

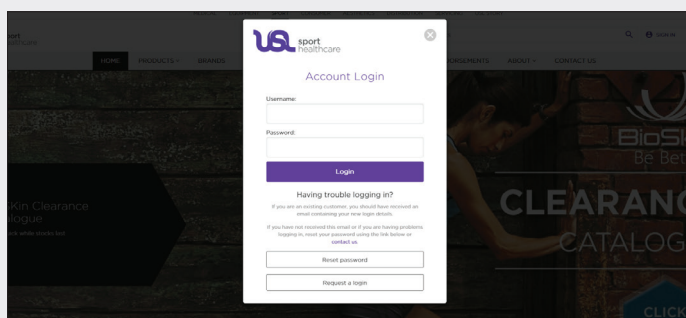


## YOUR WEBSITE GUIDE ON SETTING UP & ORDERING FROM YOUR TEMPLATES



### STEP 1:

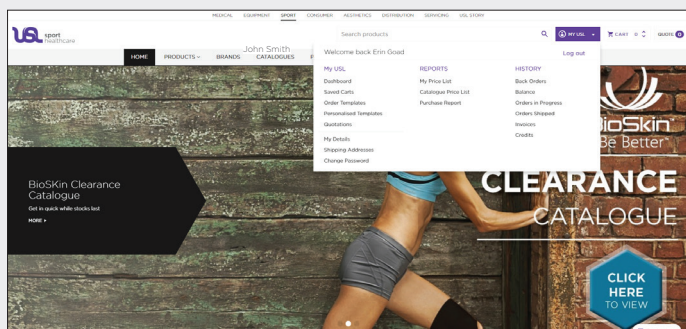
Visit our website by heading to [www.uslsport.co.nz](http://www.uslsport.co.nz)



### STEP 2:

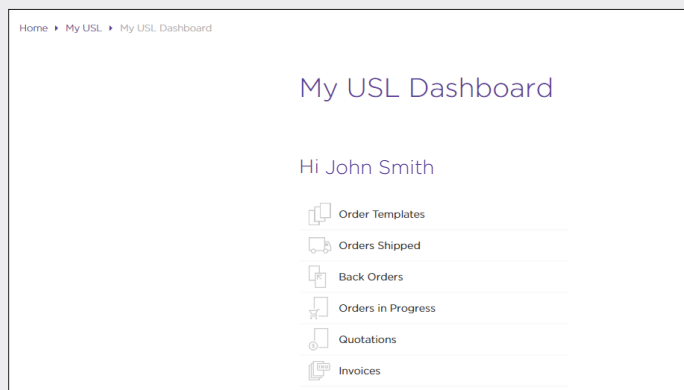
Enter your log in details.

If you **do not** have log in details, click the 'sign up' button to receive a log in. This will be emailed to you..



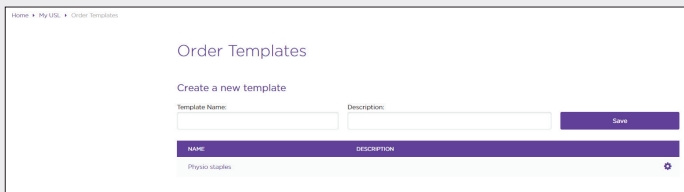
### STEP 3:

Once you have logged in, head to your 'My USL', this is where you will locate your 'Dashboard'. This is where you can view anything to do with orders, pricing and your history.



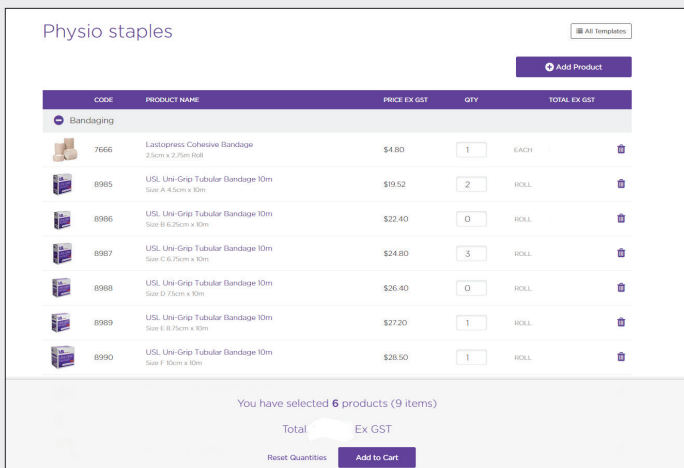
#### STEP 4:

From your dashboard you can view a variety of options related to your past or present orders.



#### STEP 5:

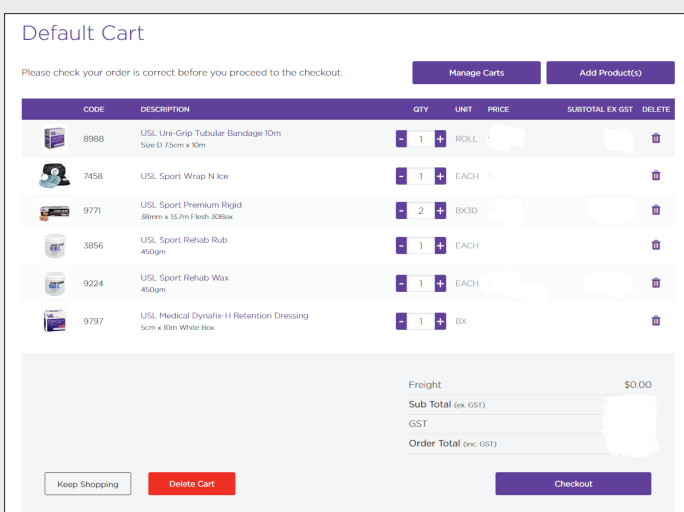
Under **Order Template** you can create new templates or amend any current templates to suit your clinic supplies.



#### STEP 6:

From your saved template, you can easily input the quantity of stock you are requiring. Once completed you can add your template to cart by selecting **“Add to Cart”**.

USL TIP: Forgot to include something in your template? There is an “Add Product” button just above on the right, so it is never too late to add something to your template.



#### STEP 7:

Please check that you have added the correct products, if you are missing some or wish to remove, both these options are available.

Once you are happy with your order, you can click **‘Checkout’** to confirm your purchase.

From here you will receive an email with your order’s shipping information.

For any other order template or website inquiries, please give us a call on 0800 875 77678 (USLSPORT) or email us at [sport@uslsport.co.nz](mailto:sport@uslsport.co.nz)