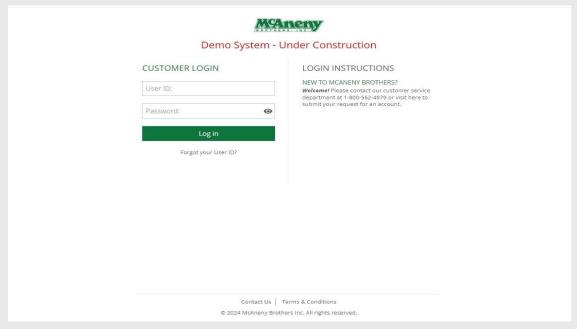
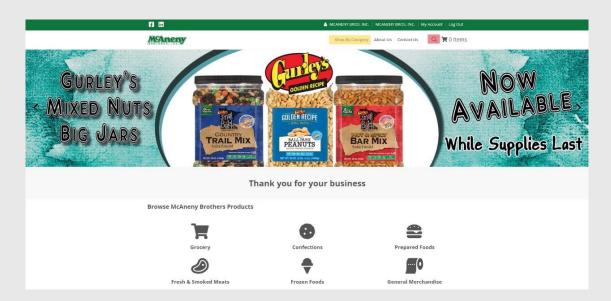
## Logging On to The Site

- Open a web browser and search for shop.mcaneny.biz in the search bar
- On the login screen, enter your McAneny provided User ID and Password



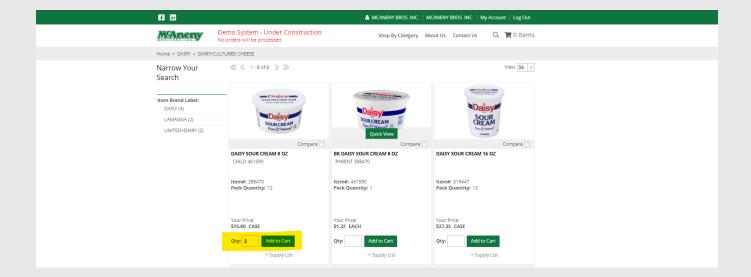
## **Finding Items**

- Finding items can be done by browsing through categories and brands, as well as searching directly for a particular item
- To browse by category or sub-category, highlight your mouse over "Shop by Category" on the home screen. A list of all the categories will be shown. From here you can click on the category or highlight over it and select a subcategory.
- To search directly for an item, click on the search icon in the top right section of the page and enter the full or partial name of the item.



## Adding Items to Cart

 Adding items to your cart can be done by entering a quantity in the "Qty" field under an item and then clicking the "Add to Cart" button.



## **Accessing and Modifying the Cart**

- To access your current cart, click on the shopping cart icon in the top right section of your screen
- Once inside the cart you can add and remove quantities for items, delete items, save the cart, and process the order
- To change the quantities, click in the box in between the item name and the total amount for that specific item. Then remove the current quantity and add your new desired amount. Finally, click the "Update" button towards the top above your list of items
- To delete an item or series of items, click on the check box to the left of the item image and then click on the "Delete" button that is located to the right of the "Update" Button.
- To save the cart, click on the "Save Cart" button located at the bottom of the cart. You will be prompted to enter a name for the saved cart. Finally, click "Save" to store the cart for future use.