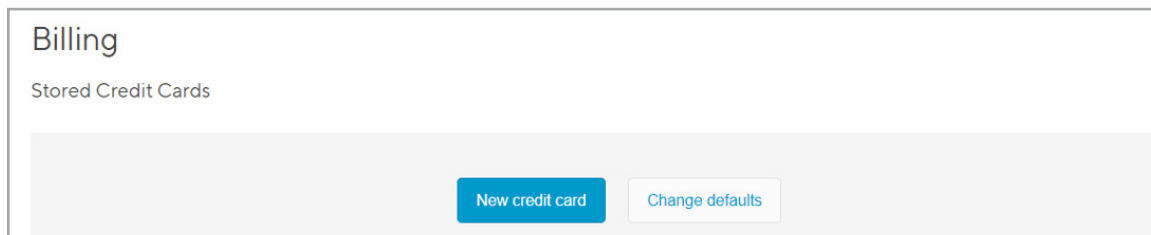
- Overview
- Orders
- Profile
- Billing**
- Shipping
- Favourites

Welcome Mark.

Orders

Order Number	Cost	Item(s)	Date Placed	Status
13107985	\$20.94	8	July 29, 2021	Fully Shipped
12904899	\$9.71	1	July 6, 2021	Fully Shipped
12781283	\$16.38	4	June 21, 2021	Cancelled
12671155	\$32.33	1	June 10, 2021	Fully Shipped

Step 2: Once selected, you will be taken to the Billing page where you can store additional credit cards for your profile.

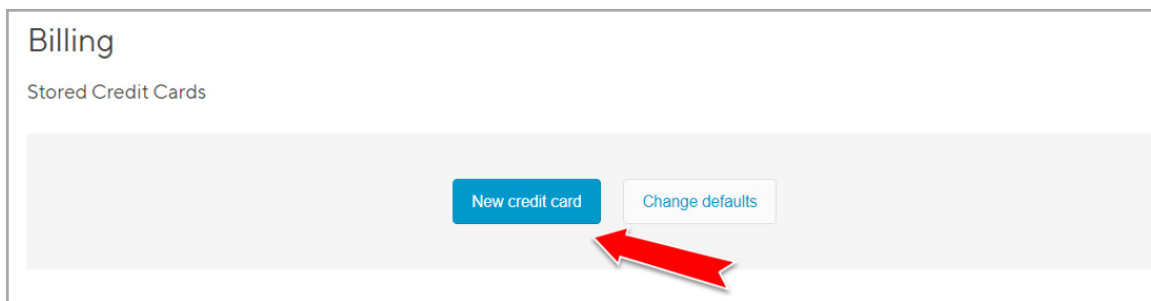


Billing

Stored Credit Cards

New credit card Change defaults

Step 3: To add a new credit card select “New Credit Card”



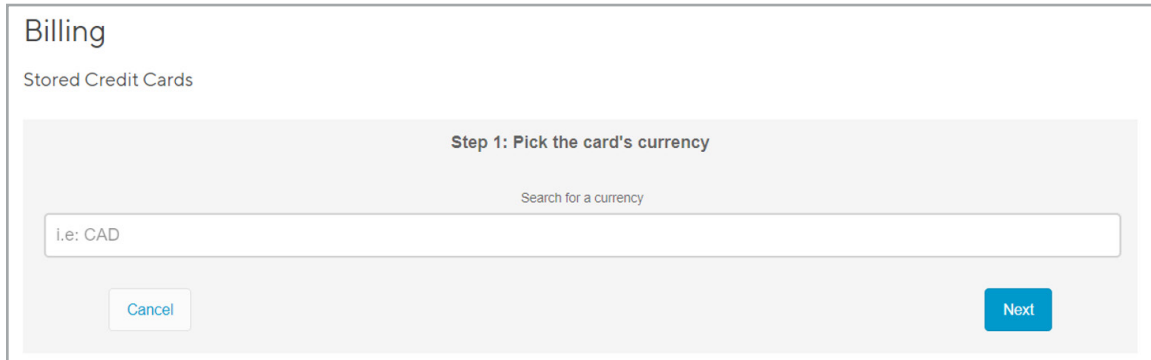
Billing

Stored Credit Cards

New credit card Change defaults

Step 4: In the search field, type the currency in which your new card will be under. In the example below, we will type “CAD” for Canadian currency. Canadian Dollar will come up in the search field.

Select Canadian Dollar and select Next.



Billing

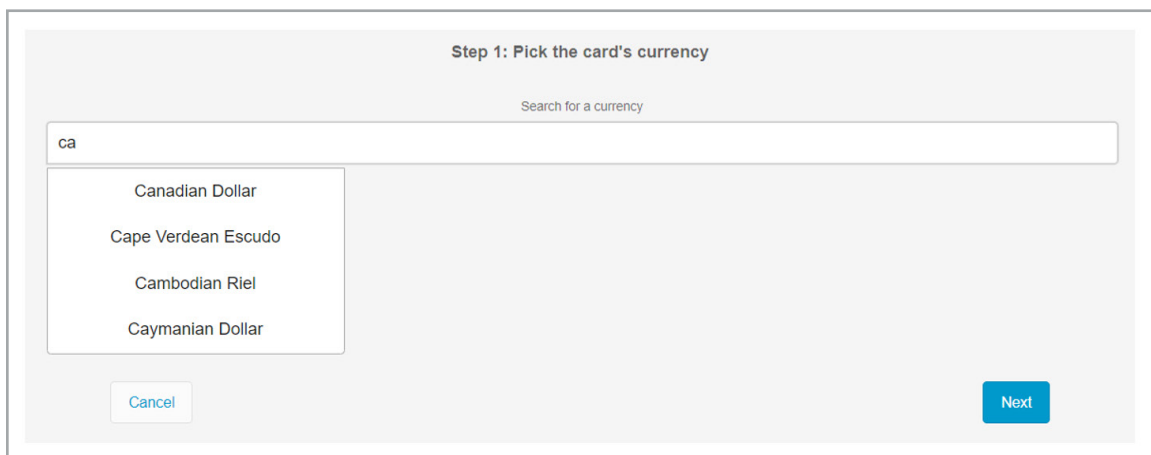
Stored Credit Cards

Step 1: Pick the card's currency

Search for a currency

i.e: CAD

Cancel Next



Step 1: Pick the card's currency

Search for a currency

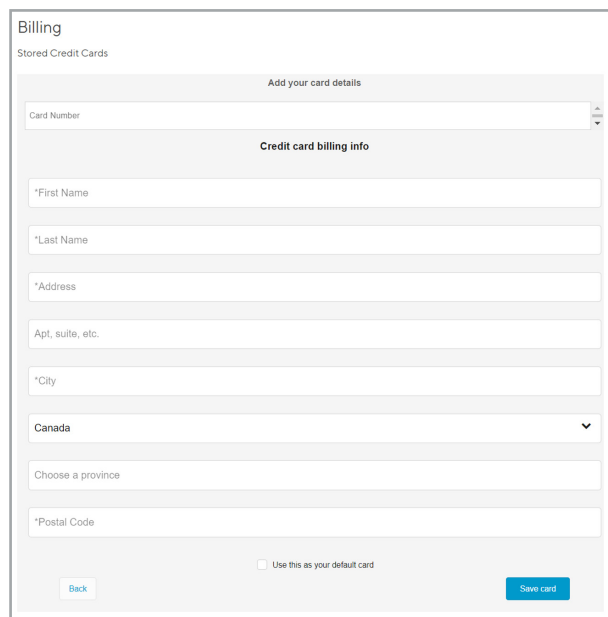
ca

- Canadian Dollar
- Cape Verdean Escudo
- Cambodian Riel
- Caymanian Dollar

Cancel Next

Step 5: Fill out your credit card details and credit card billing info. Ensure that all information is correct before proceeding. You have the option to select this as your default credit card to use for payment by checking the box.

Lastly, press Save to add this new card to your stored credit cards. You can repeat the process to add other credit cards to your profile. You also have the ability to change your default method of payment.



Billing

Stored Credit Cards

Add your card details

Card Number

Credit card billing info

*First Name

*Last Name

*Address

Apt, suite, etc.

*City

Canada

Choose a province

*Postal Code

Use this as your default card

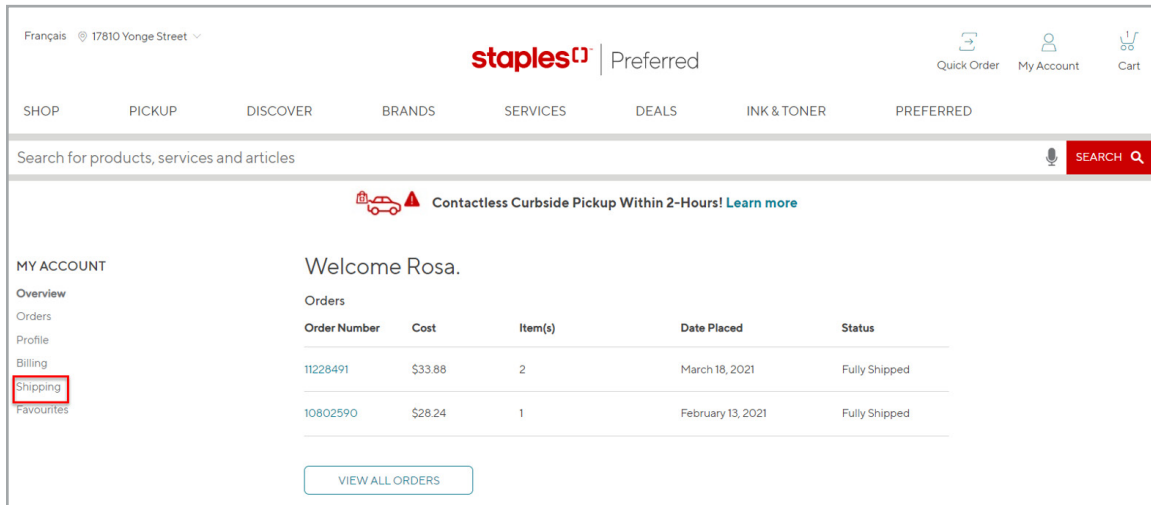
Back Save card

Adding Multiple Shipping Locations

Add multiple shipping locations so you can easily and quickly send supplies to multiple office locations, remote employees, or temporary spaces.

Step 1: Once logged in to your account, click on My Account to navigate to the My Account Overview page.

At the left-hand side of the Overview page you will see a set of options, including Shipping. Select this option.



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MY ACCOUNT

Overview

Orders

Profile

Billing

Shipping

Favourites

Welcome Rosa.

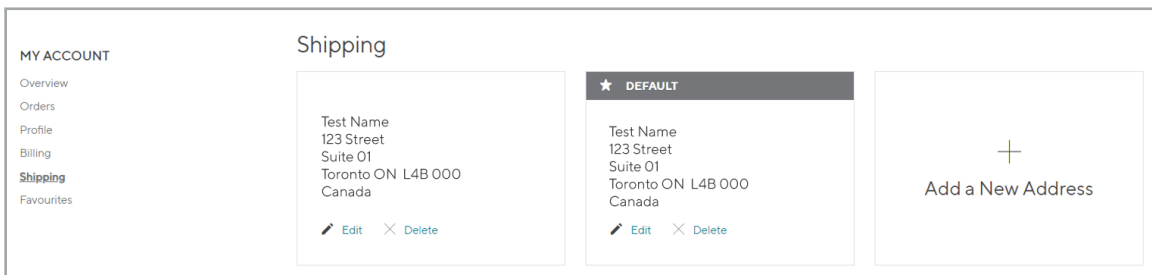
Orders

Order Number	Cost	Item(s)	Date Placed	Status
11228491	\$33.88	2	March 18, 2021	Fully Shipped
10802590	\$28.24	1	February 13, 2021	Fully Shipped

VIEW ALL ORDERS

Step 2: Once selected, you will be taken to the Shipping page where you will see an overview of your current Shipping locations. These will include an individual's name, address and postal code. Additionally, you will see which shipping location is selected as the Default location.

Here you have the flexibility to make edits to addresses, delete shipping locations, or add new shipping locations.



MY ACCOUNT

Overview

Orders

Profile

Billing

Shipping

Favourites

Shipping

Test Name
123 Street
Suite 01
Toronto ON L4B 000
Canada

Edit Delete

★ DEFAULT

Test Name
123 Street
Suite 01
Toronto ON L4B 000
Canada

Edit Delete

+
Add a New Address

Step 3: To make changes to an existing shipping location, select Edit below the address you wish to change.

The screenshot shows a 'MY ACCOUNT' sidebar on the left with 'Shipping' selected. The main area is titled 'Shipping' and contains three address tiles. The first tile is highlighted with a red box around its 'Edit' button. The second tile is marked '★ DEFAULT' and also has an 'Edit' button. The third tile is a large white box with a plus sign and the text 'Add a New Address'. Each address tile displays the following information: 'Test Name', '123 Street', 'Suite 01', 'Toronto ON L4B 000', and 'Canada'.

Step 4: Edit the sections you wish to change. You can also check the box if you would like this address to become your new default shipping location. Once finished, press Update Address.

Step 5: To add a new shipping location, select the tile with + Add a New Address. Repeat Step 4.

The 'Edit address' form contains the following fields and options:

- First Name:
- Last Name:
- Company:
- Address1:
- Address2:
- City:
- Country: (dropdown arrow)
- Province: (dropdown arrow)
- Postal/Zip Code:
- Phone:
- Set as default address
-
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