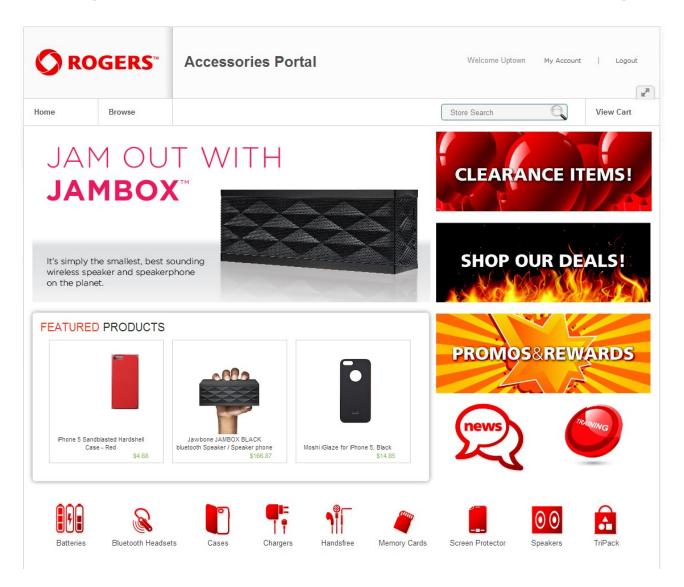


## Rogers Accessories Portal Walkthrough





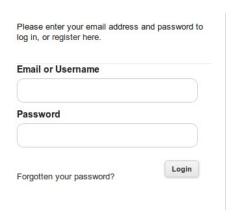
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## Login / Logout

## Login



### Login

To Login to the Rogers Accessories Portal, enter your Username and Password and click the Login button.

### **Forgot Password**

If you have forgotten your password, click the "Forgotten your password" link. Enter the e-mail address that you used and click the "Forgotten your password?" link.

## Password Helper

Your password will be sent to you via e-mail.



Enter your E-Mail Address and click the "Send Password" button. An e-mail will be sent to you with the instructions on how to reset your password.

## Logout

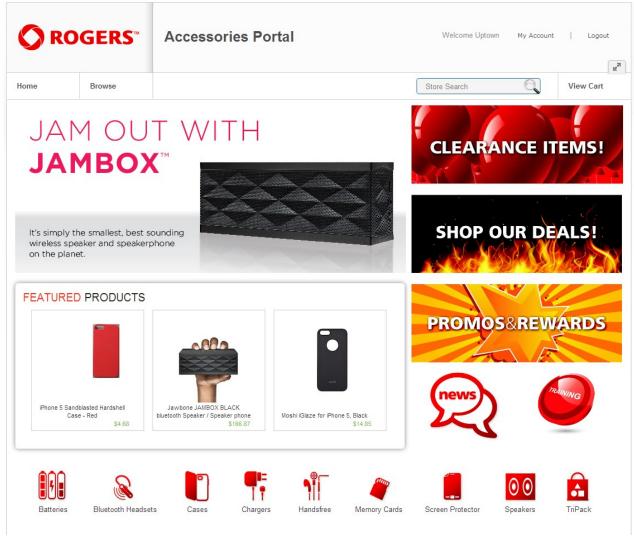
To logout, click the "Logout" link in the top right corner of the sceen.

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## The Main Screen

After successfully login into the Rogers Accessories Portal, you will be directed to the main page:



#### From this point you can:

- Browse products including
  - View Clearance Items
  - View Deals
- Create an order
- View your Cart
- View Your Profile in which you can:
  - View past orders
  - Manage your information
  - View your Support Tickets
- and Much more

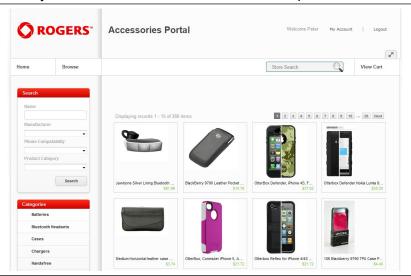
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## **Browse Products**



Click on the Browse button and you will be directed to a list of available products.



The main product page will display the first page of all available products.

### **Browse Options**

When browsing products you have different options available.

- 1. Page-by-Page Browsing
- 2. Categories
- 3. Phone Compatibility
- 4. Search

#### Page-by-Page Browsing

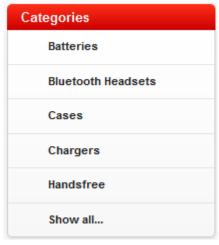


• Use the page navigation to browse the products page-by-page.

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#### **Categories**



• Choose a Category on the left side to narrow your search for products to a specific category.

#### **Phone Compatibility**

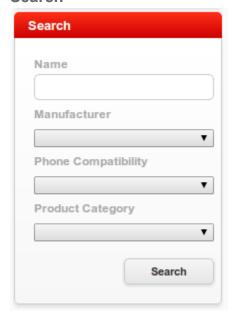


 From the list of phones, click on a phone and the available products for that type of phone will be shown.

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#### Search



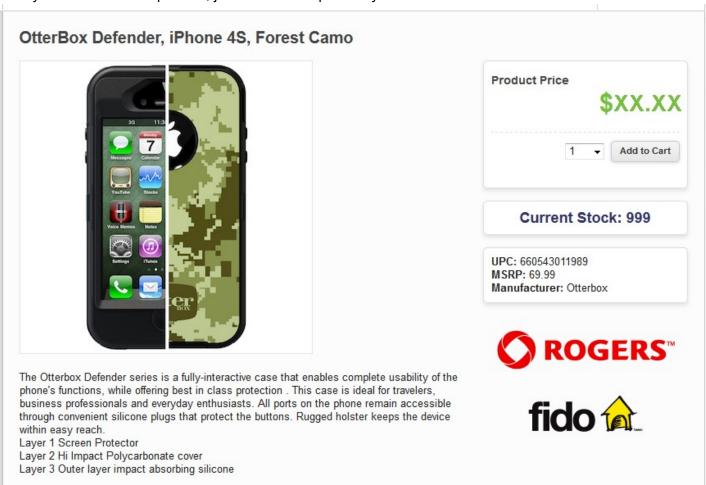
- Use "Search" to search for specific products.
- Use one or as many different search categories to narrow your search.

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### Adding to Your Cart.

When you want to view a product, just click on the product you would like to view.



From this view, you can do the following:

- View the product information.
- Add the Item to your Shopping Cart by:
  - Choosing the quantity that you would like to order
  - Clicking the "Add to Cart" Button.

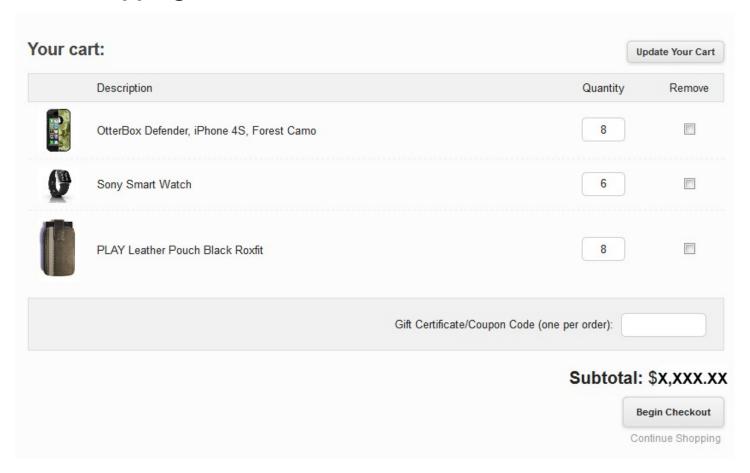


Note: As you add an item to your shopping cart, you will be directed to your shopping cart so that you
can see the item added and your updated cart.

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## **Your Shopping Cart**



Once items are in your cart, you can:

- View and Update your Cart
- Update Quantities
- Remove Items
- Complete your Order
- Continue Shopping

## **View and Update your Cart**

View Cart

At any time you would like to see what is currently in your Shopping Cart, click the "View Cart" button.

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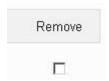
#### **Update Quantities**

To update one or more quantities, type in the new quantity into the boxes for each product that you would like to update and then click "Update your Cart" button.



#### **Remove Item**

To remove one or more items, check off the box under Remove and click "Update your Cart " button.



#### Save Wish List

If you would like to add your shopping cart items to a "Wish List," click the "Save Wish List" button.



To view your wish lists, you will find them in your My Account section.

Note: This option may not be available.

## **Continue Shopping**

Click the "Continue Shopping" link, located under the "Begin Checkout" button and to return back to the Rogers Accessories Portal home page. Click the Browse button to view more products.

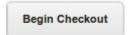
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## Completing your order

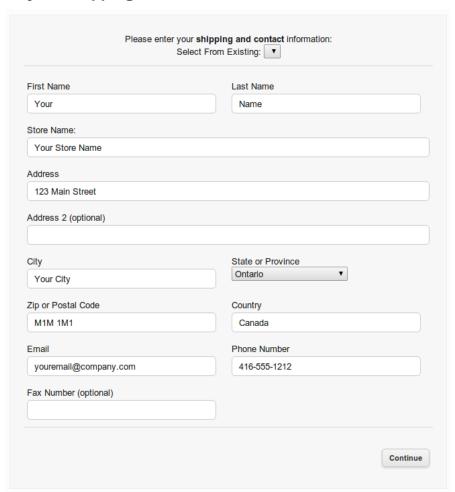
When your order is ready, you can now Complete Your Order by following these steps:

#### **Begin Checkout button**



To start the checkout process, click the "Begin Checkout" button.

#### **Enter your Shipping and Contact Info**



1. Enter your contact information.

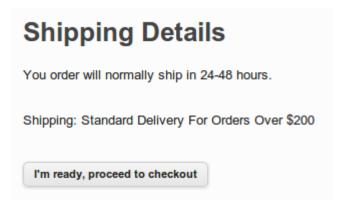
Note: If you have an existing address that you would like to use, use the "Select from Existing" drop down list and choose an address. Note: Any new addresses entered, using the form, will be available in the drop down list for the next order.

2. Click Continue after all of the information has been provided.

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#### **Shipping Details**



- 1. The shipping details explain when your order should be shipped and if any shipping costs will occur.
- 2. Click the "I'm ready, proceed to checkout" button to continue.

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### **Order Summary**

	Subtotal:		\$x,xxx.xx
	Shipping:		\$XX.XX
	GST		\$XXX.XX
	PST		\$xxx.xx
	Total:		\$x,xxx.xx
Please choose a p	payment method below.		
Credit Card			
Credit Card Type:	Master Card ▼		
Card Number:		csv:	
	<b>v</b> // <b>v</b>		
Expiration Date:  Billing Details  Same as Shippi	ng		
Billing Details  Same as Shippi Purchase Order N	ing lumber (optional)		
Billing Details  Same as Shippi	ing lumber (optional)		
Billing Details  Same as Shippi Purchase Order N Your Purchase O	ng lumber (optional) Order Number	Address 2	
Billing Details  Same as Shippi Purchase Order N Your Purchase 0	ng lumber (optional) Order Number	Address 2	
Billing Details Same as Shippi Purchase Order N Your Purchase O Address 123 Main Street	ng lumber (optional) Order Number	State or Province	
Billing Details  Same as Shippi Purchase Order N Your Purchase Of Address 123 Main Street	ng lumber (optional) Order Number		
Billing Details Same as Shippi Purchase Order N Your Purchase Order S Address 123 Main Street City Your City Zip or Postal Code	ng lumber (optional) Order Number	State or Province ON Country	
Billing Details Same as Shippi Purchase Order N Your Purchase O Address 123 Main Street City Your City	ng lumber (optional) Order Number	State or Province ON	
Billing Details Same as Shippi Purchase Order N Your Purchase Order S Address 123 Main Street City Your City Zip or Postal Code	ng lumber (optional) Order Number	State or Province ON Country	
Billing Details Same as Shippi Purchase Order N Your Purchase O Address 123 Main Street City Your City Zip or Postal Code M1M 1M1	ng lumber (optional) Order Number	State or Province ON Country	
Billing Details Same as Shippi Purchase Order N Your Purchase O Address 123 Main Street City Your City Zip or Postal Code M1M 1M1 Notes:	ng lumber (optional) Order Number	State or Province ON Country	
Billing Details Same as Shippi Purchase Order N Your Purchase O Address 123 Main Street City Your City Zip or Postal Code M1M 1M1 Notes:	ng lumber (optional) Order Number	State or Province ON Country	

Review your order and the total prices (including all applicable taxes).

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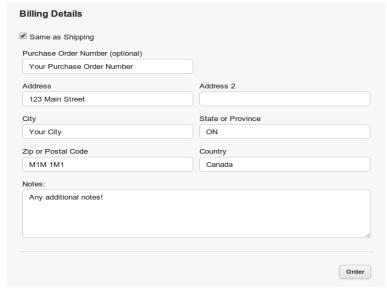


#### **Completing Your Order**

1. To pay by Credit Card, enter the Credit Card Information in the boxes provided:



- i. Choose your Credit Card Type
- ii. Type in your Credit Card Number
- iii. Enter the CSV number (from the back of your card)
- iv. Enter the Expiration Date
- 2. If your Shipping information is the same as your billing information, check the "Same as Shipping" box. This will update the shipping information with your profile information.
- 3. If your Billing information is different than your shipping information, enter your shipping information in the boxes provided.



- 4. Optionally, you can enter your Purchase order number.
- 5. If you have any notes about your order, enter them in the Notes section.
- 1. Click the "Order" button when all of the information has been entered and is correct.

Note: Do not click the button twice.



#### Finish your Order

1. Once you click the "Order" button, a Thank You page will be displayed with your order information.

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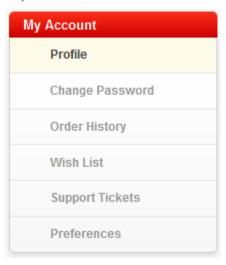


## **My Account**

In the "My Account" section, you can manage your account.

To access the "My Account" section, click on the "My Account" link in the top right corner of your browser.

My Account



#### **Account Profile Info**



If you need to update your information, enter your First Name, Last Name, E-mail Address and Address Fields in the specified fields and click the "Save Changes" Button.

Save Changes

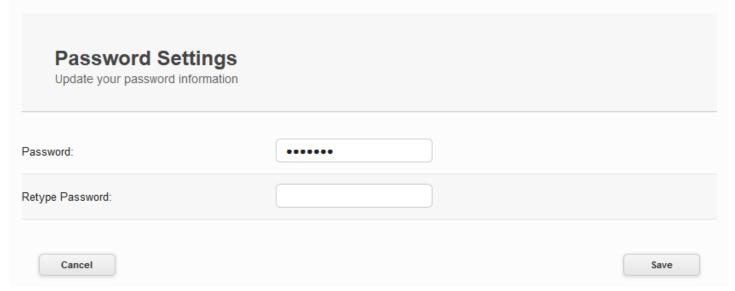
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### **Change Password**

Change Password
-----------------

If you need to change your password, click on the "Change Password" link on the left side.



Enter your new password and re-type the same password and click the save button.

Note: Passwords are case sensitive.

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#### **Your Address Lists**

Address List
--------------

If you would like to update your address lists, click the "Address List" on the left side.

#### **Add New Address**

Add New Address

If you would like to add a new address to your list, click the "Add New Address" button.

Add New Address	
Name	
Store Number	
Address 1	
Address 2	
City	
Country	
State/Province	
Zip/Postal Code	
Phone	
Submit Query	

Enter the values for each field and then click the "Submit Query" button.

Note: The "Name" field will be field that will be displayed later on when you need to use this new address.

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#### **Update Address**

To update an existing address, click on an existing address to update.

Update Address	
Name	
Store Number	
Address 1	
Address 2	
City	
Country	
State/Province	•
Zip/Postal Code	
Phone	
Submit Query	

Enter/change the values for each field and then click the "Submit Query" button to update an address.

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## **Order History**

|--|

To view your Order History, click on the "Order History" link on the left side. Your order(s) will now be displayed.

### My Orders

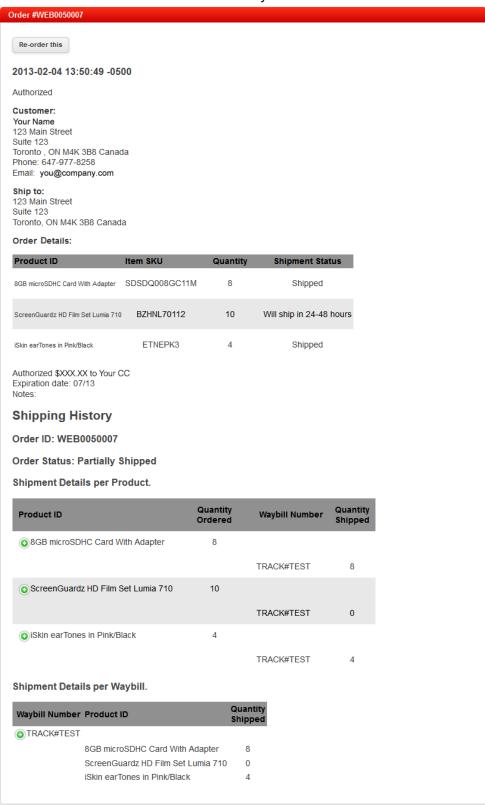
Order#	Order#	Shipping Status	Status
VEB0050007	WEB0050007		Authorized
EB0050004	WEB0050004		Authorized
EB0050010	WEB0050010		Rejected
/EB0050005	WEB0050005		Authorized
EB0050009	WEB0050009		Rejected
EB0050011	WEB0050011		Authorized
EB0050006	WEB0050006		Rejected
EB0050008	WEB0050008		Rejected

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#### **View My Past Orders**

Click on an order to view the order history.



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#### Re-Orders

If you would like to re-order the exact same products, click the Re-Order button.

Re-order this

All of the products will be added to your Shopping Cart and you will be taken directly to your Shopping Cart.

#### **Order Details**

The Order History is broken into 3 sections:

1. Shipping/Billing Details

2013-02-04 13:50:49 -0500

Authorized

Customer:

Your Store Location

123 Main Street

Suite 123

Toronto, ON M4K 3B8 Canada

Phone: 647-977-8258 Email: you@company.com

#### Ship to:

123 Main Street

Suite 123

Toronto, ON M4K 3B8 Canada

The Shipping/Billing Details section shows the Order Date, Shipping info and Billing information.

#### 2. Order Details

#### Order details:

Product ID	Item SKU	Quantity	Shipment Status
8GB microSDHC Card With Adapter	SDSDQ008GC11M	8	Shipped
ScreenGuardz HD Film Set Lumia 710	BZHNL70112	10	Will ship in 24-48 hours
iSkin earTones in Pink/Black	ETNEPK3	4	Shipped

- The Order Details section lists all of the products ordered with their SKU, Quantity Ordered and their Shipping Status
- Note: Click the "+ Button" to view the product information.

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### **Shipping History**

**Shipping History** 

Order ID: WEB0050007

Order Status: Partially Shipped

Shipment Details per Product.

Product ID	Quantity Ordered	Waybill Number	Quantity Shipped
	8		
		TRACK#TEST	8
© ScreenGuardz HD Film Set Lumia 710	10		
		TRACK#TEST	0
iSkin earTones in Pink/Black	4		
		TRACK#TEST	4

#### Shipment Details per Waybill.

Waybill Number Prod	duct ID	Quantity Shipped
TRACK#TEST		
8GB	microSDHC Card With Adapter	8
Scre	enGuardz HD Film Set Lumia 710	0
iSkin	earTones in Pink/Black	4

- The Shipping History section lists the Order Status, the Shipping Details per Product and Shipment Details per Waybill.
- Note: Click the to view the Product information and Waybill information.

#### **Wish Lists**

Wish List

To view all of your Wish Lists, click the "Wish List" link on the left side. If you have any saved Wish Lists, they will be displayed here.

in you have any barea then block, they thin be displayed here

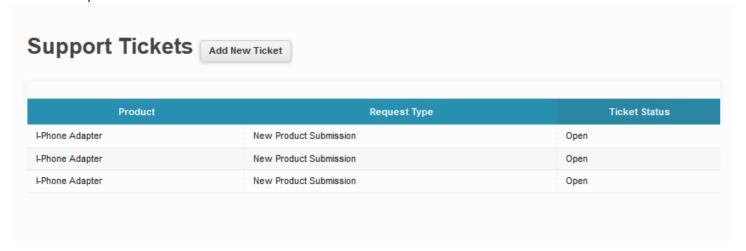
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#### **Support Tickets**

Support Tickets

To view your Support Tickets, click the "Support Tickets" link on the left side.

This will itemize any Support Tickets that you have as well as display a list of ALL of your current tickets (Open and Closed).

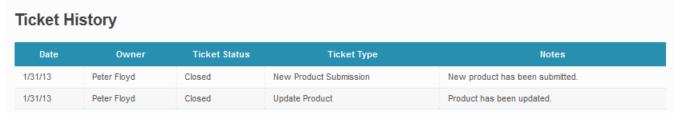


#### **View Existing Tickets**

If you click on an Existing Ticket item, it will bring up the ticket's details.

The Existing Ticket details are broken into 2 sections:

1. Ticket History

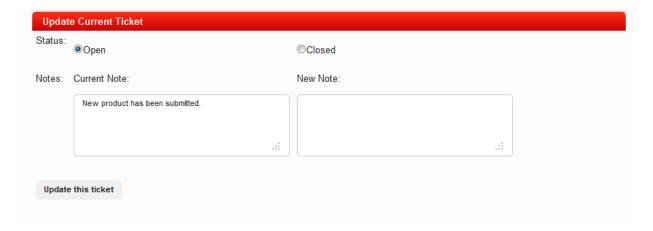


• This displays the current history for this current ticket.

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#### 2. Update Current Ticket

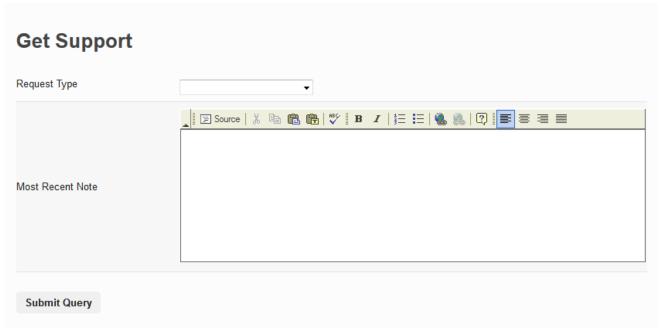


If you would like to enter more information for this ticket, enter your new note and click the "Update this ticket" button.

#### **Add New Ticket**



If you would like to add a new ticket, click the "Add New Ticket" button.



To add a new Support Ticket, choose the Request Type from the drop down list, type your note/request and then click the "Submit Query" button.

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