

# A Quick How-to Guide On Shopping at MCSHANES.COM

## Getting Started

- Log on to [www.mcshanes.com](http://www.mcshanes.com)

## Do you already have an online account?

### NO, LET'S SIGN UP.

- Hover your mouse over the tab "Online Shopping"
- Click "Register For An Online Account"
- Fill out and send the Registration Form.
- You will receive an e-mail containing your username and password
- Once you have your username and password, follow instructions for YES, I HAVE AN ACCOUNT.

### YES, I HAVE AN ACCOUNT.

- Hover your mouse over the tab "Online Shopping"
- On the Left side of the screen under "My Account" Click "Go"
- The screen will open for you to enter your username and password
- Click "Log In"

Now that you are logged in you can browse the site according to your shopping style.

Let's go through a few of your options:

### "I want to browse the catalog."

If you wish to flip through the Easy-Flip Online Catalog the second paragraph will prompt you by clicking the words "Check It Out." The page will open and you'll select "Click Here" to open the catalog site.

### "I want to browse the site."

You may choose to browse the site by the categories displayed in the center of the page.

### "I know exactly what I need to reorder."

If you already know your order number for the product you can enter the number on the top left corner of the screen under "Quick Search" and click "Go." This will find your product according to its order number.

### "I have an idea of what I need, but I don't know how to find it."

- To look for a type of product you'll want to hover your mouse over "Shopping" and Click "Advanced Search."
- Enter a type of product, for example "pens" and click "Search."
- You can narrow down your options by adding more specific parameters on the left side of the screen, for example type "blue" and click "Search."
- Now only pens with blue ink are being shown. You can continue to refine the search as you determine what it is that best fits your need.

## Benefits and Extras

- Repeat shoppers can save items in favorites lists to create an easier shopping experience.
- Every time you make an online purchase you earn Rewards Points. For every 1000 points you'll receive a \$25 Certificate.
- McShane's offers their clients online tutorials if further assistance is needed. Contact Erin Rhodes, at (219) 924-1400, ext. 338 or e-mail [erhodes@mcshanes.com](mailto:erhodes@mcshanes.com), to set up an appointment.

