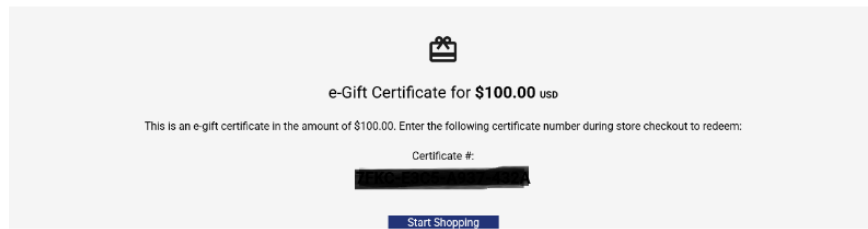## Step 1 Log – In:

You should have received an email (below) that includes your e-Gift certificate for the All States Employee store. Once you click on the **START SHOPPING** button, you will be brought to the store homepage.

*1A. Go to Employee Store Website (*If you don't have an e-Gift Certificate)

If you do not have any store credit to use, click **HERE** to access the general employee store website and log-in. Enter your email address and password to log-in. If you don't have an account, hit **CREATE ACCOUNT** at the bottom of the page to create one.

Step 2: Select Items

Once you have successfully logged in, you will be brought to the main page of the store (below). Scroll down to add items into your cart.
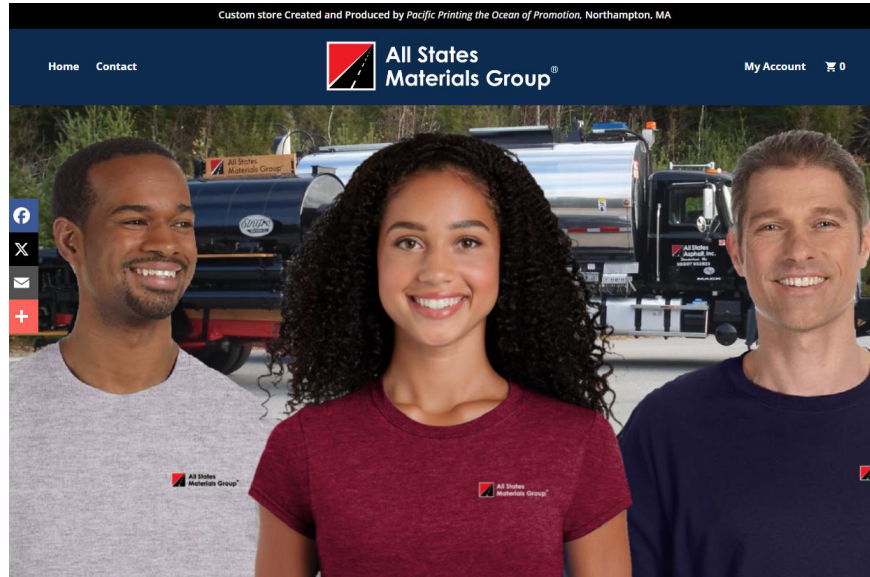
Step 3: Update Size, Quantities and Colors for Items

Click on the desired item to update the color, size and quantity. Once these selections are made, click the blue **ADD TO CART** button to save your changes. Then add the item to your cart. Complete this step until all desired items have been added to your cart.
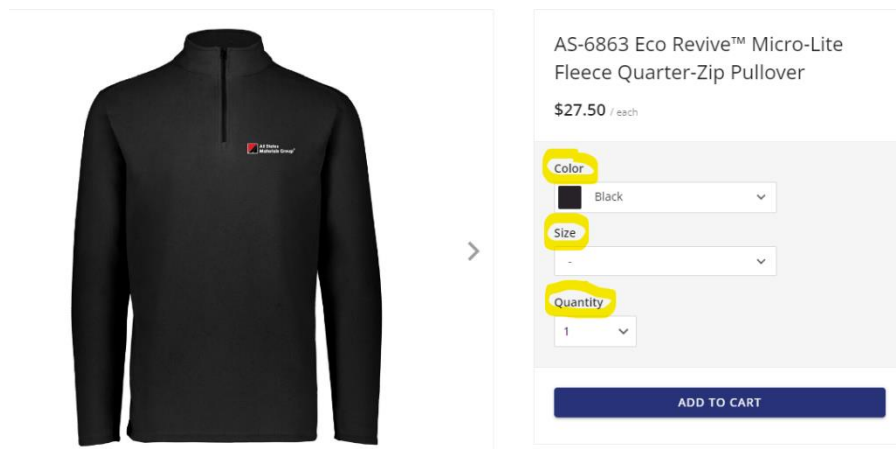
Click on the shopping cart image in the top right-hand corner of the page to view your cart and items selected. Once all your items are in your cart, click the blue **PROCEED TO SECURE CHECKOUT**.
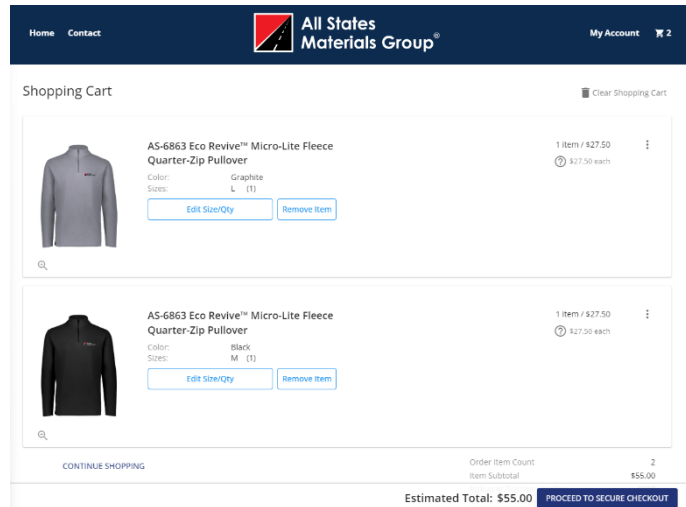

Step 4: View Cart and Add e-Gift Certificate Number

If your e-Gift certificate is not already in your cart, view the email (below) that includes your e-gift certificate 16-digit code. This code is specific to you, so don't share it!
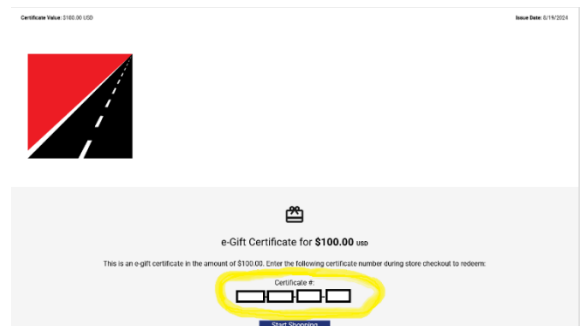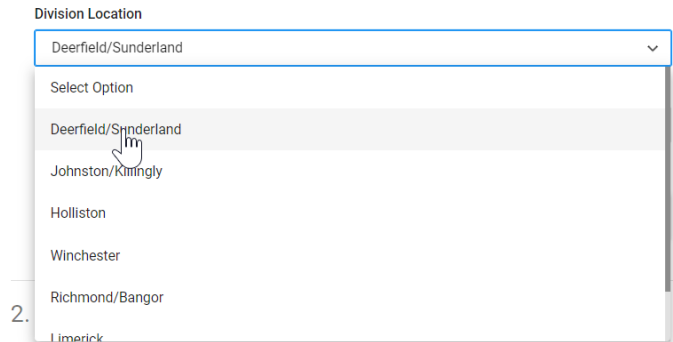

Once in your cart, add your e-Gift certificate number under "Order Summary". Once your code is typed in, click the blue **APPLY** button. See below. You do not need to spend your credit all at once. The credit will stay in your account until the full balance is used.
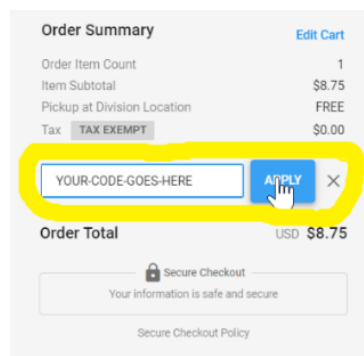
Step 5: Add Your Shipping Location

After your e-Gift Certificate is entered, you can proceed to "Order Details". Please select your appropriate division location. This is where your order will be shipped to. This service is free of cost to you.
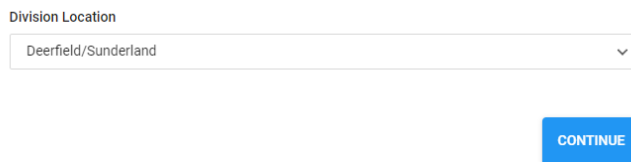
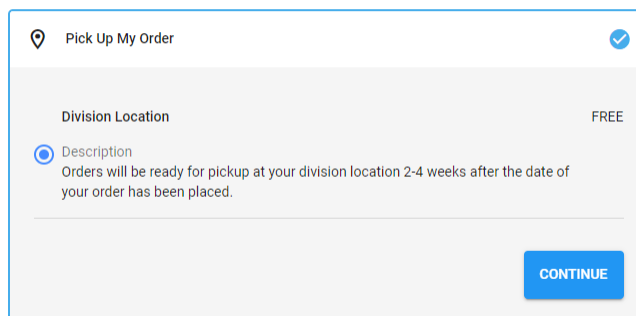Once your division location is selected, hit the blue **CONTINUE** button.

Step 6: Confirm Delivery

Confirm the pick-up information at your selected division location. Again, this service is free of cost to you. After you have confirmed your correct location, hit the blue **CONTINUE** button. Note: Orders will roughly take two – four weeks to be shipped.

Step 7: Confirm Payment

Your e-Gift certificate should already be added to your account (see Step 4). If you have spent less than the credit amount, no additional payment will be required. Hit the blue **CONTINUE** button.

If you spend more than your credit amount, you will need to cover the remaining balance. You will be prompted to add your debit / credit card information as shown below. For example, if you spend $110, you will only be charged $10 after the $100 credit is applied. Once you have added your payment information, you can click the box to save your card details for future payments and then hit the blue **CONTINUE** button.

Step 8: Place Order and Receive Confirmation Order Number

After payment is confirmed, confirm your cart summary and hit the blue **PLACE ORDER** button.

After you place your order, you will receive an order number along with a receipt.

Note: If you have credit leftover, you will be able to spend it on future orders. To view and spend the remaining balance of your e-Gift certificate, click on "My Account" in the right corner of your screen and then click on view "Gift Certificates".