



Webstore User Guide

Please go to your Web Store site: <http://cims.mlsbuy.com>

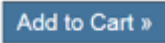
Registration / Account Set up

1. Click large blue **Register** button:

A screenshot of the webstore's registration page. At the top, it says "Powered By Mission Linen Supply" and "All Departments" with a dropdown menu. A red banner below contains "MLK EMPLOYEE GROUP". Underneath is a "Member Sign-In" section. On the left, there's a "Already a User?" section with fields for "User Name" (containing "esanabia@signaturewode") and "Password" (masked with dots), a "Forgot Password?" link, and a "Login »" button. On the right, there's a "New User?" section with a large blue "Register" button. A green arrow points to the "Register" button. Below the button, it says "Allows you to log in later and view your orders."

2. Enter your Student ID
3. Enter other required information on Create Account screen
4. Check your email box for an email with a link to your Web Store, click the link.
5. Use your new user name to set a password to log in to the Store

Shopping

1. Click a product you would like
2. Choose size and other options as needed and click Add to Cart 
3. Review cart for accuracy, make any changes as needed and click **Proceed to Check Out**.
4. Fill out Billing and Shipping information and choose **Proceed to Next Step** button.
5. Confirm order details again

Check out

1. If available your Student Allowance dollars will be applied to the order.
2. Complete the payment section and click Submit Order
3. A confirmation page will now appear with your unique order number. Once this appears you have successfully placed your order. Please note this information for your records.
4. You will also receive an email copy of the receipt.
5. You may now log out of the site.
6. Please feel free to contact your dedicated Direct Sale Coordinator (via [Contact Us](#) link in upper right of webpage) with any questions.

Thank you!

Mission Linen Supply