

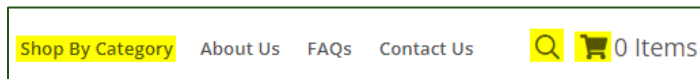


McAneny E-Commerce Quick Start



1. Go to *shop.mcaneny.biz* on any web browser
2. Enter your McAneny User ID and Password
3. Use the Shop By Category to browse the catalog or the search icon to find items. Items can be searched by name, brand or product number.

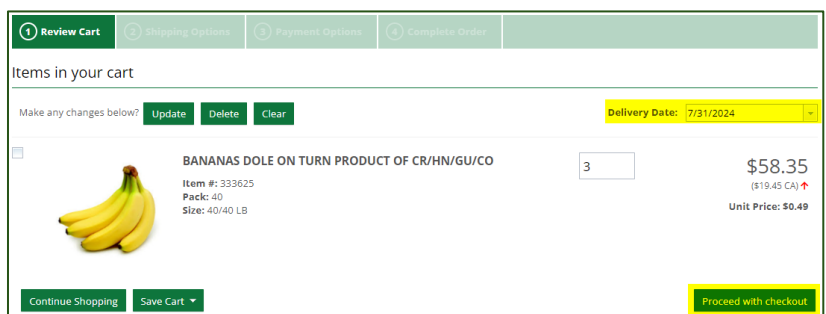
The screenshot shows the 'CUSTOMER LOGIN' section with input fields for 'User ID' and 'Password', and a 'Log in' button. To the right, there are 'LOGIN INSTRUCTIONS' for new users, including a 'Welcome!' message and contact information for customer service.



4. Enter in a desired quantity in the Qty field under an item. A new cart is automatically created when an item is added.



5. Once you have your items and quantities entered, click on the shopping cart icon in the upper right of the page
6. Review your order and modify the delivery date if needed
7. Click Proceed with Checkout



8. Continue through the next two screens. When ready, check the box agreeing to the terms and click Complete Order
9. An order confirmation will appear on your screen reflecting the order has been transmitted

The screenshot shows a checkbox labeled 'Check here if you agree with the Terms' and a 'Complete Order' button.

Common Questions

1. What days can I change my delivery to?

- a. Customers may only choose a date that coincides with their preset weekly delivery day.

2. Can I have multiple carts at once?

- a. Customers can only have one cart at a time. However, customers can save a cart to be used anytime in the future.

3. Can multiple users be signed into the same account at once?

- a. Multiple users IDs can be set up to allow simultaneous logins to the same customer account. However, multiple logins/sessions using the same user ID is NOT allowed.

4. Do I need to be precise when searching for items?

- a. No, you do not have to type in the exact name of a product to search for it. Customers can search for part of the name of a product, the full name, item number, or brand.

5. Will my existing Order Guides that I created be on the new site?

- a. Yes, any preexisting Order Guide has been imported to the new site. These are relabeled as Supply Lists on the new site and can be accessed by going to My Account at the top of the screen and clicking on Supply Lists.

6. Will my existing Order Guides that were pre-created for me be on the new site?

- a. Yes, any preexisting McAneny created Order Guide has been imported to the new site. These can be accessed by going to My Account at the top of the screen and clicking on Order Guides.
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