

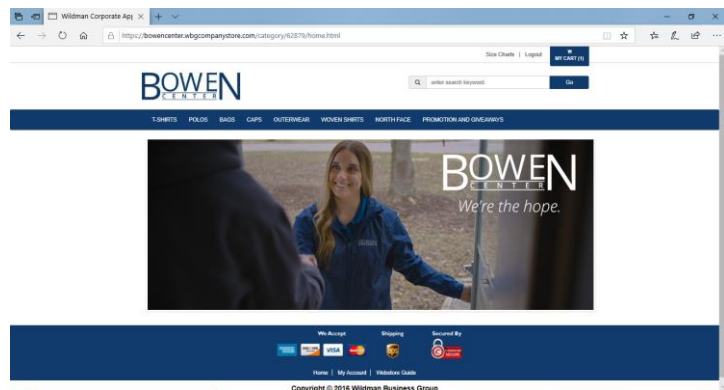
Webstore Instructions

1. NAVIGATE TO YOUR WEBSTORE

Navigate to your webstore by typing the address into the address bar of your web browser. The url is “bowncenter.wbgcompanystore.com”

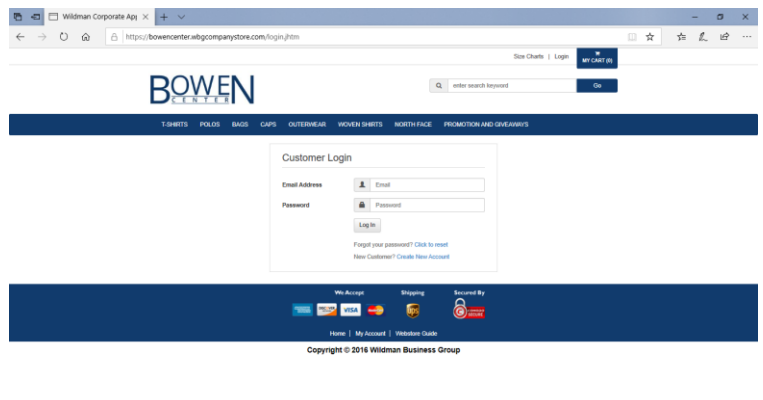
- NOTE: DO NOT use “www.” at the beginning. This will prevent your browser from going to the correct website.
- Please make sure to use a updated web browser. We recommend Google Chrome. This will help ensure the best experience using the site.

Once on the webstore homepage, click the “Login” link in the upper right of the browser window.



2. LOGIN

- Please enter your Bowen provided login and password.



3. MY ACCOUNT

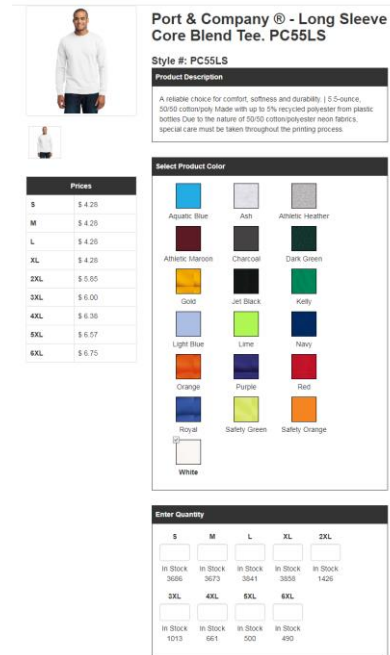
You will now be directed to the “My Account” page.

- a. From this page you can manage your addresses, account info, and sub-users, as well as view your available credits.
- b. If this is your first login, please click “Change your Email or Password” to update your password to secure your account.

4. SHOPPING FOR ITEMS

You can shop for items by either entering a keyword in the search bar in the upper right corner, or clicking on category tabs in the menu bar located near the top of the page (“Polos” for example).

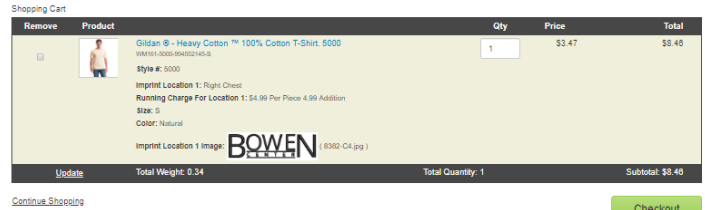
- a. Next you will see a page that lists all the items within the category selected or that relate to the search string that was entered. Click on a product to open that product’s page.
- b. On the product page, you will see more specific information about the item selected, as well as a list of available sizes, colors, decoration, and pricing.
- c. To add an item to your shopping cart, select the product options – click on a color, enter a quantity in the QTY box, and select decoration if applicable – then click the green “Add To Cart” button at the bottom of the page.
- d. If you would like to add more items to your cart, repeat step 5.



5. MANAGE YOUR SHOPPING CART

- a. After adding an item or items to your cart, you will be taken to the cart page.
- b. To change the quantity of items you'd like to order, change the number in the box under Quantity (Qty) then click update. To remove an item check the box under "Remove" next to the item you want to remove and click update.

- c. When you are ready to purchase the items you have selected, click "I AGREE" to indicate you are confident in the garment sizes selected based on the size charts linked



- d. Click "Checkout" at the bottom of the page.

6. PURCHASING ITEMS – Select Payment Method

- a. To complete your purchase, select/use one or more of the following payment methods. Depending on your user, you may be limited to only one or more of the following:
 - i. To pay by Credit/Debit Card, enter your credit/debit card information
 - ii. Enter a Team Bowen Award number (see step 9)
 - iii. Use your available Giveaway budget (see step 10)

7. BILLING AND SHIPPING

- a. Double check that the billing and shipping information is correct. Click the "change" button to make alterations

8. TEAM BOWEN AWARDS

- a. Team Bowen Awards are good only redeemable on this Bowen webstore.
- b. When you "Redeem" Team Bowen Award, the available balance is checked and applied to your cart. If the balance is more than the cart

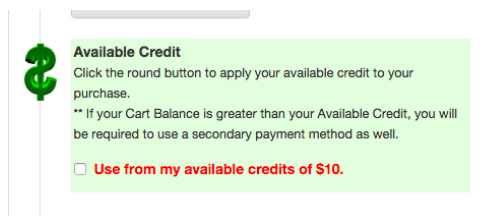
The screenshot shows the checkout page with three main sections: Shipping Information, Billing Information, and Shipping Method. The Shipping Information section includes fields for Name, Address, City, State, and Zip, with a 'Change' button. The Billing Information section includes fields for Name, Address, City, State, and Zip, with a 'Change' button. The Shipping Method section shows 'Free Shipping' selected, with an estimated shipping date of '21st or earlier Monday, 7/8/2019'. The RETURN POLICY section states that all regular merchandise are non-returnable, and non-tagged merchandise must be returned within 30 days of purchase. The Payment section shows 'Credit Card' selected, with fields for Card Type, Card Number, and Card Verification Code. There are also options for 'Paypal', 'iPG', and 'Available Store Credit'.

total, only the amount needed to purchase is removed from the Team Bowen Award card.

- i. To apply multiple awards, simply input each card number and click “Redeem Team Bowen Award Code”
- ii. If your Award balance is less than the total value of your order, you will be REQUIRED to enter a second form of payment.

9. AVAILABLE CREDIT – Giveaway Budgets

- a. If you have credit available to use on your account, the “Available Credit” box will be visible on the checkout page at the bottom of the “Payment Method” box.

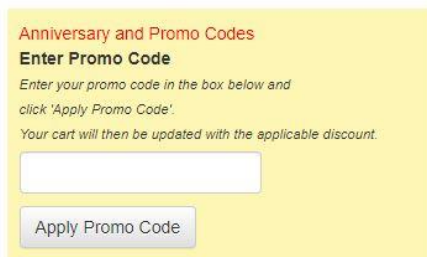


- i. To apply your credits to an order, you must select “Use from my available credits of \$x.00” at the bottom of the “Payment Method” box on the checkout page.
- ii. If your “Available Credit” is less than the total value of your order, you will be REQUIRED to enter a second form of payment.

- b. Your available credit balance is also viewable under “My Account”. The link for this page is located at the bottom of every page.

10. ANNIVERSARY GIFTS AND PROMO CODES

- a. To apply an Anniversary Gift or Promo Code, type the code into the box pictured, and click Apply Promo Code.
- b. **Please Note: These are one-time codes, and do not track remaining balances.**



11. SUBMIT YOUR ORDER

When all information is confirmed, click “Purchase” to submit your order.

Thank you!