



**Please print this lesson and complete it. (estimated time: 10 minutes)**

If you are wanting to make a purchase you will need to set up a **Customer Account** because it is the only way a store owner will know who has made the purchase and where to send the goods to.

The good news is that **you only need to set this up once** if you are wanting to shop with the many stores in this Online Shopping Centre.

**Note:** Your contact details are securely stored and not exposed to any one for any other reason than for a store owner to contact you with regarding a purchase. We do not send advertising materials to any of our customers unless they requested for a Newsletter which is an option. .

**Step 1.** Set up a Customer Account.

**CREATING AN ACCOUNT**

- a. Click on the *Create Account* button
- b. Read the page and click on the *Continue* button on the right



Welcome, Please Sign In

New Customer

I am a new customer.

By creating an account at Eaus Online Stores you will be able to shop faster, be up to date on orders status, and keep track of the orders you have previously made.

CONTINUE

- c. Enter your details
- d. Click on the *Continue* button

- \* Your Account has been created message appears
- e. Click on the *Continue* button

**My Account Information**

NOTE: If you already have an account with us, please login at the [login page](#).

**Personal Information**

Gender:  Male  Female \*

First Name:  \*

Last Name:  \*

Date of Birth:    \* (eg. 05/21/1970)

E-Mail Address:  \*

**Company Name**

Company Name:

**Your Address**

Street Address:  \*

Post Code:  \*

City:  \*

State/Province:  \*

Country:  \*

**Contact Information**

Telephone Number:  \*

Fax Number:

**Options**

Newsletter:

**Your Password**

Password:  \*

Password Confirmation:  \*

CONTINUE

**SUCCESS** Your Account Has Been Created!

Congratulations! Your new account has been successfully created! You can now take advantage of member privileges to enhance your online shopping experience with us. If you have **ANY** questions about the operation of this online shop, please email the mall administration.

A confirmation has been sent to the provided email address. If you have not received it within the hour, please contact us.

CONTINUE

When you are logged in you will see your account details at the top, at this point you are ready to shop.

**Your Account**

Welcome Back Jeanette

- Account Details
- Edit Your Account
- Account History
- Your Address Book
- Product Notifications
- Log Out

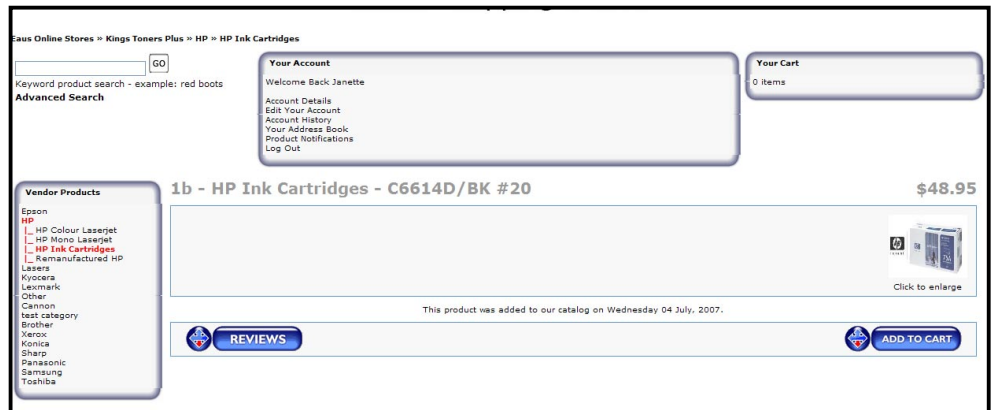


**Hint: It is best to shop with one store at a time** You can shop with several stores however, when you go to check out you will need to pay the stores individually and this can be confusing. Much easier to shop with one store and finalise the purchase before shopping with another store.

**Step 2.** Let's make a purchase. (this is just practice you will cancel out before paying)

## SHOPPING

- a. Select a Suburb  
(Upwey)
- a. Select a **Store**  
(Kingstoners)
- b. Select a **Product**
- c. Click on the **Add to Cart** button

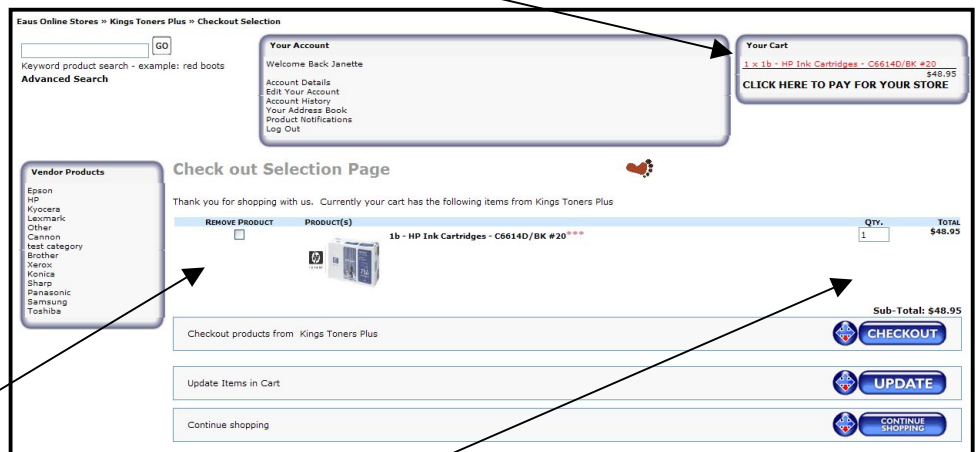


\* The product is added to your Cart

At this point you can continue to buy items by clicking on the Continue Shopping

As you select your products they will simply be added to your Cart

You can remove a item by clicking on the Remove Product box



You can also select to purchase a larger quantity

- d. Click on the **Checkout** button



\* *The Delivery Information window appears*

\* *Check your Address details*

\* *You can add a comment to this box example: Please deliver after Tuesday*

e. *Click on the **Continue** button*

**Delivery Information**

**Shipping Address**  
Please choose from your address book where you would like the items to be delivered to.  
**Shipping Address:** Practice Store  
Janette Jansen  
33 Kent Street  
UPWEY, 3158  
Australia

**Shipping Method**  
This is currently the only shipping method available to use on this order.  
**Table Rate**  
Best Way \$1.00

**Add Comments About Your Order**

**Continue Checkout Procedure**  
to select the preferred payment method.

**CONTINUE**

\* *The Payment Information is displayed which will include the Shipping Costs*

f. *Select a **Payment Method** by clicking on the button on the right*

g. *Click on the **Continue** button*

**Payment Information**

**HEADING\_PRODUCTS** (TEXT\_EDIT)  
1 x 1b - HP Ink Cartridges - C6614D/BK #20\*\*\* \$48.95  
Table Rate (Best Way): \$1.00  
Total: \$49.95

**Billing Address**  
Please choose from your address book where you would like the invoice to be sent to.  
**Billing Address:** Practice Store  
Janette Jansen  
33 Kent Street  
UPWEY, 3158  
Australia

**Payment Method**  
Please select the preferred payment method to use on this order.  
Check/Money Order  
PayPal

**Add Comments About Your Order**

**Continue Checkout Procedure**  
to confirm this order.

**CONTINUE**

\* *The Order Confirmation is displayed*

h. *Click on the **Continue** button*

*From this point you will go through a payment system and once you have paid you will receive an email notification of your order and payment.*

**Order Confirmation**

Delivery Address	Products	Tax	Total
Practice Store Janette Jansen 33 Kent Street UPWEY, 3158 Australia	1 x 1b - HP Ink Cartridges - C6614D/BK #20***	0%	\$48.95

**Shipping Method**  
Table Rate (Best Way)

**Billing Information**

Billing Address	Table Rate (Best Way):	Total:
Practice Store Janette Jansen 33 Kent Street UPWEY, 3158 Australia	\$1.00	\$49.95

**Payment Method**  
PayPal

**CONFIRM ORDER**

Delivery Information    Payment Information    Confirmation    Finished!

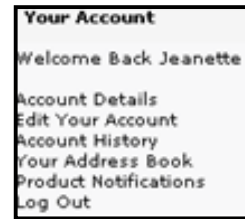
Now you just wait for your goods to be delivered. Your Account will be updated so you will have a report of what you have been purchasing and who from.



**Step 3.** At this point Log Out of your account.

**LOG OUT**

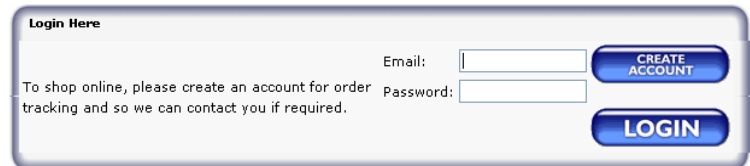
a. Click on the **Log Out link** from Your Account area



**Step 4.** Log into your account.

**LOG IN**

- a. Enter your **email address and password**
- b. Click on the **Login** button



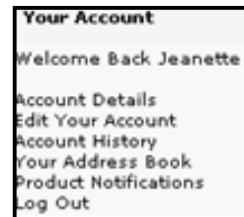
**Note :** If you forget your password the system will automatically issue you with a new password and it will be sent to your email.

When you make purchases it is recorded in your account.

**Step 5.** View your Account Details.

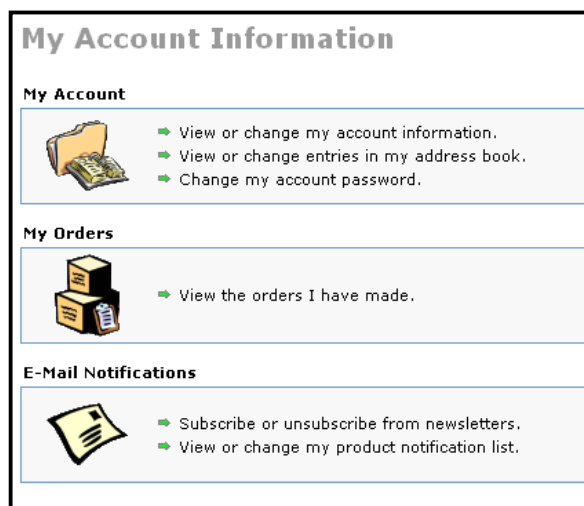
**ACCOUNT DETAILS**

a. Click on the **Account Details link**



**Step 6.** Explore the many options.

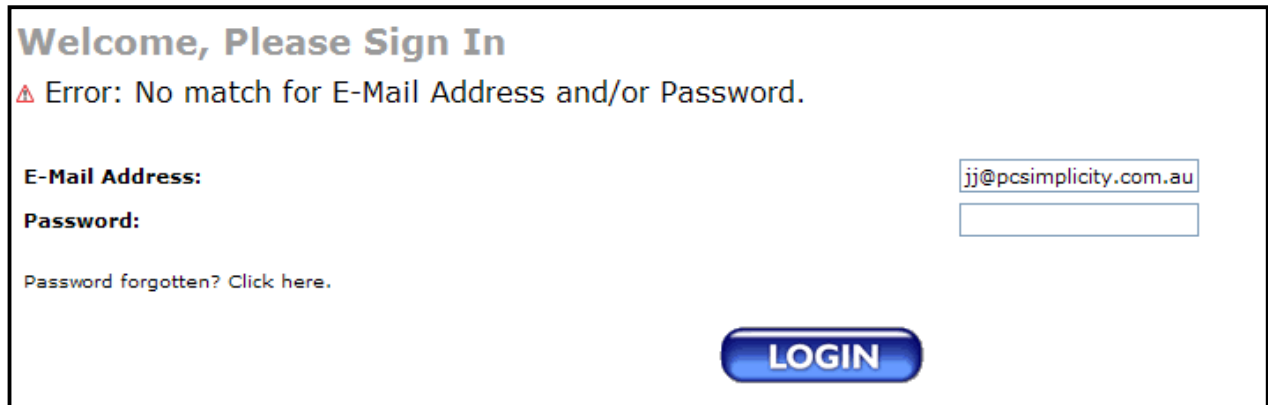
**Step 7.** At this point Log out of your Account again.





**Step 8.** At this point activate the Log in and enter your email address but an incorrect password (we will pretend that you have forgotten your password).

\* *The following window will appear*



**Welcome, Please Sign In**

△ Error: No match for E-Mail Address and/or Password.

**E-Mail Address:**

**Password:**

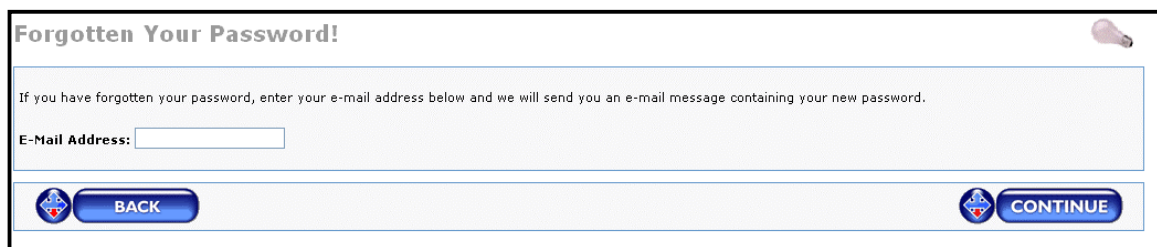
Password forgotten? [Click here.](#)

**LOGIN**

**Step 9.** Apply for a new password.

**NEW PASSWORD**

- a. *Enter your email address and click on the **Continue** button*
- \* *Your current password is deleted from the system and a new one is entered (random selection of characters)*
- \* *A email is sent to you with the new password*



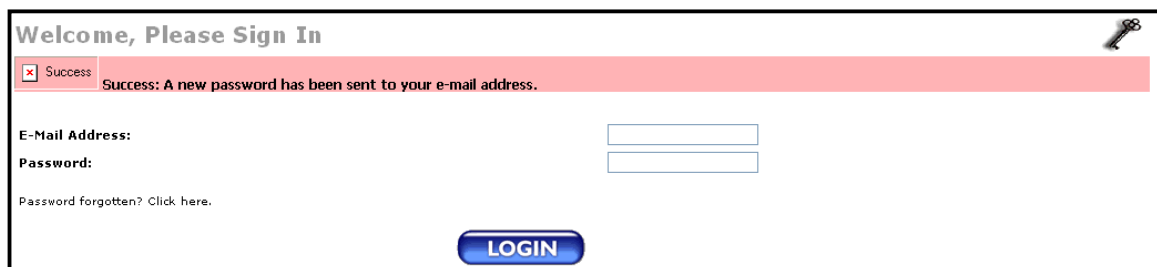
**Forgotten Your Password!**

If you have forgotten your password, enter your e-mail address below and we will send you an e-mail message containing your new password.

E-Mail Address:

**BACK** **CONTINUE**

The following message will appear



**Welcome, Please Sign In**

Success: A new password has been sent to your e-mail address.

E-Mail Address:

Password:

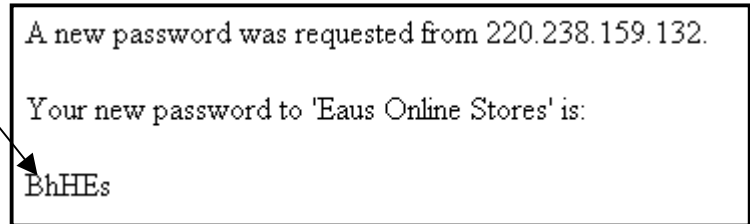
Password forgotten? [Click here.](#)

**LOGIN**



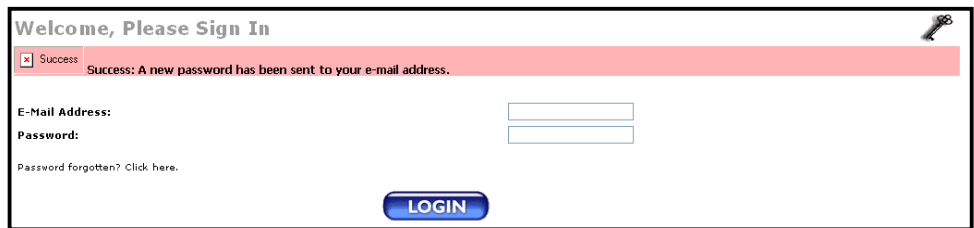
**Step 10.** Run your email program and ready your email and take note of the new password.

\* You can select it, click-drag over it then perform the Copy function (Press Ctrl+C)



**Step 11.** Return to this window and enter your email address and the new password.

\* You can perform the Paste function in the Password area (Press Ctrl+V)

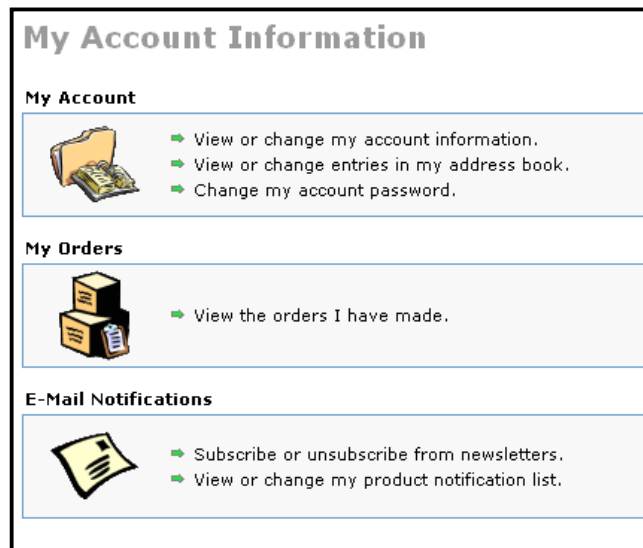
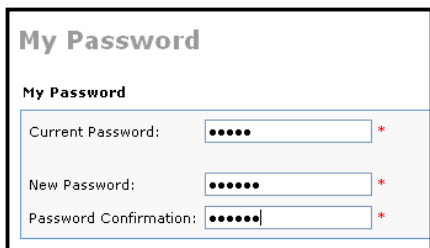
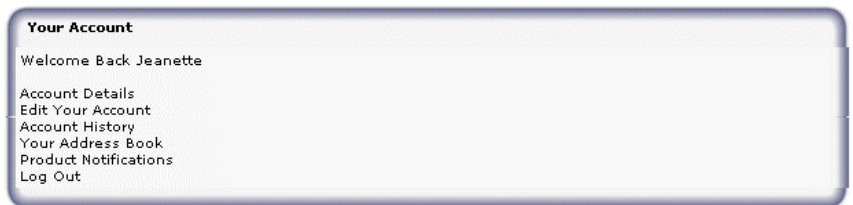


When you are successfully Login In your details will appears. You can only change your details if you are logged in.

**Step 12.** Change your password.

**CHANGE PASSWORD**

- Click on the **Account Details** option
- Click on **Change my Account Password**
- Enter the **current password** (being the one you received from us via email)
- Enter the **New password and Confirm it**



**Step 13.** Log Out and In again to test your new password.