

Your step by step guide to using ShorePowerInc.com

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



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



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



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



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.

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



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 " \star " (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.)



PERSONAL INFORMATION All required fields will be * Last Run et marked with a small red asterisk. Fault Address Von. Sign Me Jip for The Stone Preser Inc. Remainted

Click inside the box and your cursor will appear, then begin typing.

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. #,?,\$,@).

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 conformation 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...

Create Your Shore Power Inc. Account	First Name *
PERSONAL INFORMATION	This is a required field.
First Name* Last Name* Prod is a required field. This is a required field. Prod is a required field. This is a required field. Prod is a required field. This is a required field. Prod is a required field. This is a required field. Prod is a required field. This is a required field. Prod is a required field. This is a required field.	You will be redirected to the top of the same page, with red error messages looking similar to this if you didn't fill out the form properly. Please correct all the specified errors and resubmit.
	>

	REGISTERED CUSTOMERS	
kout process faster, nd more.	If you have an account with us, please log in.	
	Email Address *	
	Password *	



How to place an order.

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.



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





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.)



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These are the categorie	s you can select from to narrow do	own your product search.
	GemOro Sparkle Spa - Ultras Cleaner - Pearl	23 3 3 3 5 5
	Gemora Spanie Spaniora Ceaner - Pean (ObioOfic) (765) Availability: Call for Availability	
	MSRP: 500.00 MAP: 534.05 Your Price: \$30.76	Add to Cart
Ŧ	Or 10000 Antir Carl Act & Card	Then click the "Add To Cart" button. You will
Click inside this box and t in the desired quantity of	the	be redirected to your shopping cart page.
product you are looking t	o order.	
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Contry *	April Graphy	Processes in Checkboar
If you are not done shopping, please click the "Continue Shopping"	If you have a coupon or discount code, click inside this box and type in the code. Click the "Apply Coupon" button to get	If you wish to finalize your order at this time, click the "Proceed To Checkout" button.
button here.	your discount.	

KEEP READING 🗲

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.

heckout	Your Checkout Progress
1 Billing Information	 Dillog Address Shipping Address
Dilling PO #	Stopping Method
The Billing Parties PO Number Ordering Bedractions	You will need to click "Continue"
Any special instructions for the order. Select a follog address from your address flock or enter a new address.	in order to move on to the next
Curren Remines, 50 School House Rose, C *	section.
Ship to different address	Continue

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.

Checkout		Your Checkout Progress
Billing Information Shipping Information	East	Billing Address Change Gourn Reeves Shorepower St Schole House Road Old Saybrosk, Connectout, 0047 United States T. (Mich. 641-4543)
Shopping PO # The Renaining Parties PO Number of Orderents Betret & shopping address from your address look or enter a serie address. Gains Reveet, 50 School House Road, C. * Found Backers, 50 School House Road, C. * Kann Backers, 50 School House Road, C. *	You will need to click "Continue" in order to move on to the next section.	Shapping Address Shapping Method Payment Method

click to purchase.

1 Billing Information			Eul
2 Shipping Information			Eat
3 Shipping Method			Cot
4 Payment Information			En
5 Order Review			
Product Name	Price	Qty	Fubfotal
GemOro Sparkle Spa - Ultrasonic Cleaner - Pearl 🕞	\$35.75	10000	\$307,600.00
Smopling	& Hangling (In-store Pickup -)	Subbuli Nii Cali)	\$307,600.00
		744	\$19,532.00
	Gra	IND YOUN	\$327,132.50
Forgot an Nem® Edit Your Cart	[Рисо	Order
some reason your "Order Review" is incorrect, the "Edit Your Cart" button located in small text e bottom-left of this section. ng this button will take you back to the		/	
oping Cart" screen, where you can add new ucts, remove unwanted items, or change order tities.	If all the info "Order Revi you are read	ew"	looks c

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



then ace **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.

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.

Request for Quote	2			Click in this box desired quantity to build a quote	y of products	
Renove	Product Name			Comment	Unit price City*	
°	Olight H1 Nova CW LED Headlamp - CREE XN	Olight H1 Nova CW LED Headlamp - CREE XM-L2 Cool White LED		Please enter your comments, desired quantities and details only when you've finished shooping. This information will be test if you leave this schem without submitting your Request. If you have an account with us, please login first,	354.05 1 A33 Ter	
Continue Shopping						
Enter your destinat	ion to receive a shipping quotation.					
Email Address *	section, sim	ply click insid	e th	r information. To fill e rectangle and beg rked with an asteris	gin typing.	
First Name *	t harre "		Last Name *			
"eleptone"		Company				
ut? Number						
Bequeid a shipping quote						
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	Request a shipping quote	Subm	t Qu	ote Request		
shipping quo off this box at ection. The sh vill then appea	interested in viewing ote, be sure to check the bottom-left of the nipping details section ar; you will need to fill n before continuing.	correctly, Click the '	it's 'Suk	lled all the fields ou time to get your qu omit Quote Reque alize your request.	ote.	
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Making changes to your account settings.

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.



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.

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.

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.

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 account beneficient: 		1.66349-0994	
ACCOUNT APPOINT ON ACCITED SECOI MIC INCIDENT MIC INCIDENT DATES MIC INCIDENT DATES	ACCOUNT INFORMATION Problems* sectors Dead Address* sectors	Let New 1	This is the "Account Information" Link.
RECENTLY VEWED PRODUCTS	CHANGE PASSWORD		If you wish to change your password, check of this box.
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	United Bullets T 2001234567	
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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.

CHANGE PASSWORD		
New Password	Confirm New Password	
Go back	This is the "Save" button you must click before any changes to your account will be activated. (Each section will have its own	Sav

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.

ACCOUNT	My Dashboard				
ACCOUNT DASHEDHO ACCOUNT INFORMATION ACCOUNT INFORMATION	V The addaunt inflammation has been spread.				This message display, ensuri
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