

## To Create an Account-

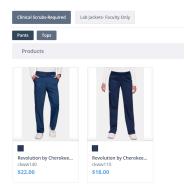
- 1. Go to the URL provided- <a href="https://udel.allheartgroups.com">https://udel.allheartgroups.com</a>.
- 2. If you have already created an account, you can put in your information here and go to the site.
- 3. To create an account, click the grey 'Create Account' button this will take you to the self-register screen.
- 4. Please fill out all appropriate information on the sign-up page.
  - It is recommended that you use your email address as your username.
  - Your shared secret question is a security measure. An example of this question could be "Where do I work?" or "Where am I from?".
  - Use the registration passcode 'UDEL123'. The passcode is case sensitive.
  - (Employee ID?) Please create an employee ID using the specifications listed on the page. Example-AB123.
  - Once all the information on the screen is filled out you can hit the 'Register' button.
- 5. After this you will then be taken to the 'Welcome Page' click continue to shop.

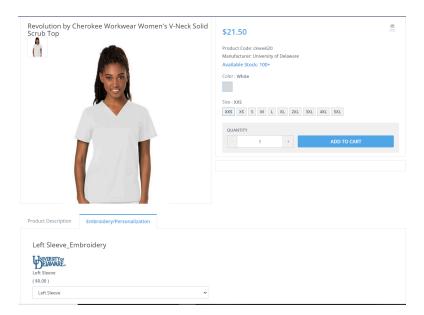
## To order on the site-

1. Once you arrive on the site you will see the array of options available to purchase separated by 'Clinical Scrubs- Required' and 'Lab Jackets' which are for faculty members or graduate students

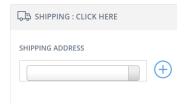


- 2. Click on the tab of the category you would like to view the style options available.
- 3. Click on the item and you will be taken to the page where you can choose your size preference.





- 4. Please note that the logo is automatically applied to the tops and jackets.
- 5. Once you have selected everything you need you can click the 'Add to Cart' button.
- 6. You will see your item go into the cart on the top right of the screen.
- 7. After you have selected all your items you can click the 'Checkout' button.
- 8. You will then be taken to the first checkout page.
- 9. After you have confirmed everything in your cart you can enter your shipping address. Click the blue '+' to add your shipping address.



- 10. The 'Add New Address' page will appear. Fill out the necessary information and click 'add' to add your address.
- 11. Once you have added your address click the blue 'Continue' button to proceed.
- 12. You will then be directed to the payment page. Hit 'Confirm' to continue.
- 13. Enter all appropriate credit card details.
- 14. Once this is complete, hit 'Submit Order'.
- 15. Once your order is submitted you will be directed to a page where you can see your order number and order details. There is also an automatic email sent to your email address with this information.

## Please note that orders are not able to be modified once submitted. Please review for accuracy.

Any technical questions or concerns please contact customer service at 888-298-0025. Any additional questions email Tori at <a href="mailto:tallison@careismatic.com">tallison@careismatic.com</a>. Please provide the order number if applicable.