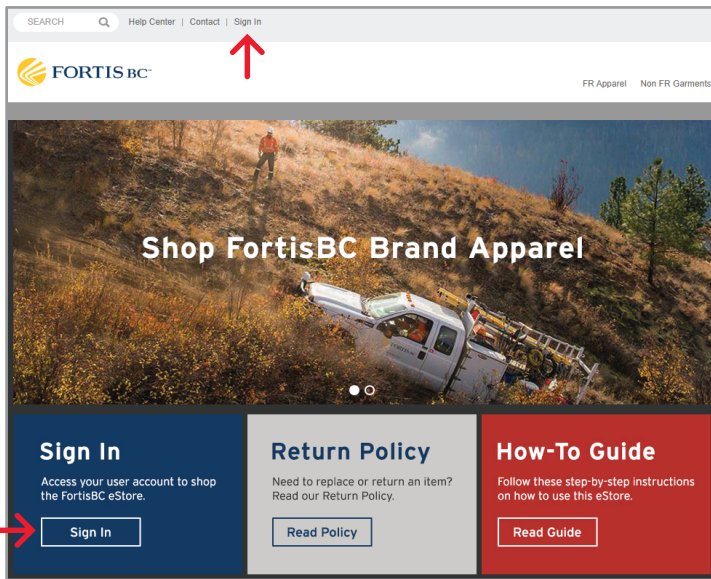


USING THE FORTISBC E-STORE WITH CANADIAN LINEN



These step-by-step instructions will instruct you on how to use the FortisBC eStore with Canadian Linen.

PLEASE NOTE: You must input employee name in the Attention and P.O. Number fields during checkout.

To access your user account on the FortisBC eStore, select one of the Sign In links available on the home page (see left).

Enter your username and password provided to you by your administrator on the next screen. (see below).

Username:

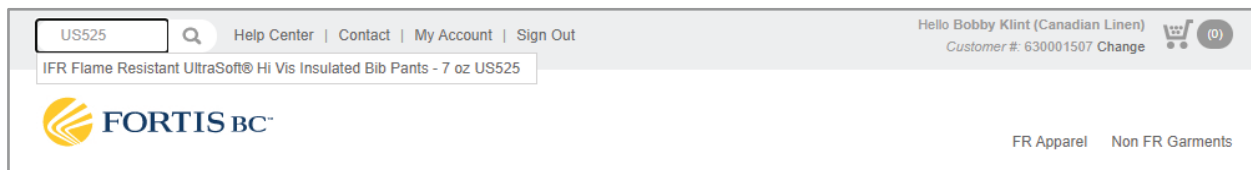
[Forgot Username?](#)

Password:

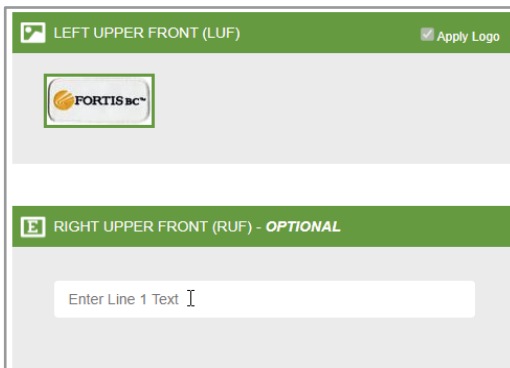
[Forgot Password?](#)

SIGN IN

Select the product category to find the garment you intend to purchase or use the search field to enter the specific style number for the garment (see below).



Once you have selected the colour and size of the garment you intend to purchase (if applicable) you will see a preview of the customization your garment will have affixed to it (see right and below). If applicable, you may also have the option to add names to the garment.



If you are presented with the option to add names to the garment, input your name in the text field (see right) and hit Enter. If you are not presented with the option to customize the garment with names, you should select ADD TO CART (see above) and proceed to the Cart review section on the next page.

If you are purchasing multiple garments for the same wearer or different wearers in the same order, you will be presented with the option to manage the text customization list (see below). Check the Manage List checkbox and follow the instructions on the next page.



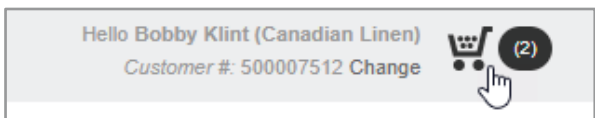
(continued)

To utilize the List Manager for customizing the garments, use the drop down to select the quantity of garment size(s) that will be decorated with the name being applied (see right).

If you selected multiple quantities of the same size, you will only see that size (i.e. L as is shown to the right). If you selected different sizes, each size will appear as separate entries (see below).

You may have the option to customize the garment with up to three lines of text, however you are not required to enter three lines of text. You may simply enter text in the fields you need customized.

To proceed with your order once you have finished selecting (and if applicable, customizing) the garments you intend to purchase, select ADD TO CART (see above) and enter the shopping cart by selecting the Cart icon in the upper right corner of the screen (see below).



To utilize the Pack by Wearer feature (if you need to do so) select PACK BY WEARER on the Cart page (see right). If you used the List Manager for customization, the names in the list entry or entries (if multiple names were applied) will appear in the Pack By Wearer feature (see below.)

To apply Pack By Wearer to consolidate more than one item you are purchasing, follow the instructions provided on the Pack by Wearer page.

If you assigned wearers in the Manage List of Items section, you will see that information reflected here.

To add wearers, type the wearer's name in the Add Wearer field under Assign to Wearer. Select the quantity for that wearer and click the Assign button. The remaining unassigned quantity will automatically update.

To make a change to an existing wearer, unclick the Assign button. Now add the new wearer's name, update the quantity and click the Assign button.

Once you're finished assigning items to your wearers, click Save All and Return to Cart at the bottom of the screen. Here you can double check wearer assignments before finalizing your order.

If applicable, once you have completed your Pack By Wearer assignment(s) select SAVE ALL AND RETURN TO CHECKOUT. You may now review your Cart, or you can proceed with your order by selecting CHECKOUT (see above).

(continued)

Checkout Billing & Shipping > Payment > Confirmation

BILLING INFORMATION

* Required

First Name

Last Name

Company or C/O

Address 1

Address 2

City

Country

Province

Postal Code

Phone Number

DELIVER TO INFORMATION

Enter New Deliver To Address

Same as Billing Information

First Name *

Last Name *

Company or C/O *

Attention * ←

Address 1 *

Address 2

City *

Country *

Province *

Postal Code *

Phone Number

CONTINUE

As you enter the appropriate shipping information on the the Billing & Shipping Checkout page, **be sure to enter full name in the Attention field** (see left).

You will not be able to proceed with your order unless you complete this field.

Once you complete the shipping information and include employee name in the Attention field, you can proceed to the Payment Checkout page.

If you need to review your order again, you will have another opportunity to do so on the Payment Checkout page (see below).

To complete your order, select the Shipping Method and Payment type (see right).


IMPORTANT: You must input employee name/recipient in the PO Number field in order to complete your order.

After you have confirmed shipping method and payment type, and inputted employee name in the PO Number field, you may complete your order by selecting **PLACE ORDER** at the bottom of the screen.

Checkout Billing & Shipping > Payment > Confirmation

Review your order, select a preferred shipping method and enter your promotional code below.

ITEMS [EDIT CART](#)

Item Description	Price	Decorations	Quantity	Total
 IFR Flame Resistant UltraSoft® Hi Vis Insulated Bib Pants - 7 oz - Orange - L US525ORGL	\$274.99	\$7.50	1 EA	\$282.49

PACK BY WEARER INSTRUCTIONS

LIST OF WEARERS [\[EXPAND\]](#)

SHIPPING METHOD

UPS

Ground

Add Order Notes *optional*:

HAVE A PROMOTION CODE?

Promotion Code: **APPLY**

PAYMENT

Tax Exempt Order ⓘ

Payment Method

P.O. Number ←

↑

BILLING INFORMATION

FORTISBC ENERGY INC - BURNABY 530007147
 FORTISBC ENERGY INC - BURNABY 530007147
 16705 FRASER HIGHWAY
 SURREY, BC V4N 308
 CA

SHIPPING INFORMATION [EDIT](#)

FORTISBC ENERGY INC - BURNABY 530007147
 FORTISBC ENERGY INC - BURNABY 530007147
 16705 FRASER HIGHWAY
 SURREY, BC V4N 308
 CA

ORDER SUMMARY

Subtotal	\$282.49
Tax	\$36.91
Shipping & Handling	\$24.99
Total	\$344.39

PLACE ORDER

NEED ADDITIONAL HELP?

CONTACT
 Connie Sousa
 P. 416.528.8180
 connie.sousa@canadianlinen.com

CANADIAN LINEN Customer Service
 866.822.4763