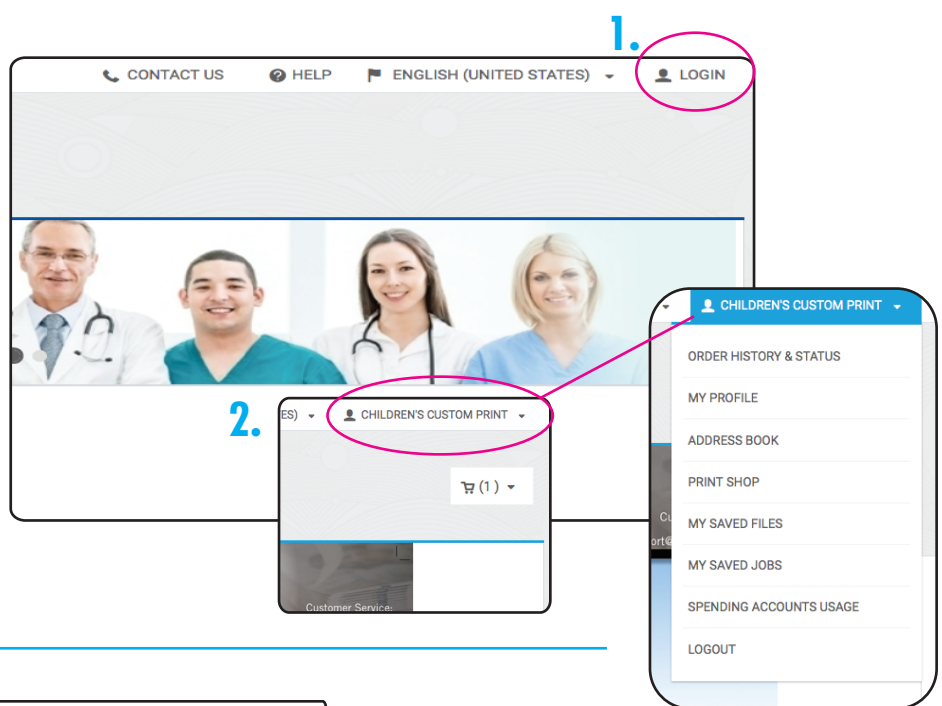


Bender Online Web Portal

<https://store.bender-inc.com/DSF/Companies/BJH/storefront.aspx?SITEGUID=a6b0f33a-f440-4378-8e9a-bb320ee87610>

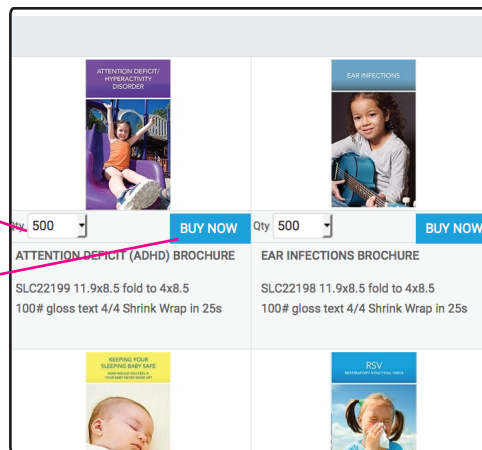
1. To access the storefront, please copy and paste the URL above exactly as is. Then click on **"LOGIN"** in the top right corner of the page.
2. Once you are logged in, you can move your cursor over your username in the top right corner to display options to view your cart, order history, saved jobs and address book.
3. To begin creating your order, find the category you need and click the light blue **"BROWSE"** button next to it. This will take you to the page where you can view more products.



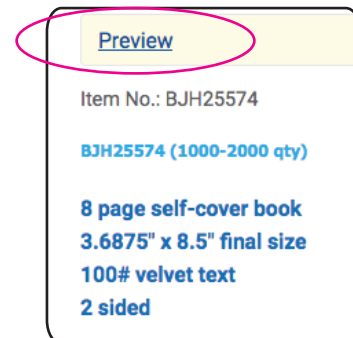
4. From here you can select the product and quantity you need, then click **"BUY NOW"**

Select quantity from drop-down menu

Click BUY NOW to add the item to your cart

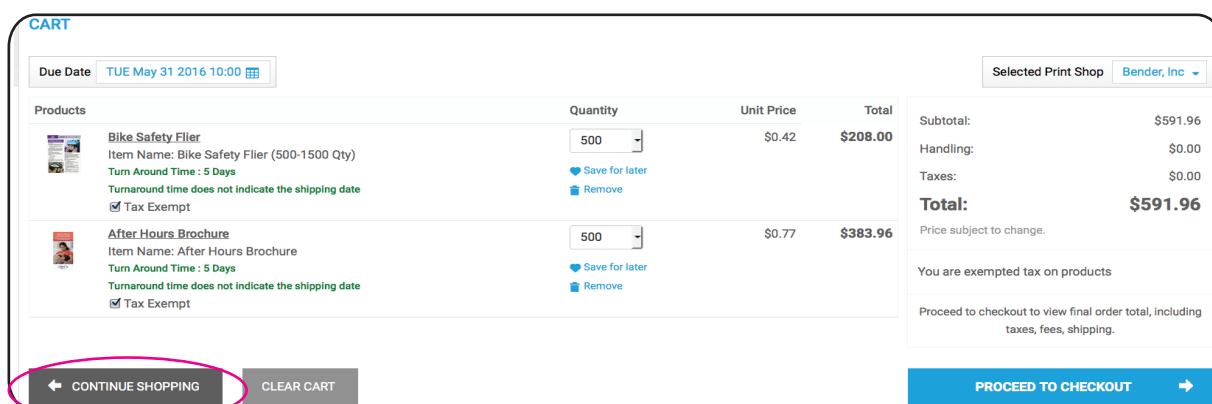


5. To preview the full PDF file of the product you want, click on the icon image, and then **"PREVIEW"**



6. After you click **BUY NOW**, you will be taken to your cart. From here you can check out or select "Continue Shopping" to be taken back to the products page. From the cart you can still change your quantity, choose a due date, and view your pricing.

Please note that "due date" will be the day that Bender Inc will SHIP your product from our dock.



7. When you are ready to place your order, click "Proceed to Checkout." Here is where you will enter your shipping information.

This information will auto-fill with what you have in your profile. If you need to change it, **make sure you click the "Save" button at the bottom of the page, or all the information will default back.**

8. Click "Proceed to Payment" to choose pay for and complete your order.

The screenshot shows a shipping form titled "SHIPMENT 1". It includes a dropdown menu for "Local Courier All Day", an "ADDRESS" section with a link to "Add from Address Book", and input fields for "First Name" (Children's), "Last Name" (Custom Print), "Address Line 1" (4901 Forest Park), "Address Line 2" (Suite 1022: MS 90-75-560), "Address Line 3", and "City". A "Delivery Instructions" section has a "Save to My Address Book" option with "Save" and "Cancel" buttons. A "PROCEED TO PAYMENT" button is at the bottom right. A pink callout line points from the text in step 7 to the "Save" button. Another pink callout line points from the text in step 8 to the "PROCEED TO PAYMENT" button.

The screenshot shows a "PAYMENT METHOD" form. It has a dropdown menu for "Account Codes" selected. Below is an "ACCOUNT CODES" section with input fields for "Account (6 Digits)", "Division (3 Digits)", "Department (8 Digits)", and "Business Unit (5 Digits)". A pink callout line points from the text in step 9 to the "Account Codes" dropdown menu.

9. **ALL USERS** will pay using accounting codes.

You must enter all codes provided to you for:

- Account
- Division
- Department
- Business Unit.

If you cannot remember your codes, please contact Bob Bender at bbender@bender-inc.com