## USING THE KAL TIRE E-STORE WITH CANADIAN LINEN



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

To access your user account on the Kal Tire eStore, select the **Sign In** link on the home page (see left).

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

Username:	
Enter your username	
Forgot Username? Password:	
Enter your password	
Forgot Password?	
	SIGN IN

To start shopping for your Kal Tire uniform, you can locate the product you intend to purchase by visiting the appropriate **product category** or by typing in the style number in the **search** field (see below).



Once you have selected the **colour** and **size** of the garment you intend to purchase (if applicable) you will have the option to customize your garment (see right).

**Note:** customization may be automatically applied or you will be presented with the option(s) to customize after you select **ADD TO CART.** 

If applicable, you will have the option to apply a logo (unless the logo is already automatically applied) and your name to the garment. To apply the Kal Tire logo, select the **Apply Logo** checkbox (see below). And if you are presented with the option to add your name, enter your name in the optional field (see below).





To proceed with your purchase, you will need to select **ADD TO CART** again after you have completed adding the customization you want your garment to include.

After you have added all appropriate garments to the cart, select the **cart icon** in the upper right corner to enter the cart to review your order.



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Within the Shopping Cart (see right) screen, you can review your order and make any necessary edits before you proceed with your purchase by selecting **CHECKOUT** or if you need to, you can also save your order by selecting **SAVE ORDER**.

Saved orders can be reviewed by selecting **My Account** at the top of your screen followed by navigating to **Saved Orders** on the next screen (not pictured). To proceed with a saved order, you can select **ADD TO CART**, whichwill bring you to the next step of the checkout process.

Enter your shipping information by completing the appropriate fields for the **DELIVER TO INFORMATION** (see below). When you have completed that step, you may select **CONTINUE** to take you to the final step of your purchase.

Checkout	Billing & Shipping > Payment > Co	onfirmation		
BILLING INFORMAT		DELIVER TO INFOR	RMATION	
* Required		Enter New Deliver To /	Address	
First Name				
Last Name		Same as Billing Information		
Company or C/O	DSL INC DS	Create New *		
Address 1	14520 - 128 AVENUE			
Address 2		First Name *	Bobby	
City	EDMONTON	Last Name *	Klint	
Country	CANADA 🗸	Company or C/O *		
Province	Alberta 🗸	Attention		
Postal Code	T5L 3H6	Address 1 *		
Phone Number		Address 2		
		City *		
		Country *	Select a Country 🗸	
		Province *	Select a Province 🗸 🗸	
		Postal Code *		
		Phone Number		
			CONTINUE	
			CONTINUE	

When you are ready to complete your purchase, select the **Shipping Method** and **Payment** type to place your order (see right).

After you select **PLACE ORDER** (see right), you will be taken to your **Order Confirmation** page and receive your Order Confirmation email.

Shoppi	ing Cart			
How does you	r order look so far? You	can update quantities in the cart directly below, continue shopping, proceed to checkout or save your order for another time.		
1 items		SUMMARY		
	Item Description	Price Quantity Total Subtotal \$14.65		
Ť	ATC® Everyday Cottor L ATC1000PBLKL	n Pocket Tee - Black - \$11.87 1 EA \$14.65 X CHECKOUT		
	DECORATED ITEMS - TOTAL: \$2.78			
	Total Qty: 1	Logo Price: \$2.78		
		Location: LUF Logo Code: 1701055301A Type: LGE		
		T Customization Type: Text Price: \$0.00		
		Location: RUF Alignment: Justified		
		Line 1: Bobby		
		Style: BS Colour: 1304-FLAME ORANGE Size: 1/2"		
CONTINUE	e shopping			
Check	out	Billing & Shipping > Payment > Confirmation		

Checkout	Billing & Shipping > Payment >	Confirmation			
Review your order, select a preferred	shipping method and enter your promotio	nal code below.			
TEMS					EDIT CART
Item Description		Price	Decorations	Quantity	Tota
ATC® Everyday Co ATC1000PBLKL	tton Pocket Tee - Black - L	\$11.87	\$2.78	1 EA	\$14.65
	<u> </u>	BILLING IN	FORMATION		
UPS	~	KAL TIRE #000	KAL TIRE #000 HOME OFFICE		
Ground	~	PO BOX 1240			
Add Order Notes optional:		CA	1 61/6		
		SHIPPING I	NFORMATION		EDIT
		Andy Mattila(Ca	nadian Linen)		
HAVE A PROMOTION CO	DE?	Andy Mattila 1540 KALAMALE	A LAKE RD		
Promotion Code:	APPLY	CA	C V11 6N6		
		ORDER SU	MMARY		
Tax Exempt Order 🗆 0		Subtotal			\$14.65
Payment Method Select	Payment Method V	Tax			\$3.31
P.O. Number		Shipping & H	landling		\$12.99
		Total			\$30.95
				$\rightarrow$	PLACE ORDER

## **NEED ADDITIONAL ASSISTANCE?**

Contact Connie Sousa - Program Manager:

Phone: 416-849-5144 E-mail: connie.sousa@canadianlinen.com

Contact Customer Service:

Phone: 866-822-4763 E-mail: webstore@canadianlinen.com

