

# Webstore Instructions

## 1. NAVIGATE TO YOUR WEBSTORE

Navigate to your webstore by typing the address into the address bar of your web browser. The format will be “YourCompanyHere.wbgcompanystore.com”

- a. NOTE: DO NOT use “[www.](#)” at the beginning. This will prevent your browser from going to the correct website.
- b. Please make sure to use a modern web browser. We recommend Google Chrome. This will help ensure the best experience using the site.

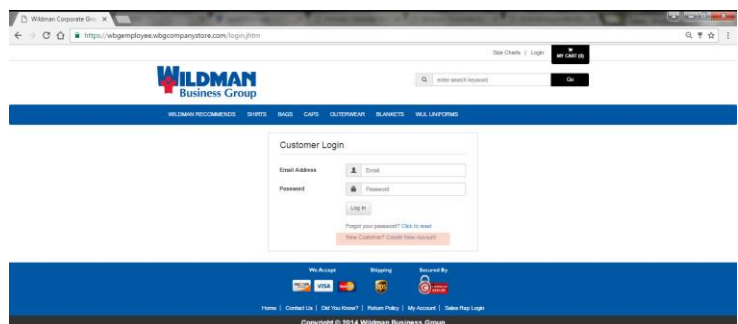
Once on the webstore homepage, click the “Login” link in the upper right of the browser window.



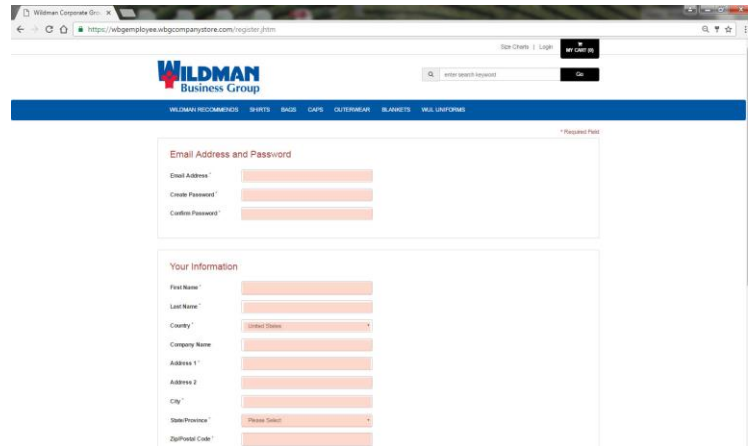
## 2. LOGIN

If you already have an account for the webstore, enter your username and password and click the “login” button, then skip to step 5.

- a. Otherwise, click the “Create New Account” link and fill out the registration form



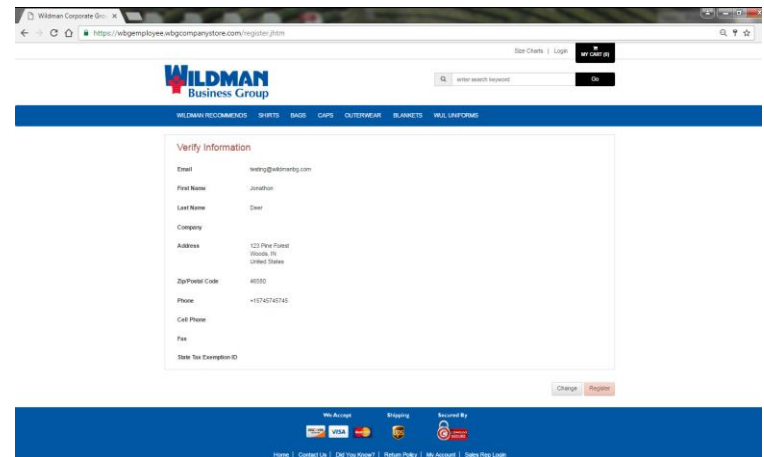
- b. Make sure to fill out ALL required fields. The required fields have “\*” next to them.



### 3. NEXT STEP

Click the “Next Step” button.

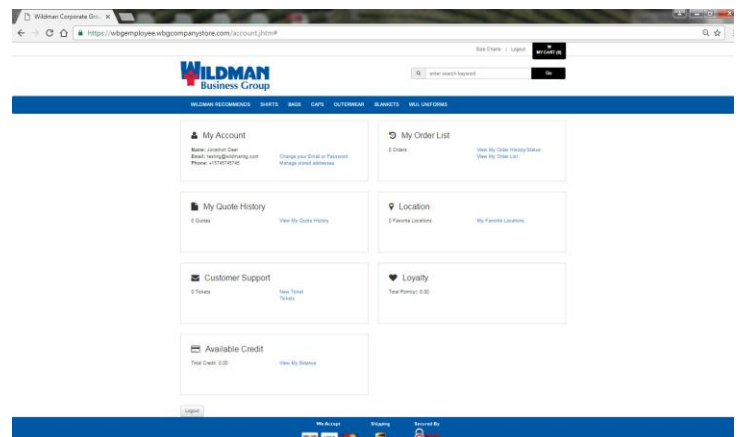
- a. Verify that your information is correct and click the “Register” button.



### 4. MY ACCOUNT

You will now be directed to the “My Account” page.

- a. From this page you can manage your addresses, account info, and sub-users, as well as view your available credits.



## 5. SHOPPING FOR ITEMS

You can shop for items by either entering a keyword in the search bar in the upper right corner, or clicking on category tabs in the menu bar located near the top of the page (“Polos” for example).

- Next you will see a page that lists all the items within the category selected or that relate to the search string that was entered. Click on a product to open that product’s page.
- On the product page, you will see more specific information about the item selected, as well as a list of available sizes, colors, decoration, and pricing.
- To add an item to your shopping cart, select the product options – click on a color, enter a quantity in the QTY box, and select decoration if applicable – then click the green “Add To Cart” button at the bottom of the page.
- If you would like to add more items to your cart, repeat step 5.

**Port & Company® - Long Sleeve Core Blend Tee. PC55LS**  
Style #: PC55LS

**Product Description**  
A reliable choice for comfort, softness and durability. 100% cotton. 50/50 cotton/poly. Made with up to 5% recycled polyester from plastic bottles. Due to the nature of 50/50 cotton/polyester mesh fabrics, special care must be taken throughout the printing process.

**Select Product Color**

|                 |              |                 |
|-----------------|--------------|-----------------|
| Aquatic Blue    | Asp          | Altores Heather |
| Athletic Maroon | Charcoal     | Dark Green      |
| Gold            | Jet Black    | Kelly           |
| Light Blue      | Lim          | Navy            |
| Orange          | Purple       | Red             |
| Royal           | Safety Green | Safety Orange   |
| White           |              |                 |

**Enter Quantity**

|                  |                  |                  |                  |                  |
|------------------|------------------|------------------|------------------|------------------|
| S                | M                | L                | XL               | 2XL              |
| In Stock<br>3686 | In Stock<br>3673 | In Stock<br>3841 | In Stock<br>3855 | In Stock<br>1426 |
| 3XL              | 4XL              | 5XL              | 6XL              |                  |
| In Stock<br>1013 | In Stock<br>661  | In Stock<br>500  | In Stock<br>490  |                  |

## 6. MANAGE YOUR SHOPPING CART

- After adding an item or items to your cart, you will be taken to the cart page.
- To change the quantity of items you’d like to order, change the number in the box under Quantity (Qty) then click update. To remove an item check the box under “Remove” next to the item you want to remove and click update.
- When you are ready to purchase the items you have selected click “Checkout” at the bottom of the page.

| Remove                   | Product   | Qty | Price  | Total  |
|--------------------------|---|-----|--------|--------|
| <input type="checkbox"/> | <br>Port & Company® - Long Sleeve Core Blend Tee.<br>PC55LS<br>WM181-PC55LS-5-68709481-S<br>Style # PC55LS<br>Imprint Location 1: Left Chest<br>Running Charge For Location 1: \$3.99 Per Piece 3.99 Addition<br>Size: S<br>Color: White<br>Imprint Location 1 Image:<br>c1.JPG ) | 1   | \$4.26 | \$8.27 |

Update Total Weight: 0.43 Total Quantity: 1 Subtotal: \$8.27

[Continue Shopping](#)

## 7. PURCHASING ITEMS – Select Payment Method

- a. To complete your purchase select/use one or more of the following payment methods. Depending on your user, you may be limited to only one or more of the following:
  - i. To pay by Credit/Debit Card, enter your credit/debit card information
  - ii. Select “PO” to use a Purchase Order
  - iii. Enter a Gift Card Number (see step 9)
  - iv. Use your available User Credits (see step 10)

## 8. BILLING AND SHIPPING

- a. Double check that the billing and shipping information is correct. Click the “change” button to make alterations

## 9. GIFT CARDS

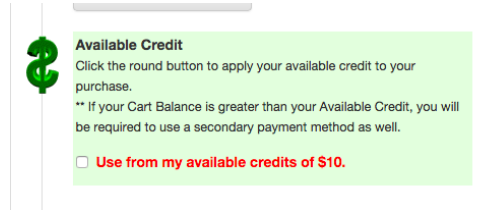
- a. Gift cards for the webstore are only good for use on these webstores.
- b. When you “Redeem” a gift card, the available gift card balance is checked and applied to your cart. If the gift card balance is more than the cart total, only the amount needed to purchase is removed from the gift card.
  - i. To apply multiple gift cards, simply input each gift card number and click “Redeem Gift Card Code”
  - ii. If your gift card balance is less than the total value of your order, you will be **REQUIRED** to enter a second form of payment.

The screenshot displays a checkout page with a dark blue header containing navigation links: HOME, HELP, CUSTOMER, and PROMOTIONS. Below the header, the page is divided into several sections for user input:

- Shipping Information:** Fields for Name, Address, City, State, and Zip, with a 'Change' button below.
- Billing Information:** Fields for Name, Address, City, State, and Zip, with a 'Change' button below.
- Shipping Method:** Radio buttons for 'UPS Shipping' (selected) and 'Carry to Pick-up location'.
- Payment Method:** Radio buttons for 'Credit Card' (selected) and 'Purchase Order'. The 'Credit Card' section includes fields for Card Type (dropdown), Card Number, Card Expiration Code, and Exp Date (MM/YY). Below this is a section for 'Redeem Gift Card Code' with a 'Redeem Gift Card Code' button. A green callout box states: 'Available Credit: Check the second column to apply your available credit to your purchase. \*If your Card Balance is greater than your Available Credit, you will be required to use a secondary payment method as well. Use from the available credit of \$10.' Below this is a 'Rush Service' section with a 'Rush Charge \$ 25.00' and a note '\*May not be applied with 2015'. At the bottom right is an 'Individual Fold/Bag Service' section with a note '\*Individual Folding Charge \$ 0.50 each'.

## 10. AVAILABLE CREDIT

- a. If you have credit available to use on your account, the “Available Credit” box will be visible on the checkout page at the bottom of the “Payment Method” box.



- i. To apply your credits to an order, you must select “Use from my available credits of \$x.00” at the bottom of the “Payment Method” box on the checkout page.
  - ii. If your “Available Credit” is less than the total value of your order, you will be REQUIRED to enter a second form of payment.
- b. Your available credit balance is also viewable under “My Account”. The link for this page is located at the bottom of every page.

## 11. SUBMIT YOUR ORDER

When all information is confirmed, click “Purchase” to submit your order.

Thank you!