



Your step by step guide to using ShorePowerInc.com

Begin by selecting a category or area in which you want to learn more.

1.

Just getting started? Click below to see a list of instructions on how to **create an account** with us!

2.

Already have an account, but your having trouble with the checkout process? Click below for instructions on **how to place an order** with us!

3.

Looking for pricing options? Click below to see how you can **request a quote** from one of our knowledgeable sales staff!

4.

If your having trouble making any **changes to your account settings** (i.e. reorders, address change, checking order status. etc.) Click below.



Creating an account.

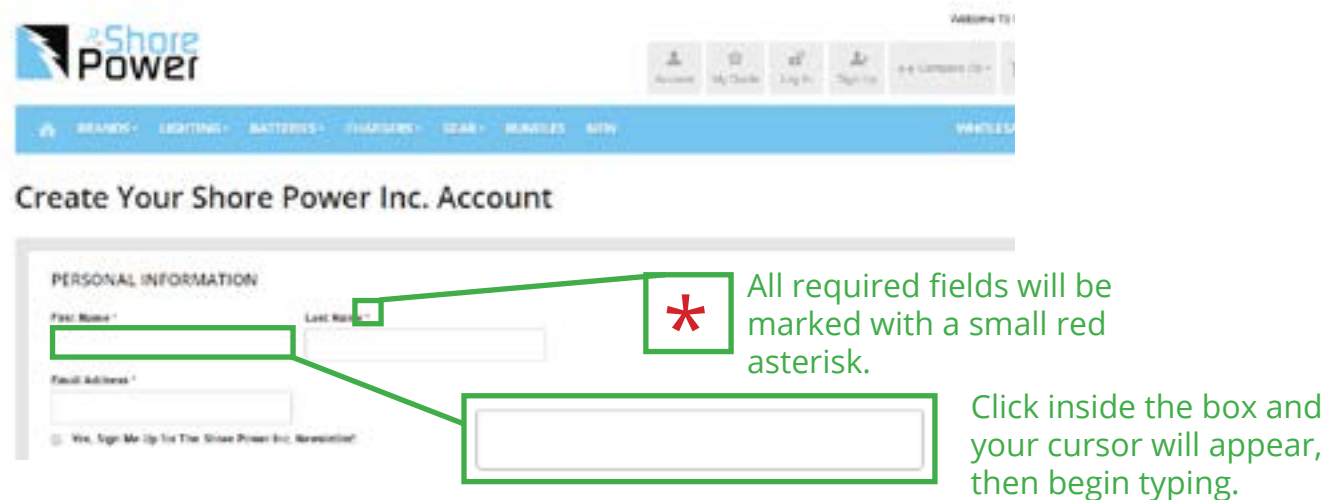
1.

Find the **"Sign Up"** button located at the top-right of your screen. Click the button to get started.



2.

Once you have clicked the "Sign Up" button, you will be redirected to a new screen that will look similar to the image below. Please fill out **all** the fields that are marked with a **"*"** (red asterisk). To fill out a specific field, simply click in the rectangle and begin typing the specified information (i.e. First Name, Last Name, Street Address, etc.)

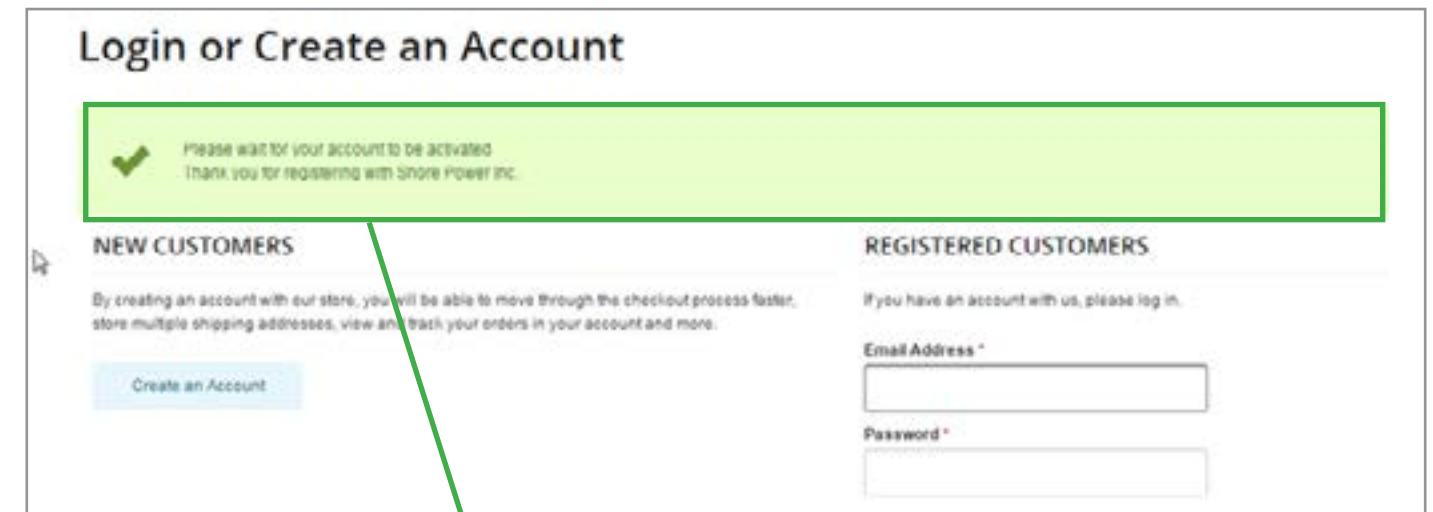


Scroll through the entire page ensuring that all the required fields are filled out (when filling out the "LOGIN INFORMATION" section we recommend that you choose a password with at least 6 characters and at least one special character i.e. #,?,\$,@).



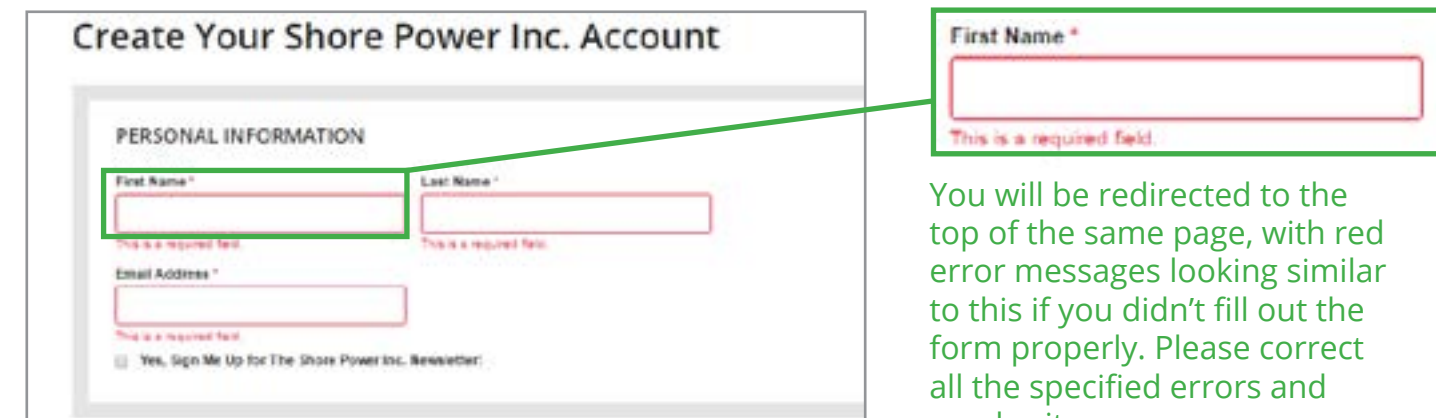
3.

Once all the required fields have been filled out, you will see a **"Submit"** button at the bottom-right side of your screen. Click this button, if all your information was entered in correctly you will be redirected to the login page (similar to the top image below). If, for some reason there was a mistake in your information, the same page will reload showing you which areas you missed or which areas weren't filled out properly. You will need to fix the section(s) that are shown as errors (marked with red text) and resubmit.



You will see this confirmation message if you were successful in creating your account. *"Please wait for your account to be activated. Thank you for registering with Shore Power Inc."* Next, wait for a confirmation email to be sent to the email address you provided under personal information. Once the email has been received your account will be fully operational and ready to use!

If you do not receive a confirmation message after submitting then you will receive something looking like this...

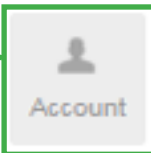




How to place an order.

1.

You must first sign into your Shore Power account before you can place an order. To do so, locate the **"Account"** button at the top-right of the home screen. Click this button and you will be redirected to the login page. Here you must type in your email address and password that you provided when you first made your account. Click the **"Login"** button to continue.



You will need to locate this **"Account"** button to sign into your account.

Once you click the **"Account"** button, you will be redirected to this page. You will type your email address and password **here**.

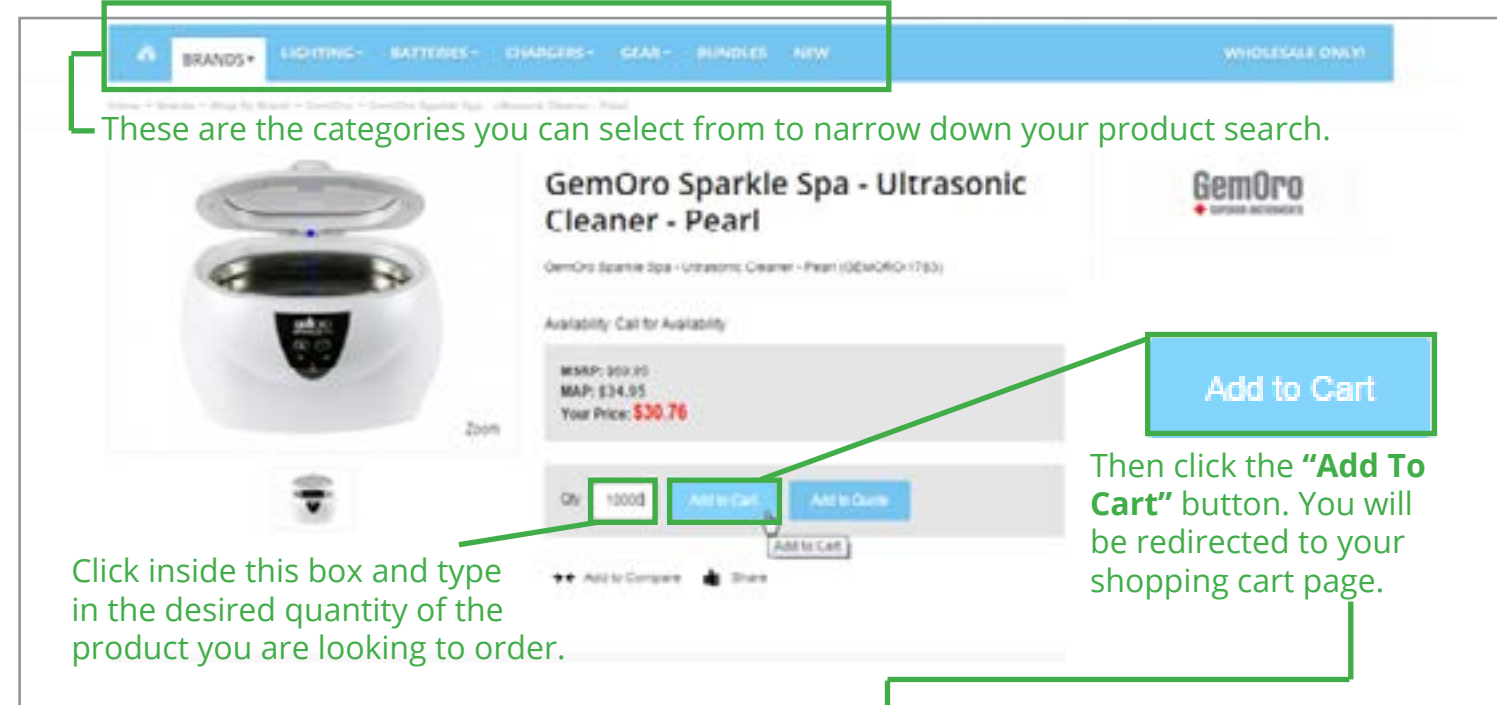


2.

Once you have clicked the **"Login"** button, you will be redirected to the **"My Dashboard"** page. Here you can see all your contact/billing information. This is also when you can begin shopping and adding items to your cart! To do so simply navigate to your preferred item, choose a quantity, and then hit the **"Add To Cart"** button.



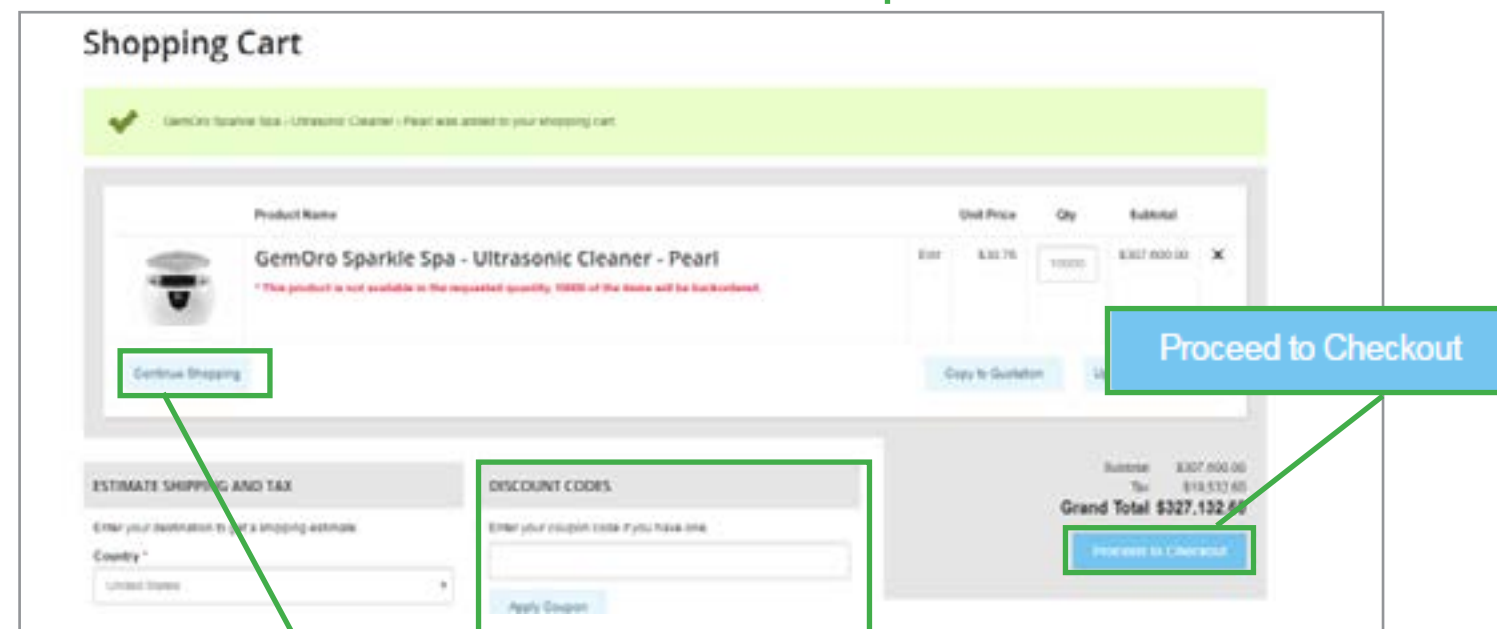
Use the search bar to type in the name of a product you might be interested in, or navigate through the categories and filters at the top of your screen. For this example we selected the GemOro Sparkle Spa. (Below is the Product Page; You will need to be on the Product Page to place the order.)



These are the categories you can select from to narrow down your product search.

Click inside this box and type in the desired quantity of the product you are looking to order.

Then click the **"Add To Cart"** button. You will be redirected to your shopping cart page.



If you are not done shopping, please click the **"Continue Shopping"** button here.

If you have a coupon or discount code, click inside this box and type in the code. Click the **"Apply Coupon"** button to get your discount.

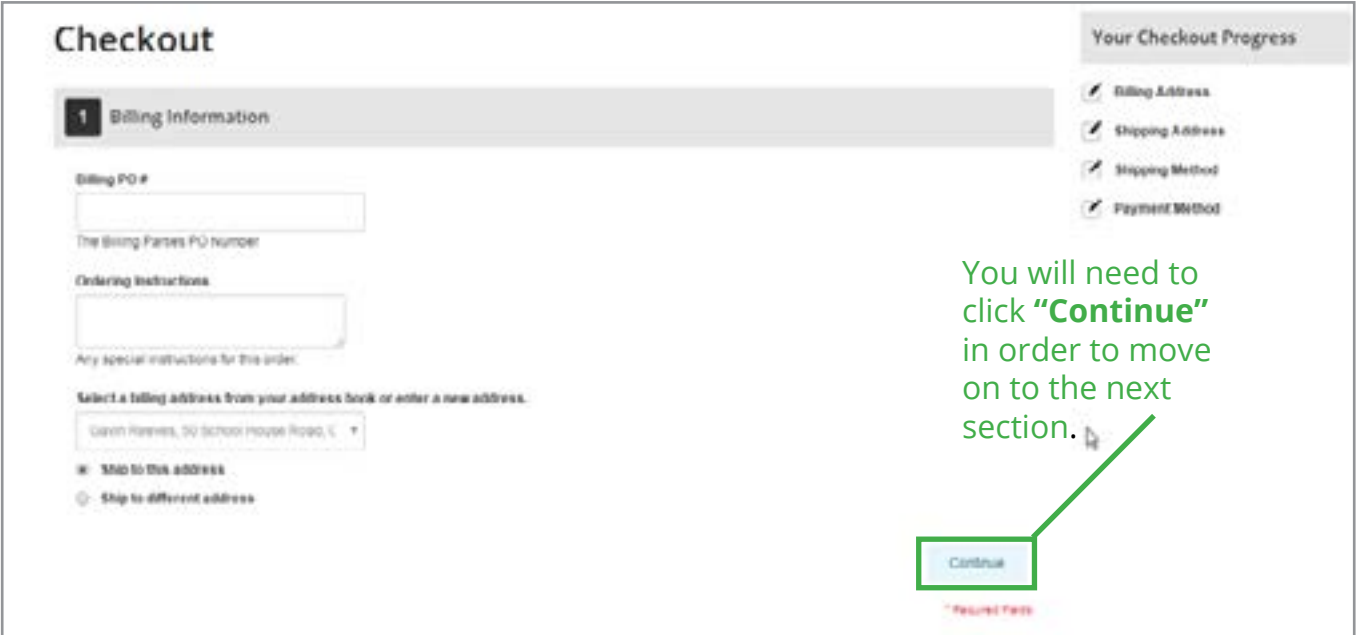
If you wish to finalize your order at this time, click the **"Proceed To Checkout"** button.



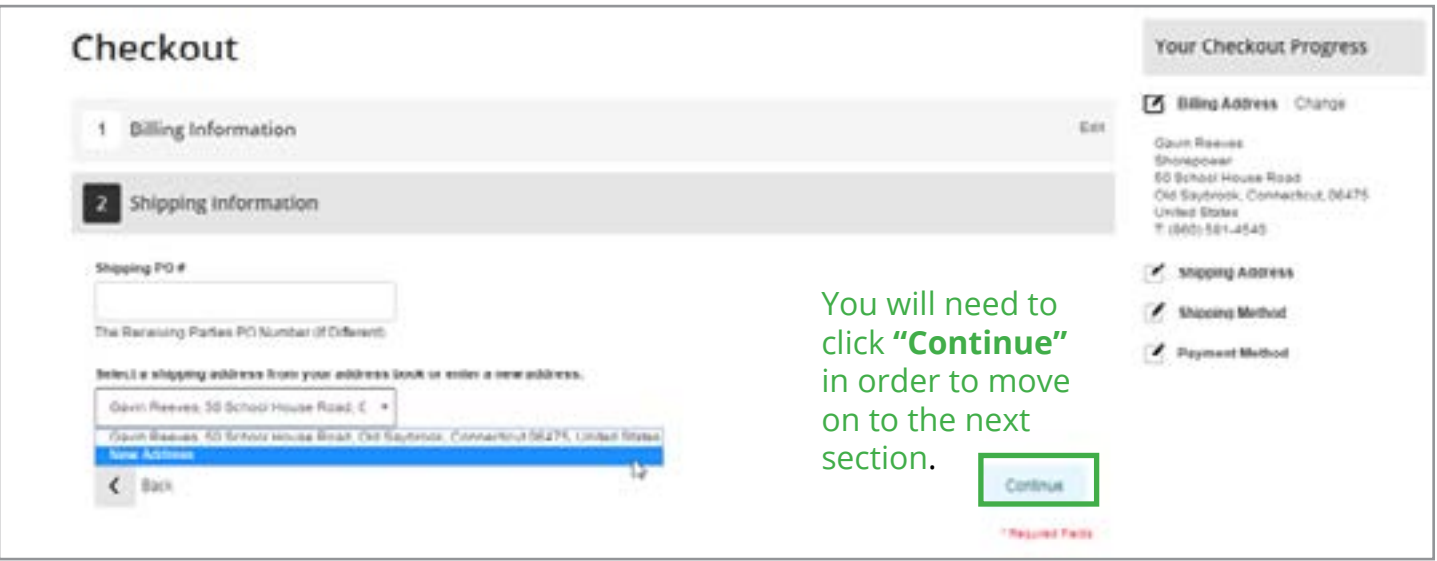
3.

You will be redirected to the checkout screen once you have clicked the **“Proceed To Checkout”** button. There are 5 sections you must fill out before you can place your order. Start with section #1 and click **“Continue”** in order to move on to the next section.

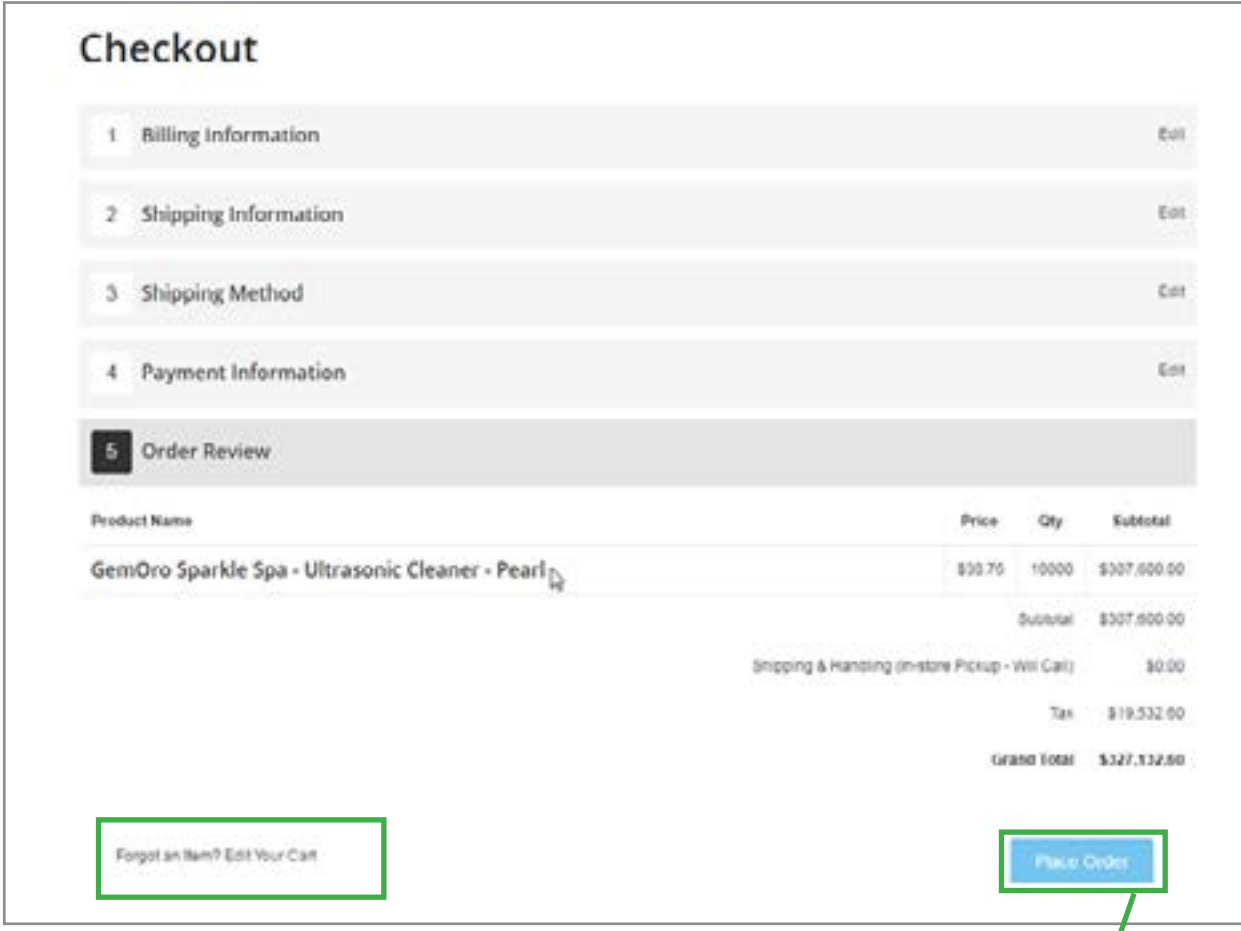
The first section you will need to fill out is the **“Billing Information”** section. Here you will click in the field boxes to start typing the specified information. Once you are done filling out the fields, click **“Continue”** to move on to the next section.



The next section to fill out is your **“Shipping Information”**. In this section you can add a new address. Simply click the drop down menu and hit **“New Address”**. Then begin filling out the fields for your new address.



Navigate through the remaining sections, ensuring that all the fields are filled out accurately and properly. Once you have reached section #5, you will see an **“Order Overview”** that will give you all the details of your order before you make the final click to purchase.



If for some reason your **“Order Review”** is incorrect, click the **“Edit Your Cart”** button located in small text on the bottom-left of this section.

Clicking this button will take you back to the **“Shopping Cart”** screen, where you can add new products, remove unwanted items, or change order quantities.



If all the information in the **“Order Review”** looks okay then you are ready to click the **“Place Order”** button, which will officially submit your order to our system. Shortly after clicking this button you will receive a confirmation email with your order details and information.

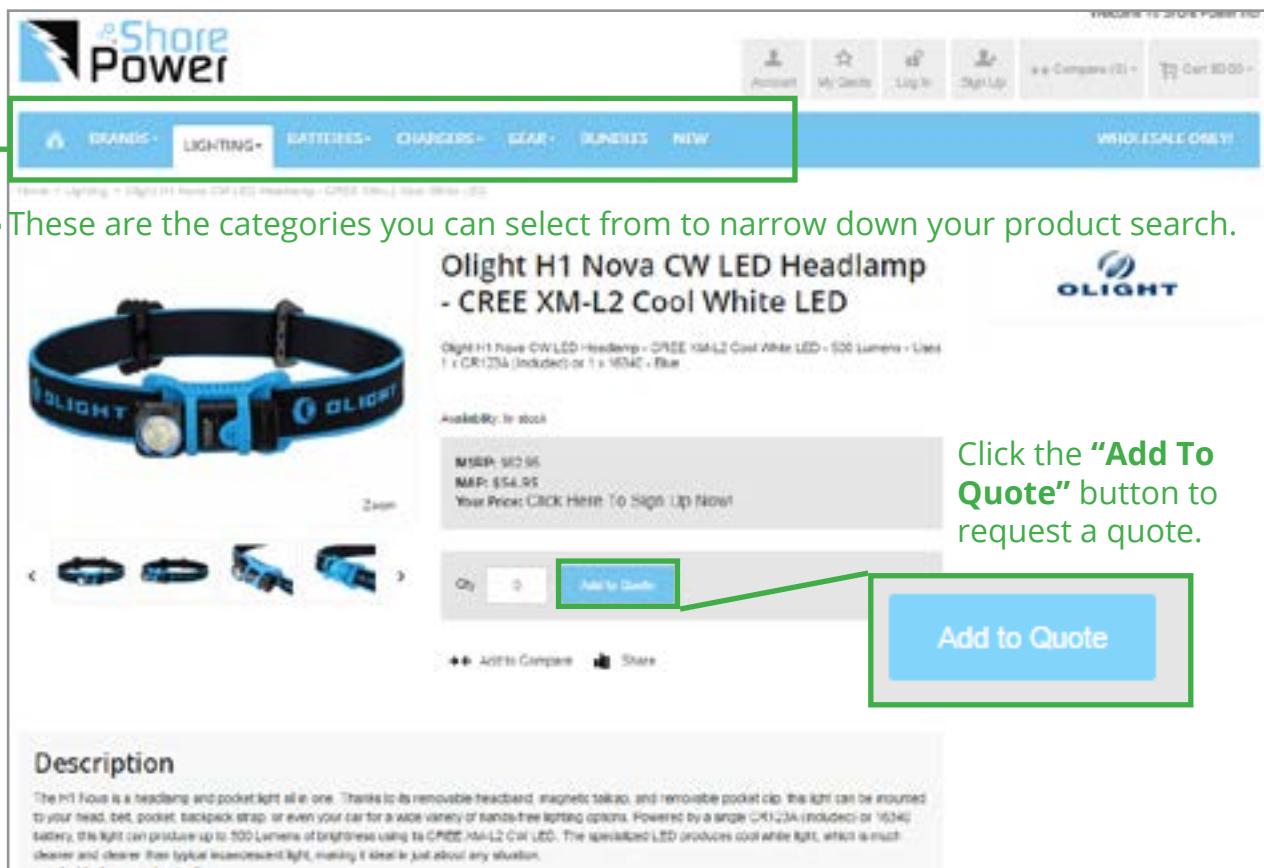


Request a quote.

If you wish to request a quote from one of our knowledgeable sales staff, you do not necessarily already need to have an account set up with us, you'll just need to follow these simple steps below.

1.

Navigate to the product in which you are interested in requesting a quote. You can do this by clicking in the search bar and typing it in, or clicking through our list of categories and filters. You will need to be on a specific product page (similar to the image below) in order to request a quote.

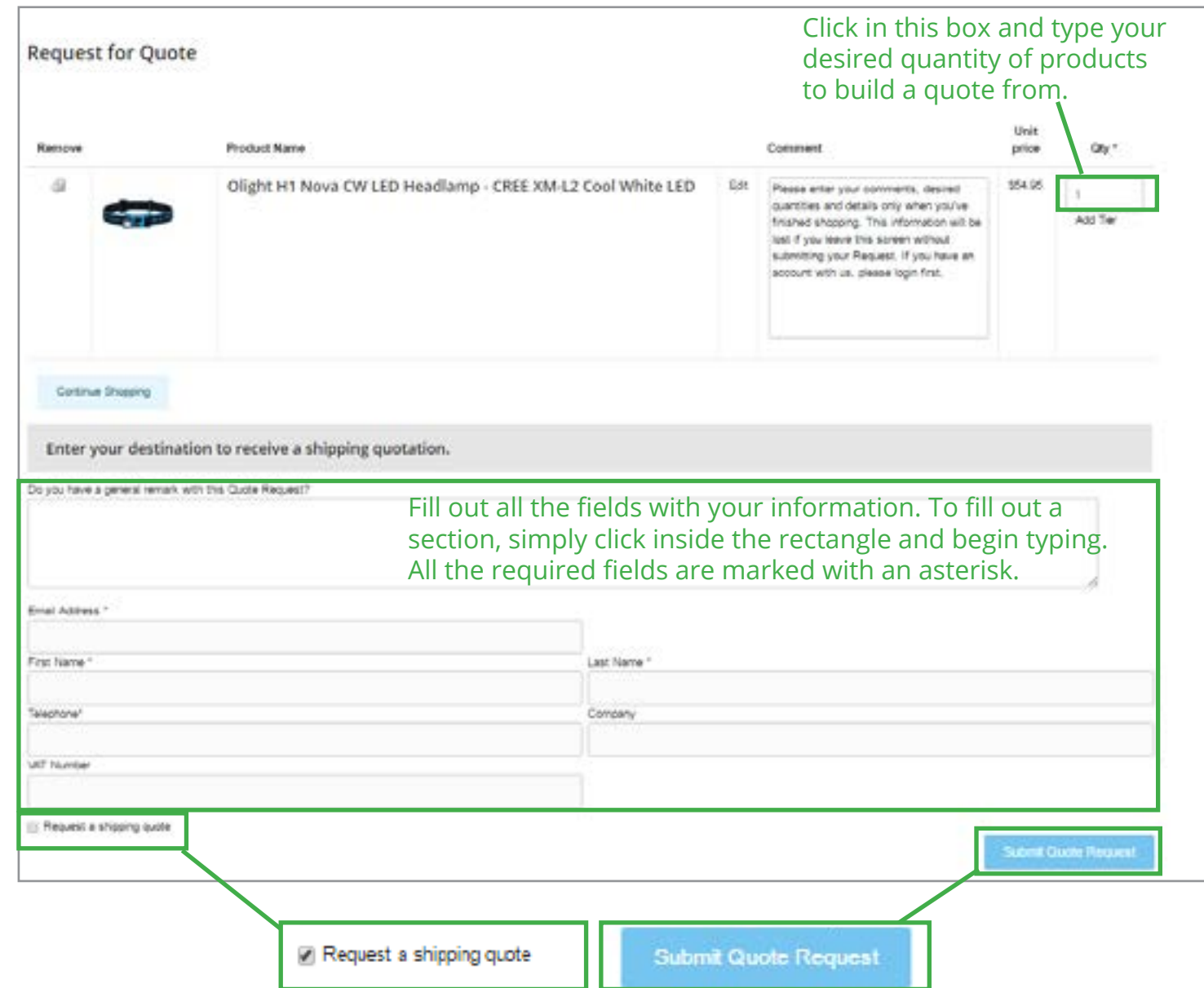


Once you have selected a product and have landed on the product page (product pages look like the image above) then all you have to do is click the **"Add To Quote"** button.



2.

Once you have clicked the **"Add To Quote"** button, you will be redirected to the **"Request For Quote"** page (looks similar to the screen shown below). Here you will need to specify the number of units you are looking to get a quote on as well as fill out contact information and a general description of why you are requesting this quote.



If you are also interested in viewing a shipping quote, be sure to check off this box at the bottom-left of the section. The shipping details section will then appear; you will need to fill out this section before continuing.

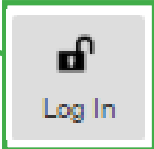
If you have filled all the fields out correctly, it's time to get your quote. Click the **"Submit Quote Request"** button to finalize your request.





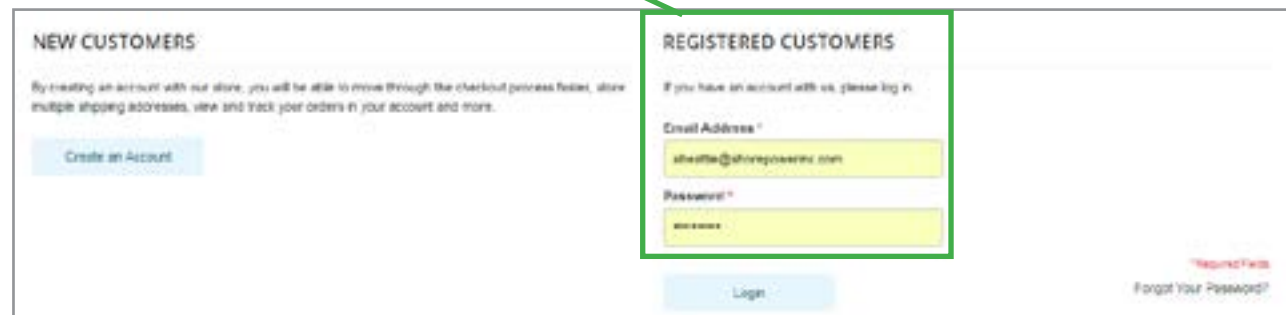
Making changes to your account settings.

1. You must first log in to your account before you can edit your settings or personal information. To do this, locate the **“Log In”** button at the top-right of your screen.



You will need to locate this **“Log In”** button to sign into your account.

Once you click the **“Log In”** button, you will be redirected to this page. You will type your email address and password **here**.

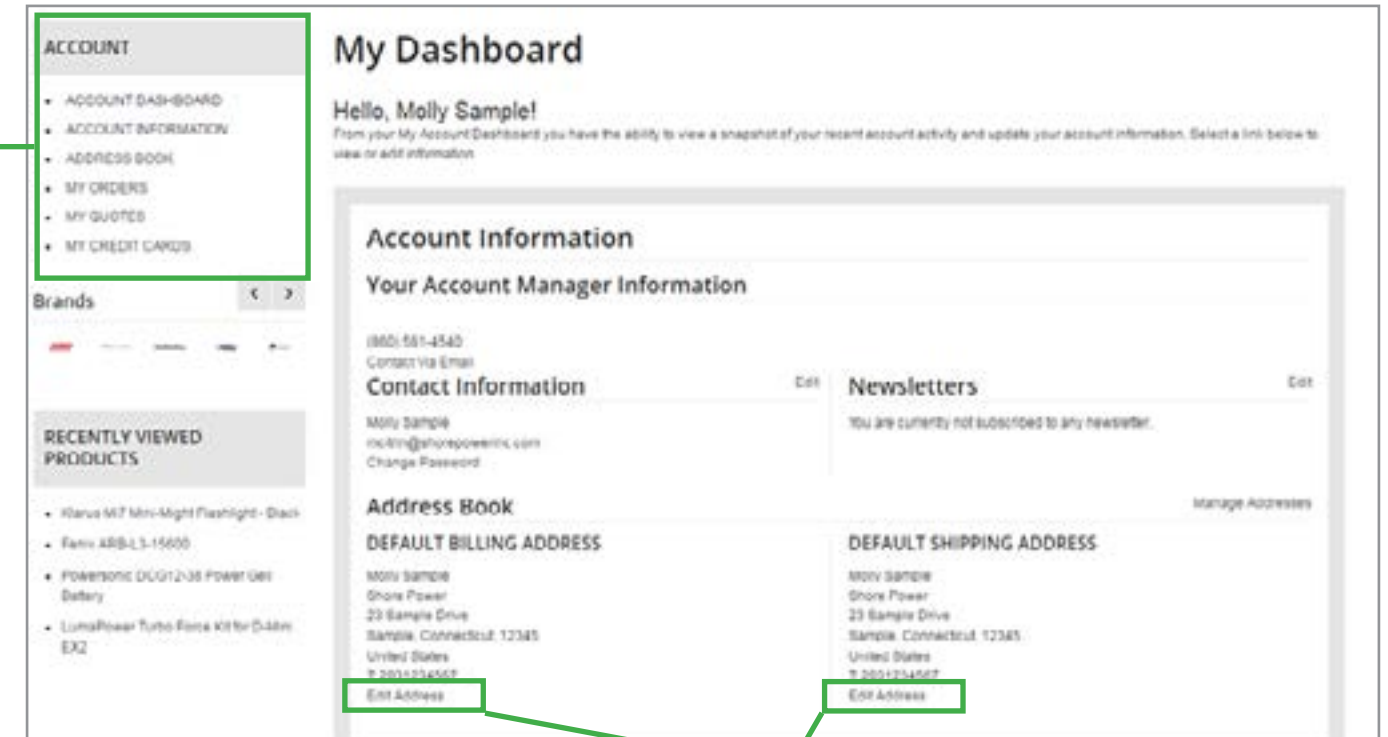


After entering your information, press the **“Log In”** button to proceed to your account page.



2. Once you are logged in, you will be taken to the **“My Dashboard”** page. From here you can access your recent orders, edit your address, look at your quotes, view your account manager information, and more!

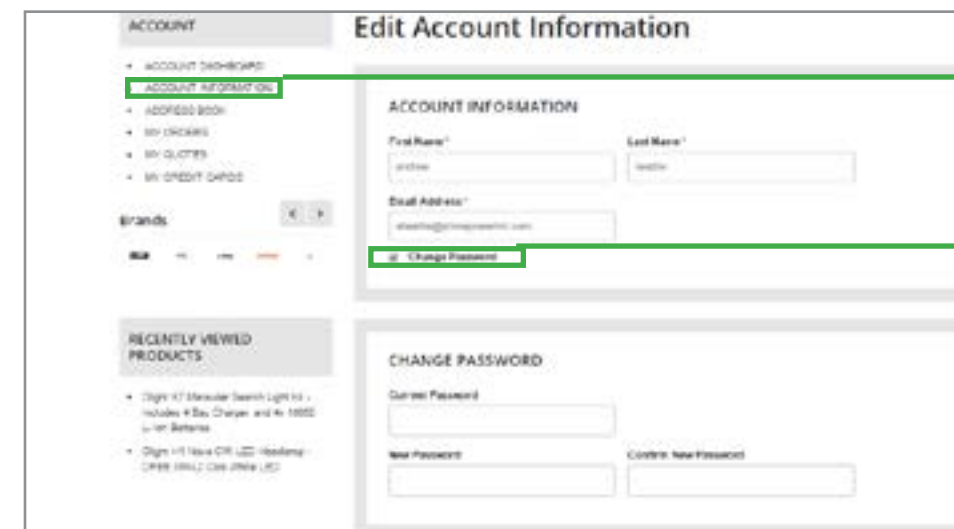
This is your account dashboard screen.



The **“ACCOUNT”** block contains many links to important information that you can edit. You can see your address book, your orders, your quotes, and your credit card information. Simply click on the link that you wish to edit and you will be redirected to the editing screen.

If you wish to edit either your billing address or your shipping address, click the **“Edit Address”** link at the bottom of the corresponding section.

For example, say you wish to change your password, click the **“Account Information”** link. You will be taken to a similar screen as the one below. Make sure to check off the **“Change Password”** block, located right underneath your email address.

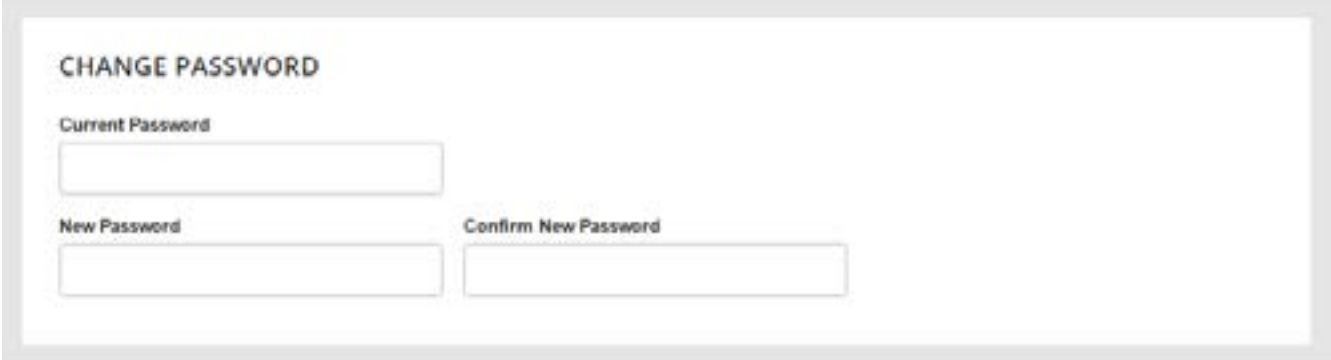


This is the **“Account Information”** Link.

If you wish to change your password, check off this box.



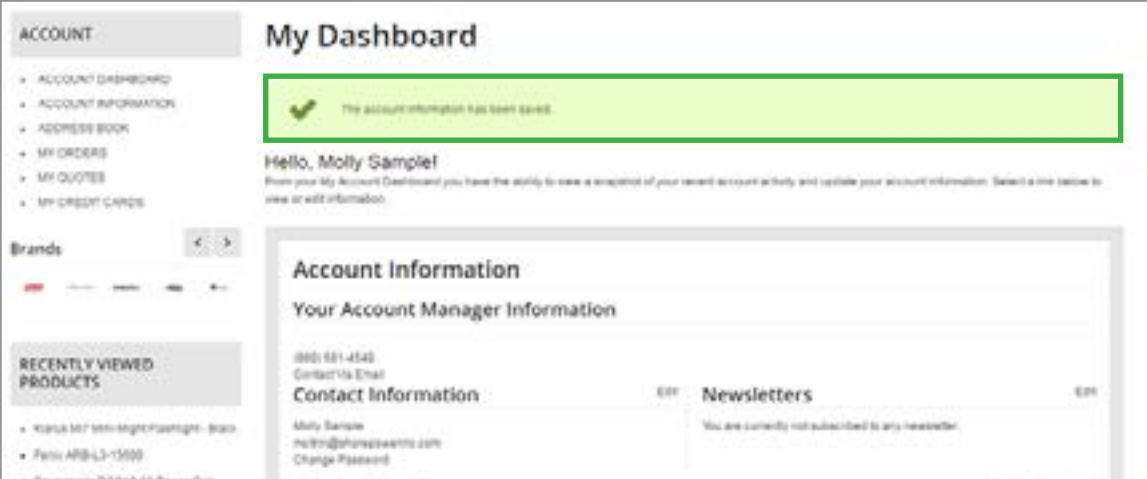
Once you have edited the information you needed to, it is very important to click the **“Save”** button. No matter what link or section in your account that you are editing, you must click save. There is a **“Save”** button located at the bottom right of each section you are editing.



The screenshot shows a 'CHANGE PASSWORD' form with three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Below the form is a 'Go back' button on the left and a 'Save' button on the right. The 'Save' button is highlighted with a green border.

This is the **“Save”** button you must click before any changes to your account will be activated. (Each section will have its own save button at the end of the section.)

Once you have edited all the sections you needed to and clicked **“Save”**, you will then be redirected back to the **“My Dashboard”** screen that you saw when you first logged into your account. Only now you will see a green box at the top, confirming that your changes have been saved and your account has been updated. At this point, feel free to click into any other section you might want to edit, and do so accordingly.



The screenshot shows the 'My Dashboard' page. At the top, there is a green confirmation message: 'The account information has been saved.' Below this, the user is greeted with 'Hello, Molly Sample!' and a brief description of the dashboard's purpose. The main content area is titled 'Account Information' and includes sections for 'Your Account Manager Information', 'Contact Information', and 'Newsletters'. The 'Newsletters' section shows that the user is not currently subscribed to any newsletters.

This message will display, ensuring that the changes you have made to your account were successfully saved and updated.

