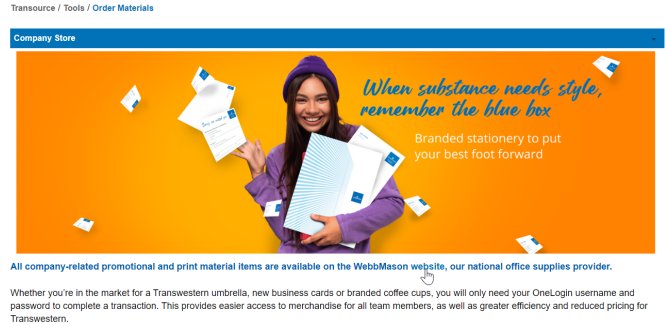
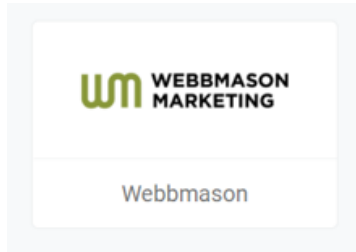


GETTING STARTED

To access the store go to [OneLogin](#) and click on WebbMason or go to [Transource](#) and select WebbMason website.



PLACING YOUR ORDER

Scroll down on the [HOME](#) page and select a catalog.

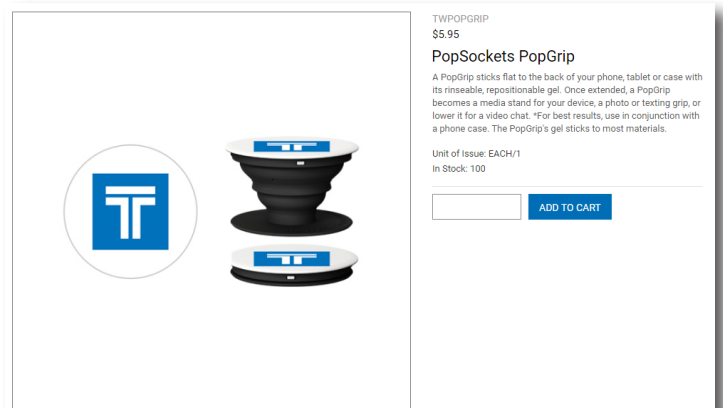
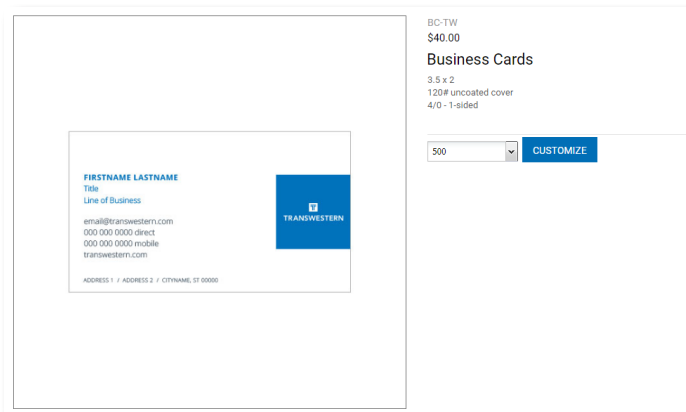
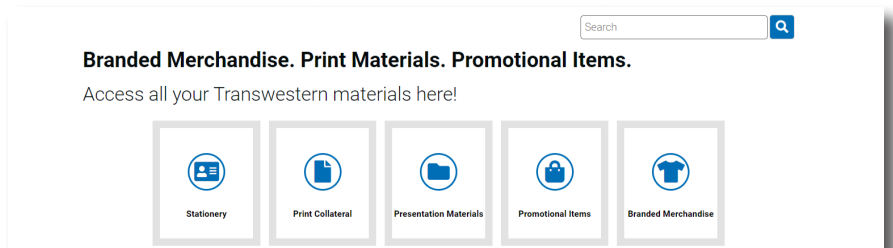
Within the catalog will be the items available for ordering. When you click on an item you will see the item name, information, available inventory (if applicable), and the price per quantity.

Enter the order quantity in the box or drop-down provided and select [ADD TO CART](#) or [CUSTOMIZE](#).

If the item is a custom print item, you will be given a template to customize the item. Please note that some fields are required and some may be optional. Once you are finished, you must select the [VIEW PROOF](#) button to review. Once reviewed, you will have the option to select the [APPROVE & ADD TO CART](#) button. Customizable items are printed on demand and will be printed to order.

To complete your order, click [CHECKOUT](#) on the top right side of your screen. Here you can review your order, adjust item quantities, select a Shipping Destination, and choose a Payment Method.

Finalize your order by clicking [PLACE THIS ORDER NOW](#).



NAVIGATING THE SITE

MY ORDERS: Search and review previous orders and check the status of a current order.

Tip: If you are looking for a specific order, you can search by order number, date, or item.

Order #	Date	# of Items	Items	Total	Status
There are no orders to display					

CHECKOUT: Review your order, adjust quantities, and edit customizable items. When you are ready to finalize your order, choose “Enter a Custom Location” or a preloaded address under the **Shipping Destination** area and type in your information. Then, go to the **Payment Method** area and choose “Generate Invoice” or “Secure a New Credit Card” to enter your payment information. Finalize your order by clicking [PLACE THIS ORDER NOW](#).

If you choose “Generate Invoice” an invoice will be sent to your email from WebbMason once your order has shipped.

Note: The [PLACE THIS ORDER NOW](#) button will not work until you fill out all the required information at checkout. If you are having trouble placing your order, double check the information you provided for Shipping & Billing.

Item #	Description	Back Order	Order Qty	Unit of Issue	Pieces Ordered	Unit Price	Price	Actions
TWPOPGRIP	PopSockets PopGrip	No	2	EACH/1	2	\$5.95	\$11.90	Remove
BC-TW	Business Cards Jenna Anderson	No	1	500	500	\$40.00	\$40.00	Edit Remove

UPDATE QUANTITIES

Subtotal: \$51.90
Tax: TBD
Freight: TBD
Handling: TBD
Total: \$51.90

Shipping

Shipping Destination
Select a Location
--Select a Shipping Location--
Mark to the Attention of
Delivery Instructions
Delivery Options
UPS Ground
 Save this as my default shipping location?

Billing

Payment Method
Select a Payment Method
--Select a Payment Method--
 Save this credit card for later use?
 Save this as my default payment method?

[CONTINUE SHOPPING](#) [PLACE THIS ORDER NOW](#)

ORDER CONFIRMATION

You will receive an email confirmation once the order has been successfully submitted. Your email confirmation will include your order number for tracking purposes, item description, and quantity ordered. If you find any mistakes regarding the order or the shipping address, please contact Customer Service.

Once orders are placed, they are immediately sent to production, and therefore changes and cancellations cannot be guaranteed. Please carefully review all parts of your order (quantity, item, shipping, and billing) before clicking on the **PLACE THIS ORDER NOW** button.

TRACKING YOUR ORDER

If your package has not been received, please check the UPS tracking number provided to you via email or via the **MY ORDERS** tab. If you cannot find your tracking information, reach out to Customer Service for assistance. Please have your order number available for reference.

CUSTOMER SERVICE INFORMATION

Email: TranswesternSupport@webbmason.com

Outbound View

