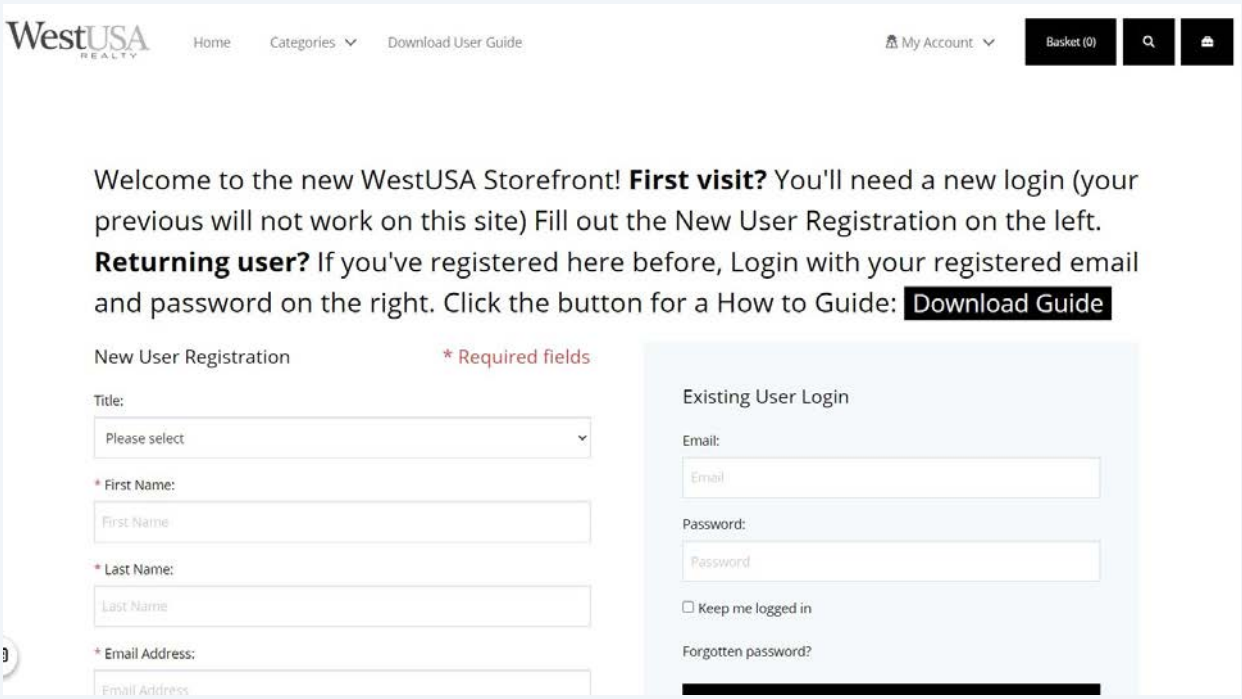
WestUSA User Guide

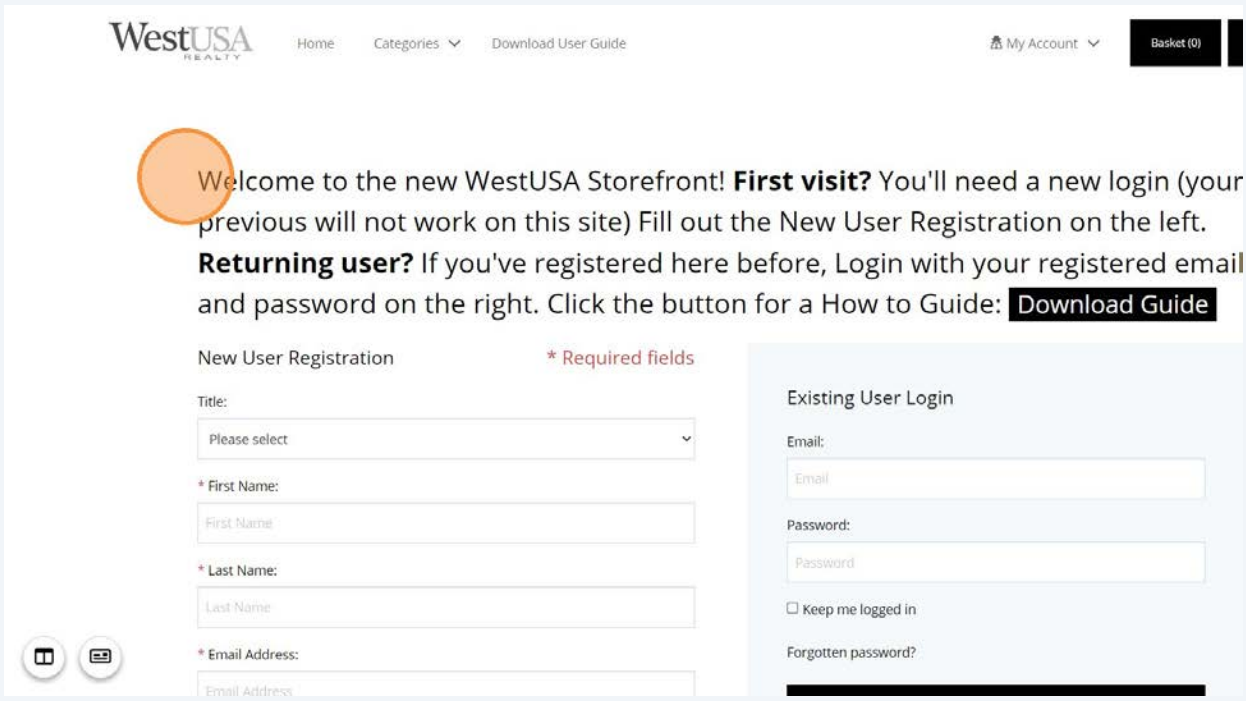


WestUSA User Guide

1 You'll be redirected to this new homepage

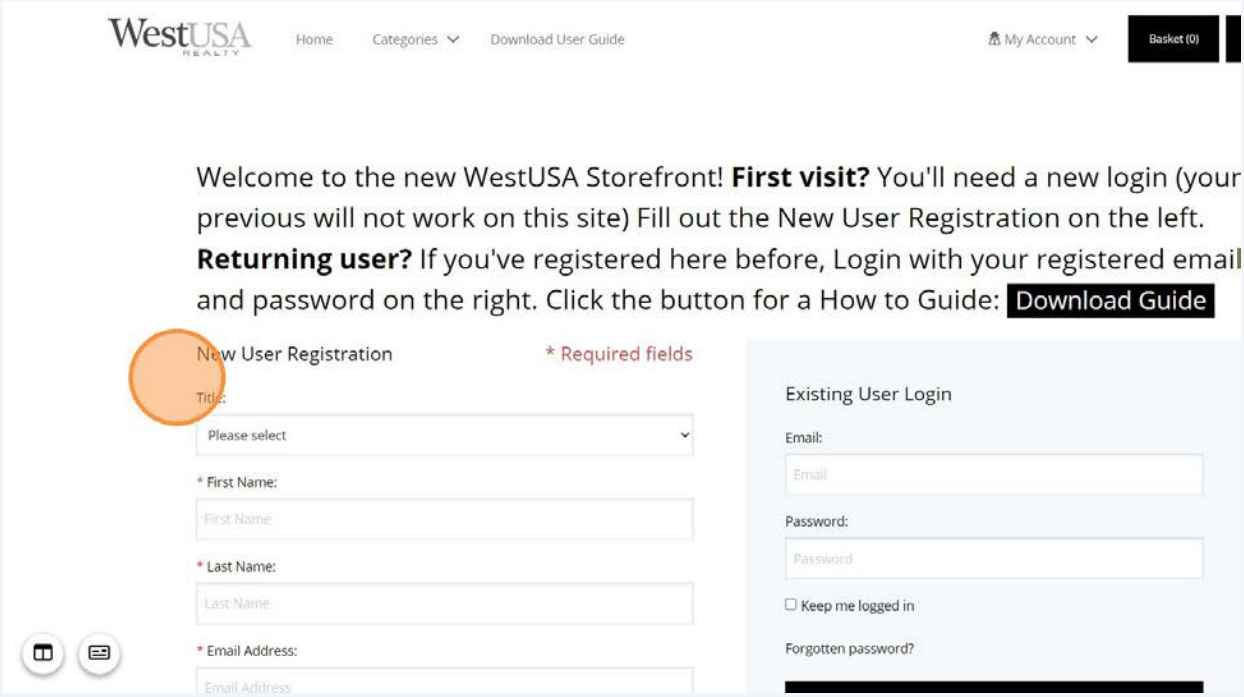


2 This message will welcome you to the new site!

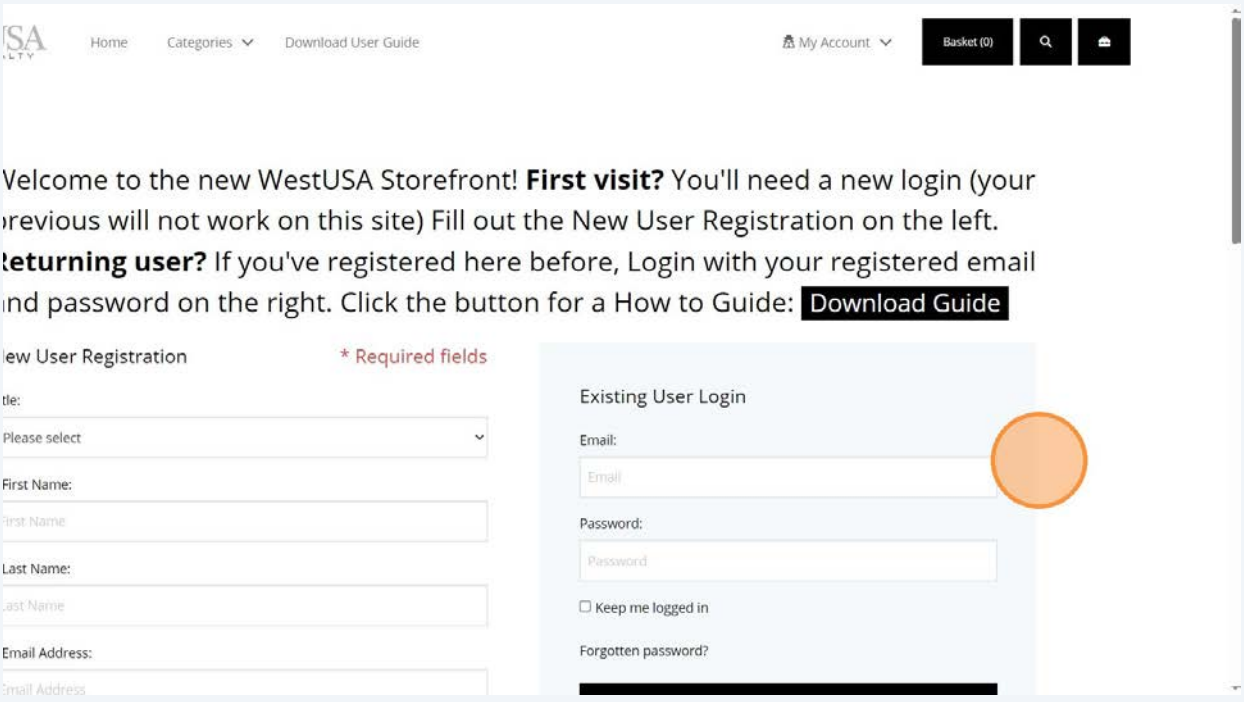


⚠ Credentials from the previous site will not be connected.

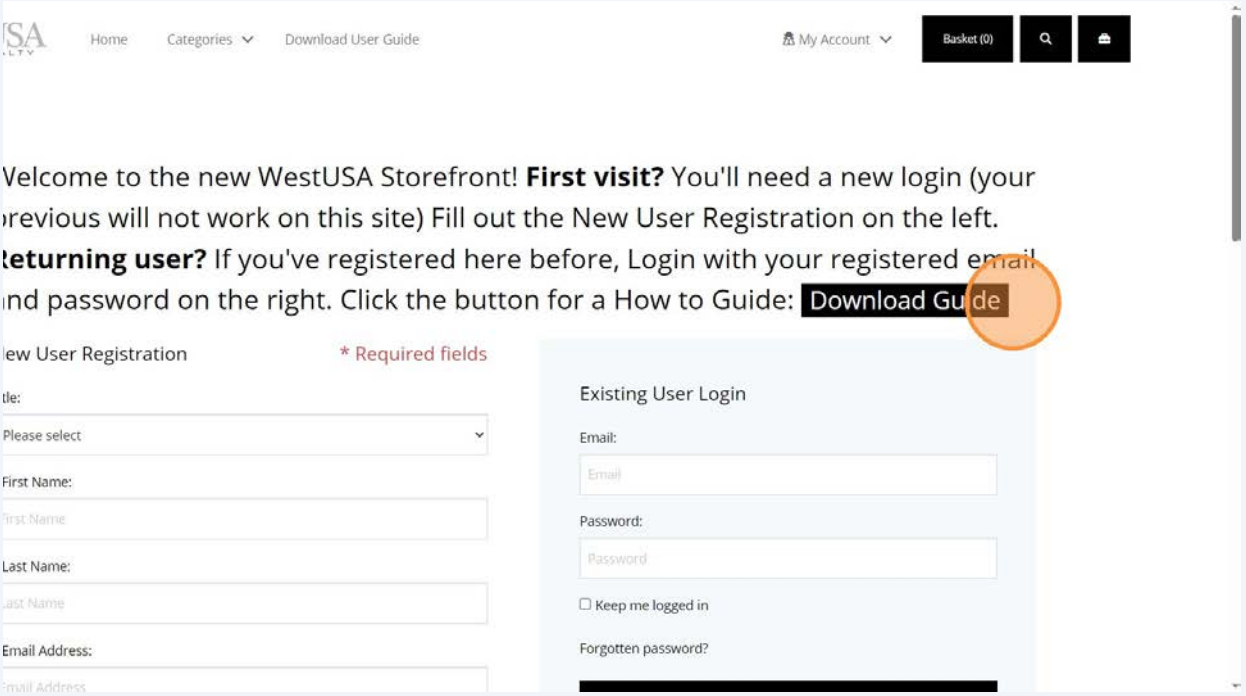
3 On your first visit to the new site you'll need to register for an account. Fill out the registration form shown below.



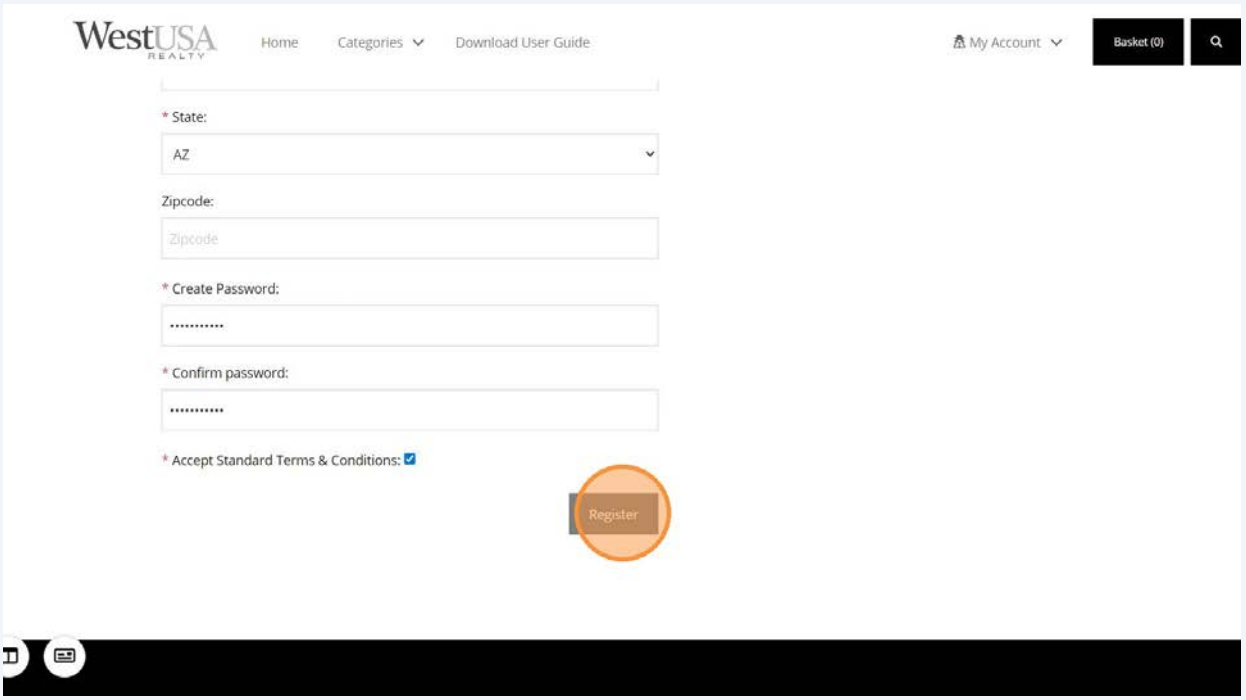
4 If you've registered on the new site already, you'll login on the form shown below.



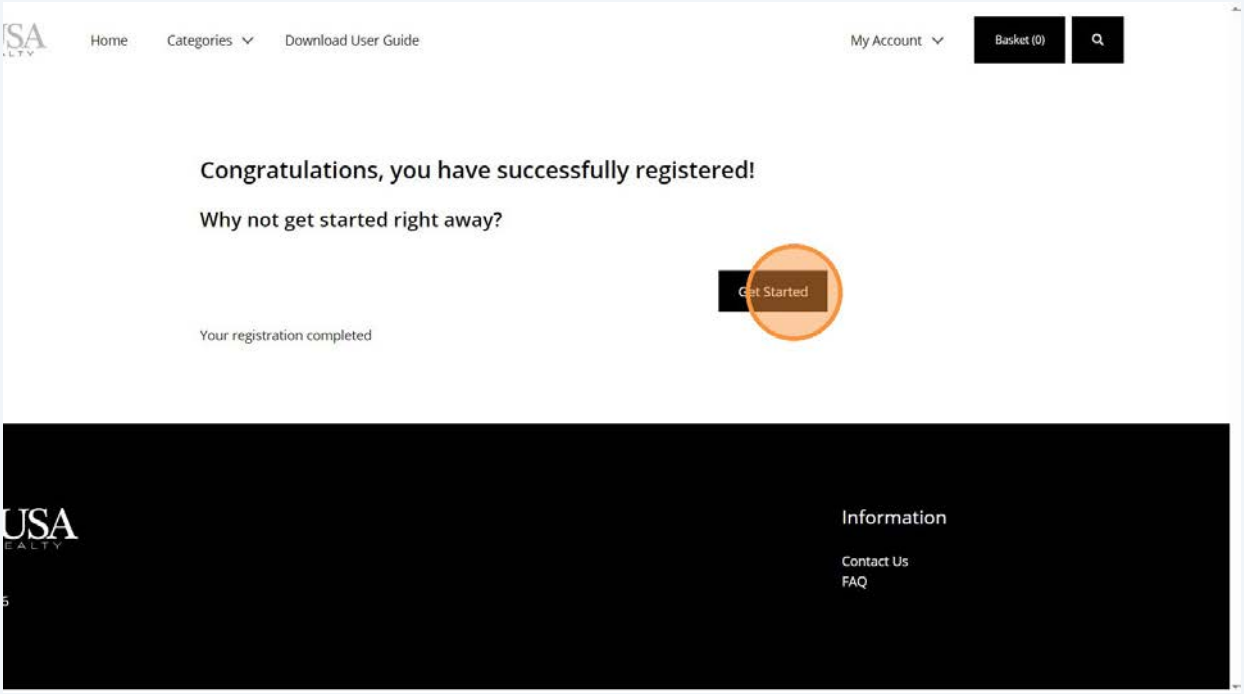
5 This User Guide is also available to re-download here and at the top of the page as needed.



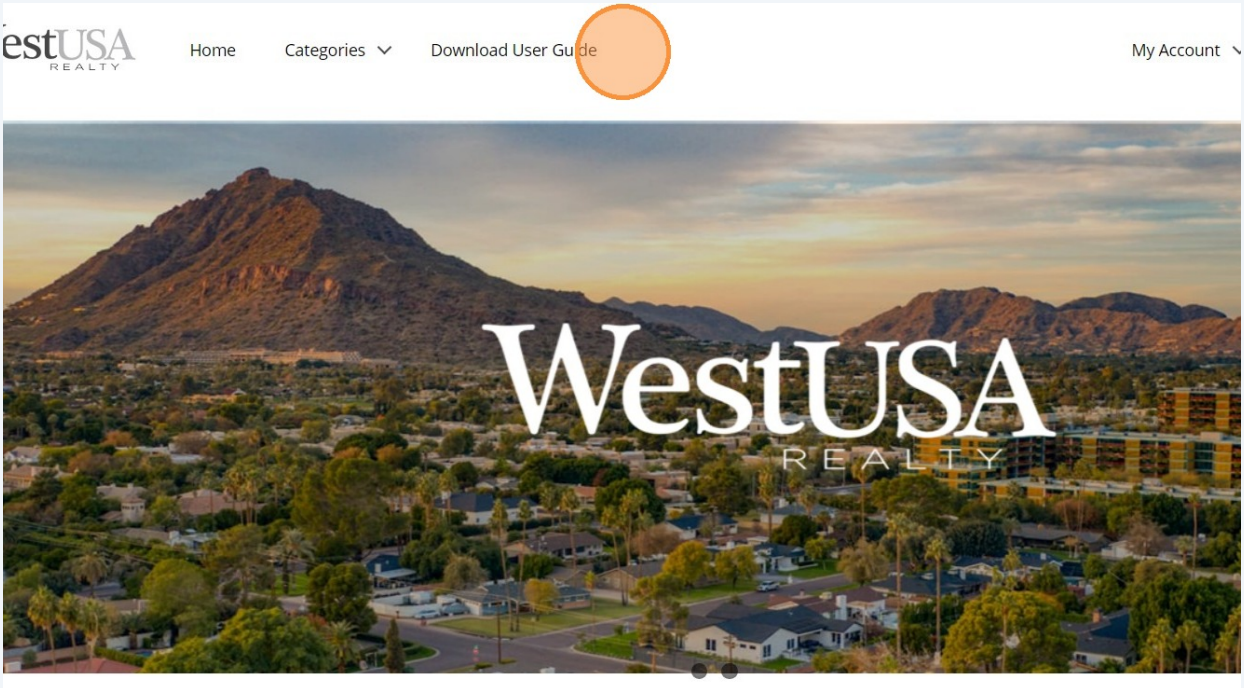
6 Once the registration form is filled out, click "Register" to submit.



7 You'll see this message once registration is complete. Click "Get Started" to reach the homepage (first registration only - existing users will redirect to the homepage after login)



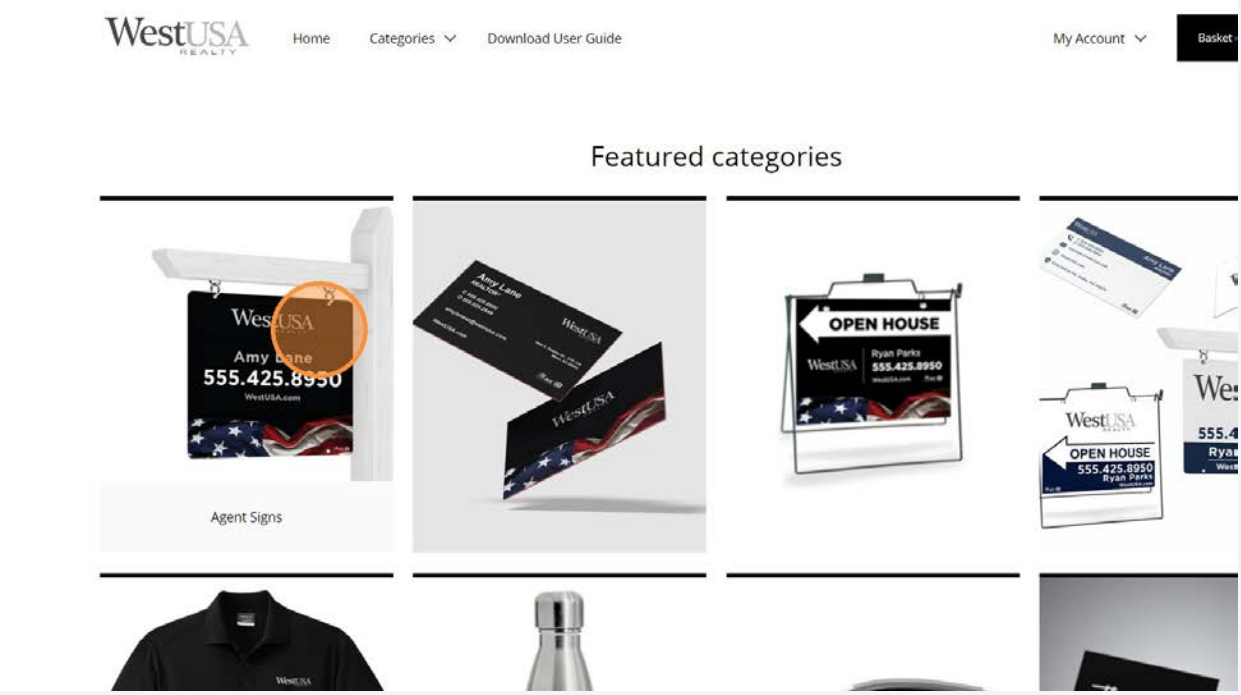
8 You can quickly navigate to any category or download this user guide from the links at the top of the page.



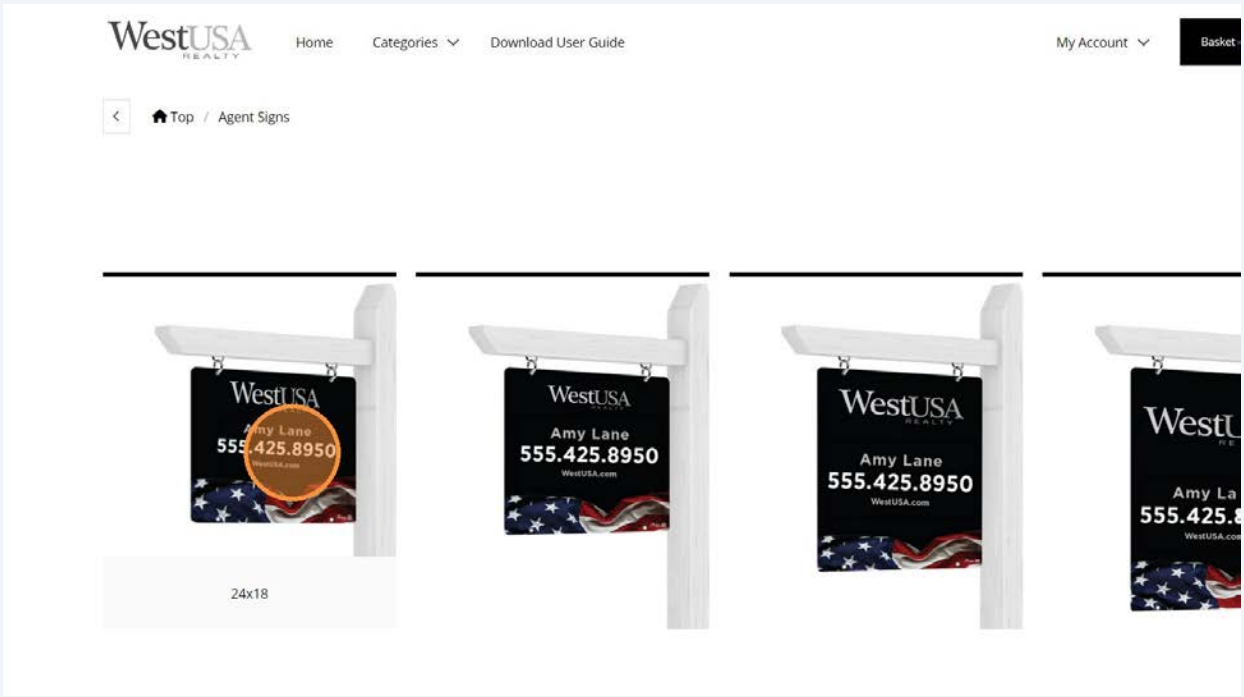
Orders/Artwork from the previous system will not show in your account. If you need to inquire about previous art, please provide your Name, Email, and if possible, your order number to orders@oneilprint.com

For custom artwork, please reach out to your WestUSA design team at: marketing@westusa.com . Once you receive your artwork you can upload into the desired product template.

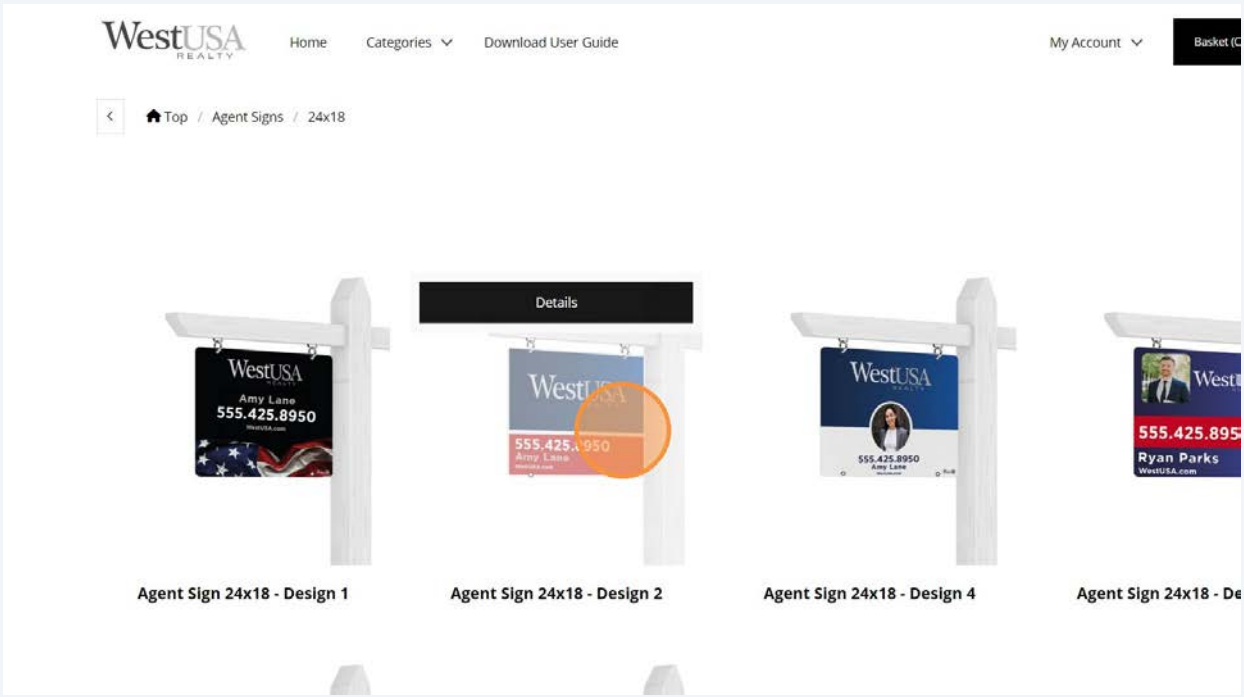
9 To start shopping, select your desired category from this section or the top page dropdown.



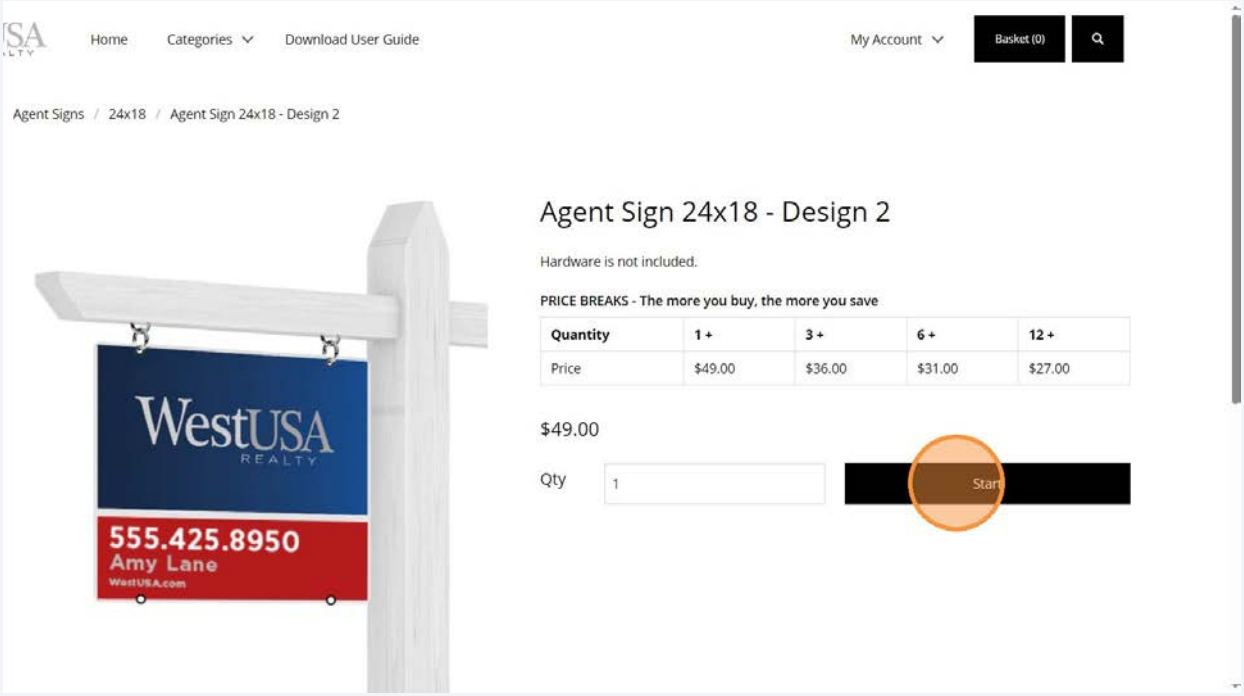
10 Select your desired size (if applicable)



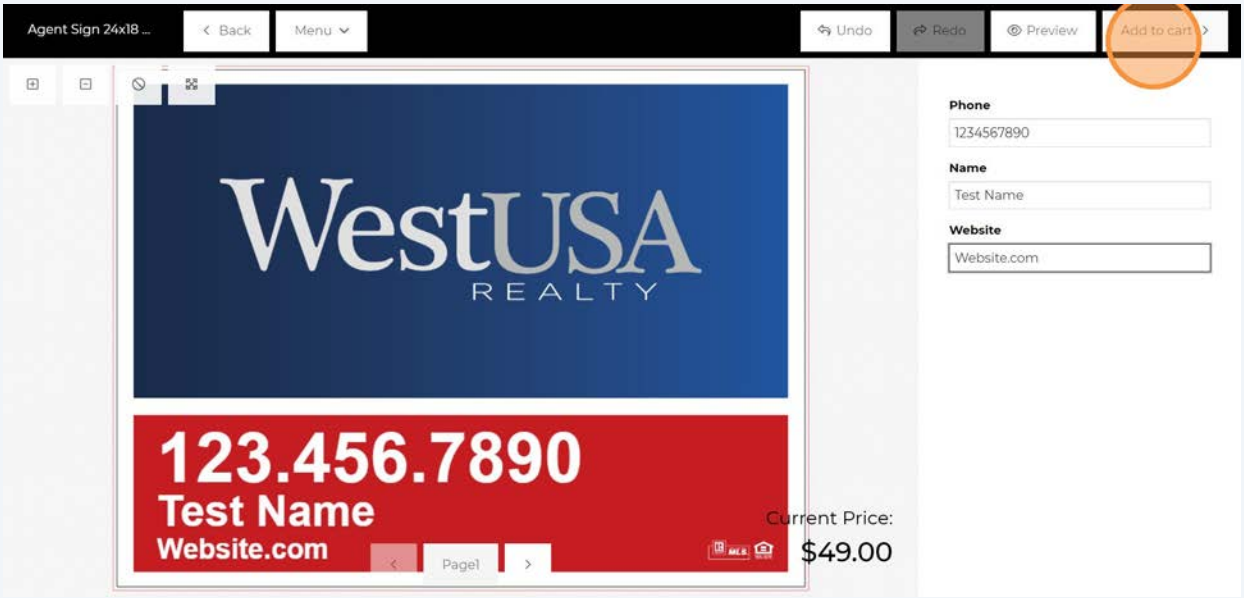
11 Select your desired design.



12 Select your desired Qty and click "Start" to proceed.

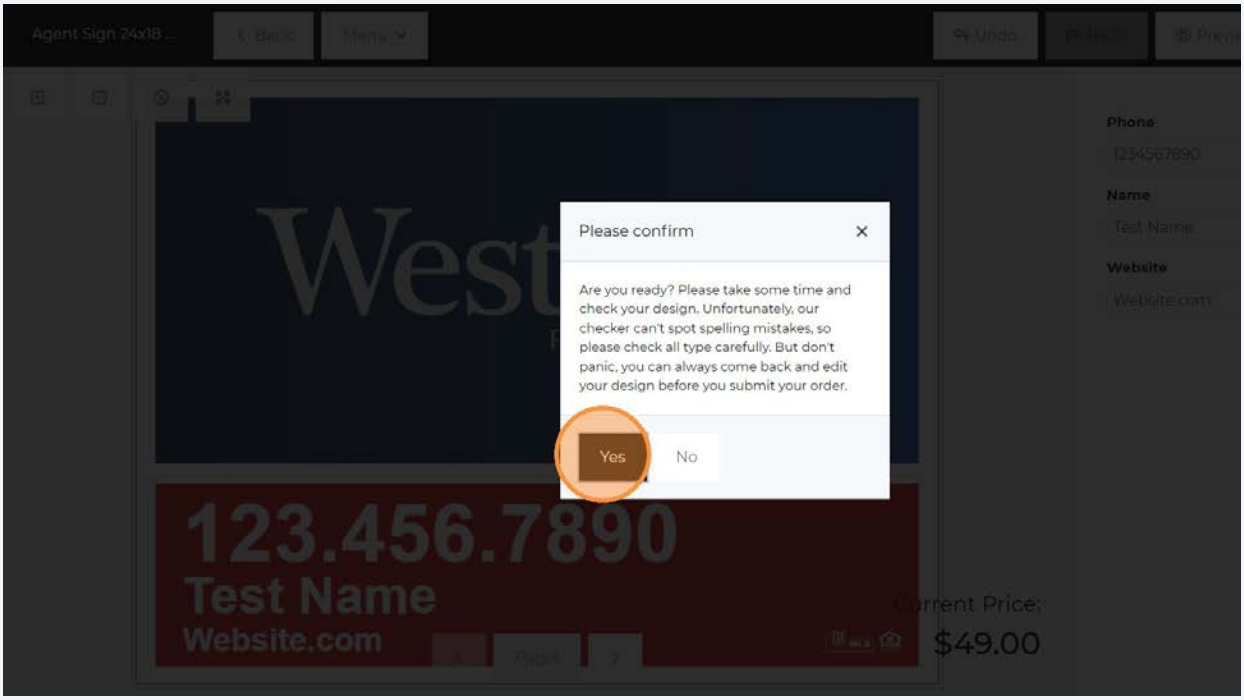


13 Fill in all desired information and/or upload your desired photo (depending on the design selected). You'll see your entry in real time as you type it in. Click Add to Cart.

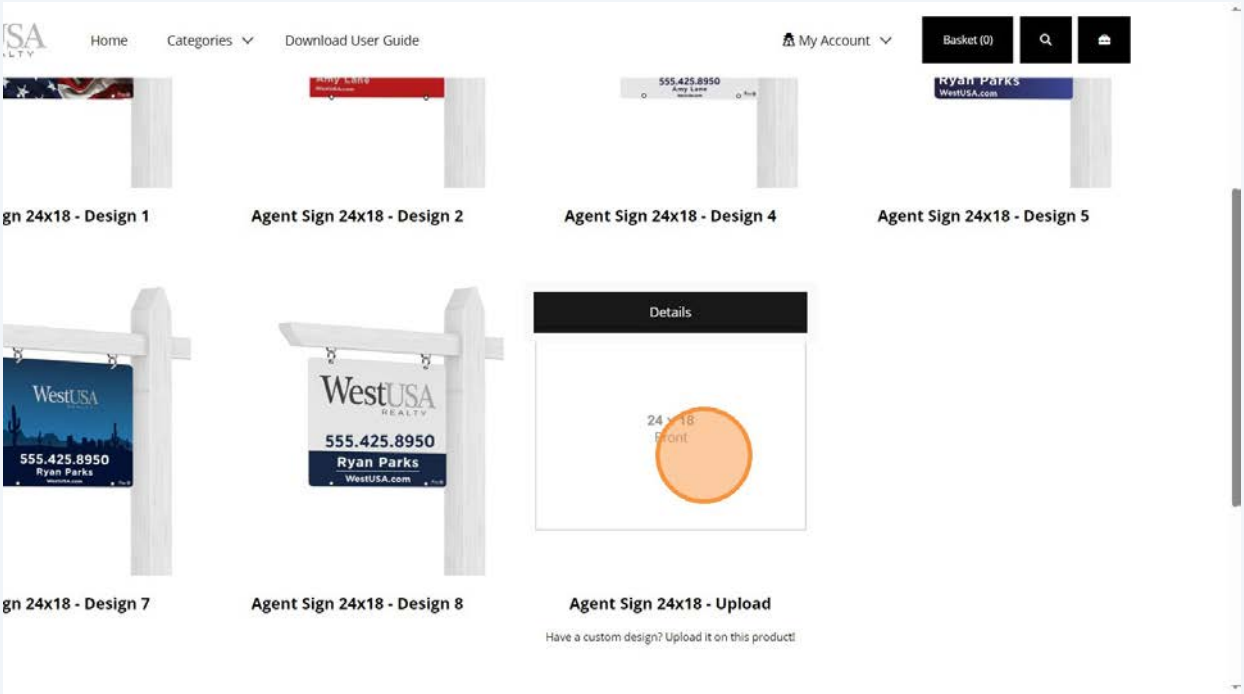


Phone Numbers auto-format. Just enter your 10 digits without spaces or separators.

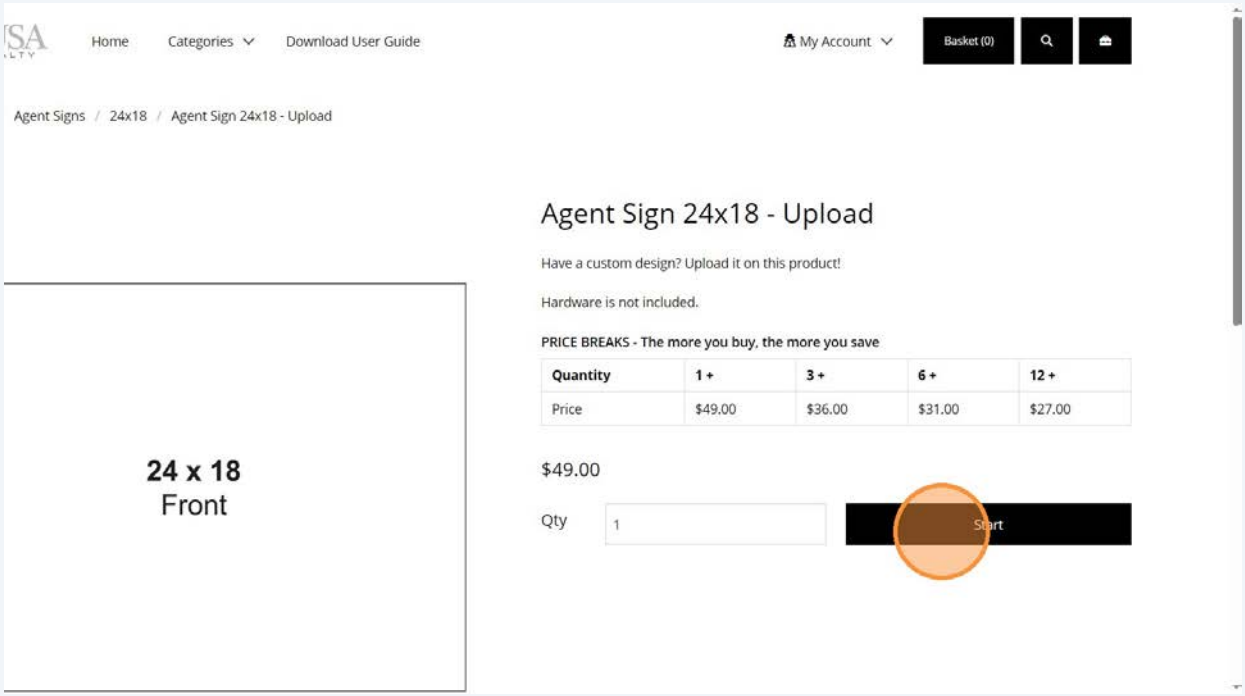
14 Click "Yes" to confirm you've reviewed your entry and wish to add it to the cart.



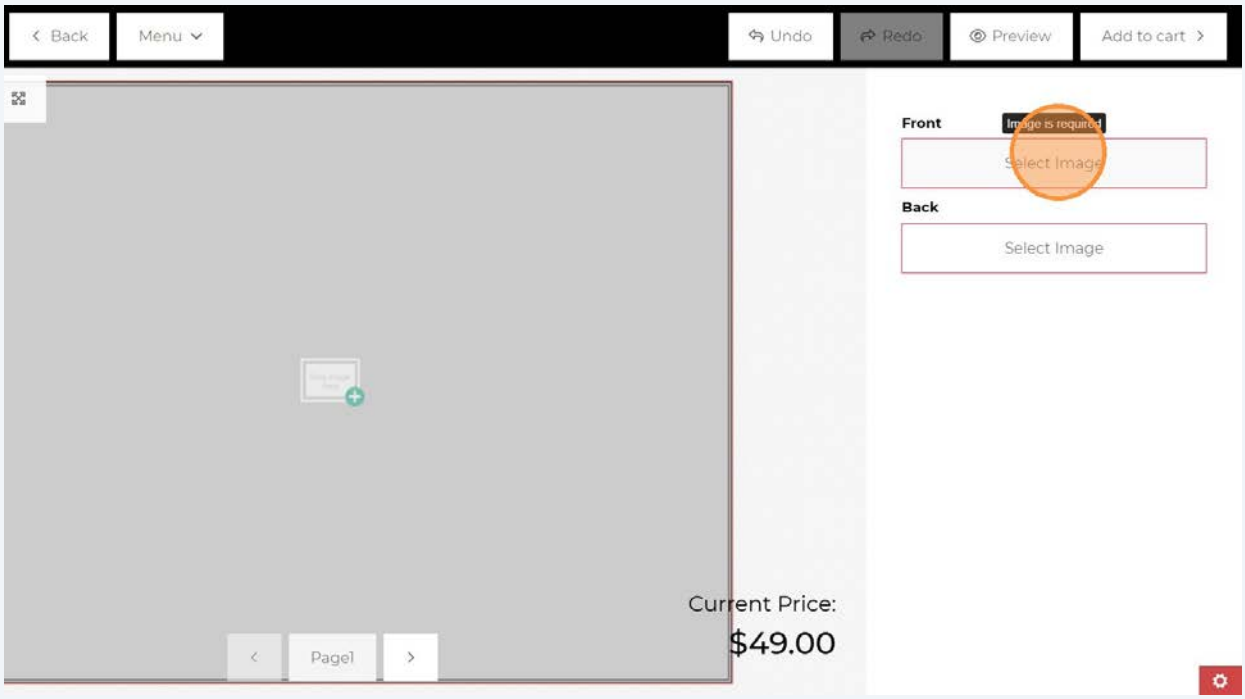
15 If you have a premade or custom design already, you can select the "Upload" product from the available options.



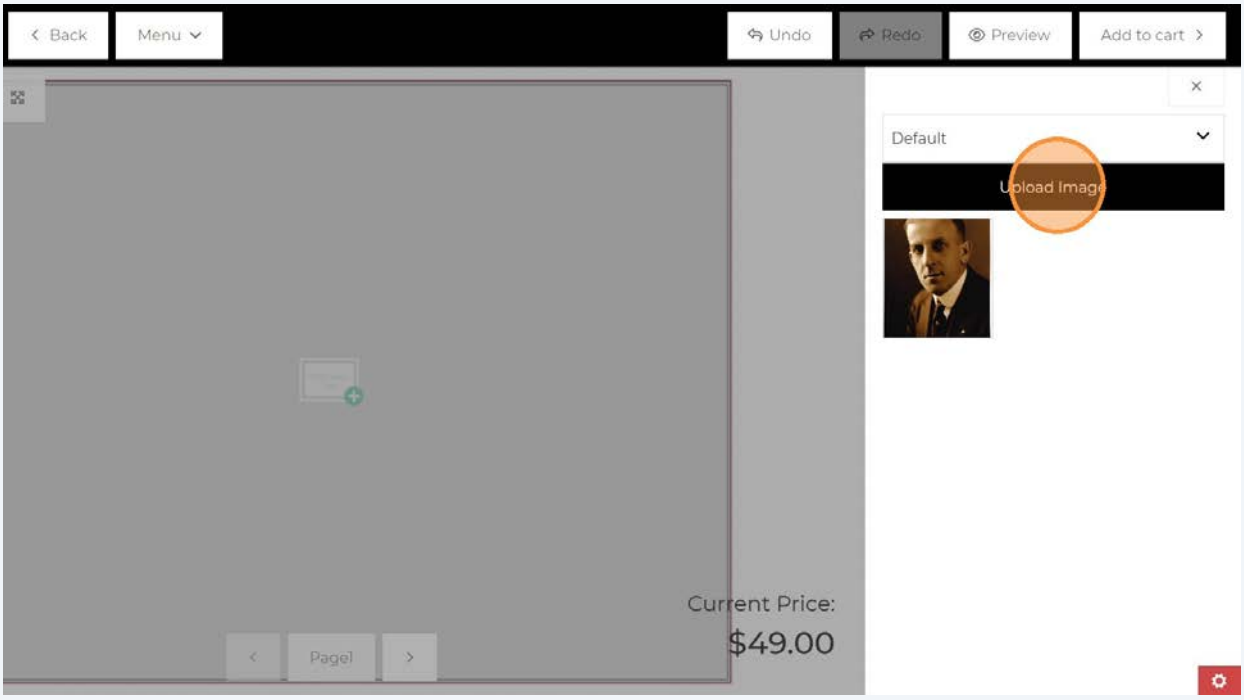
16 Select your desired Qty and click "Start" to proceed.



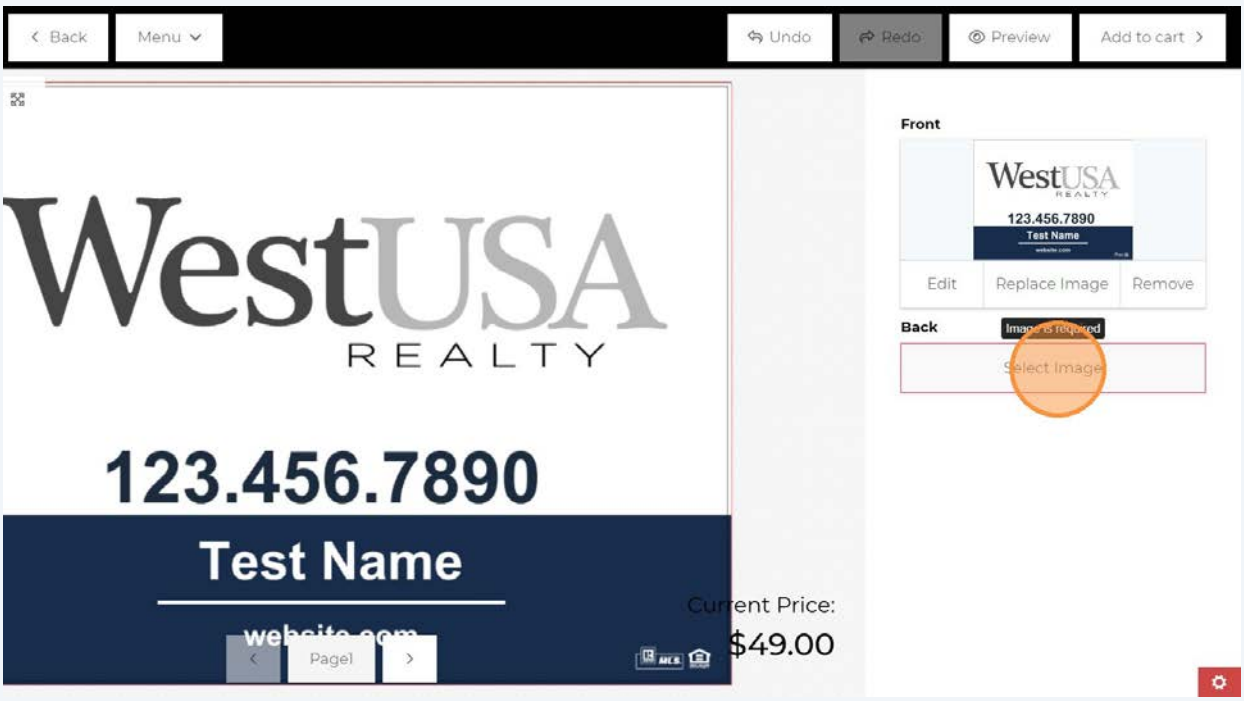
17 Click "Select Image" to upload a file for the front side.



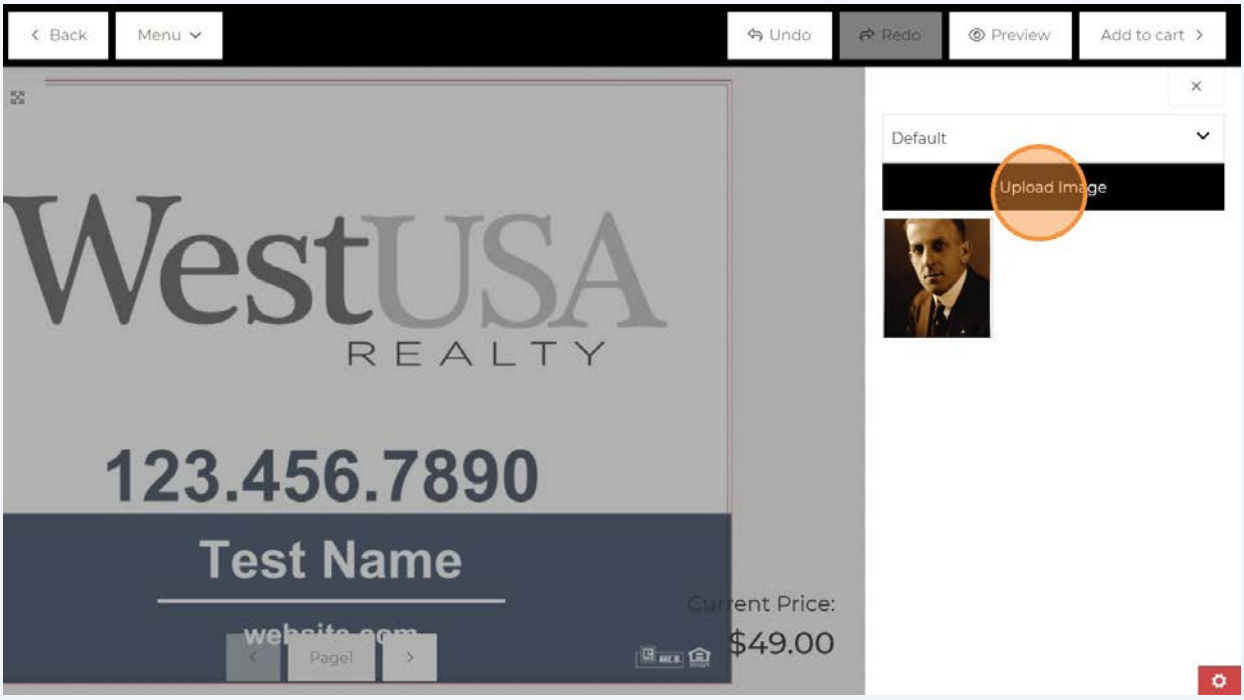
18 Click "Upload Image"



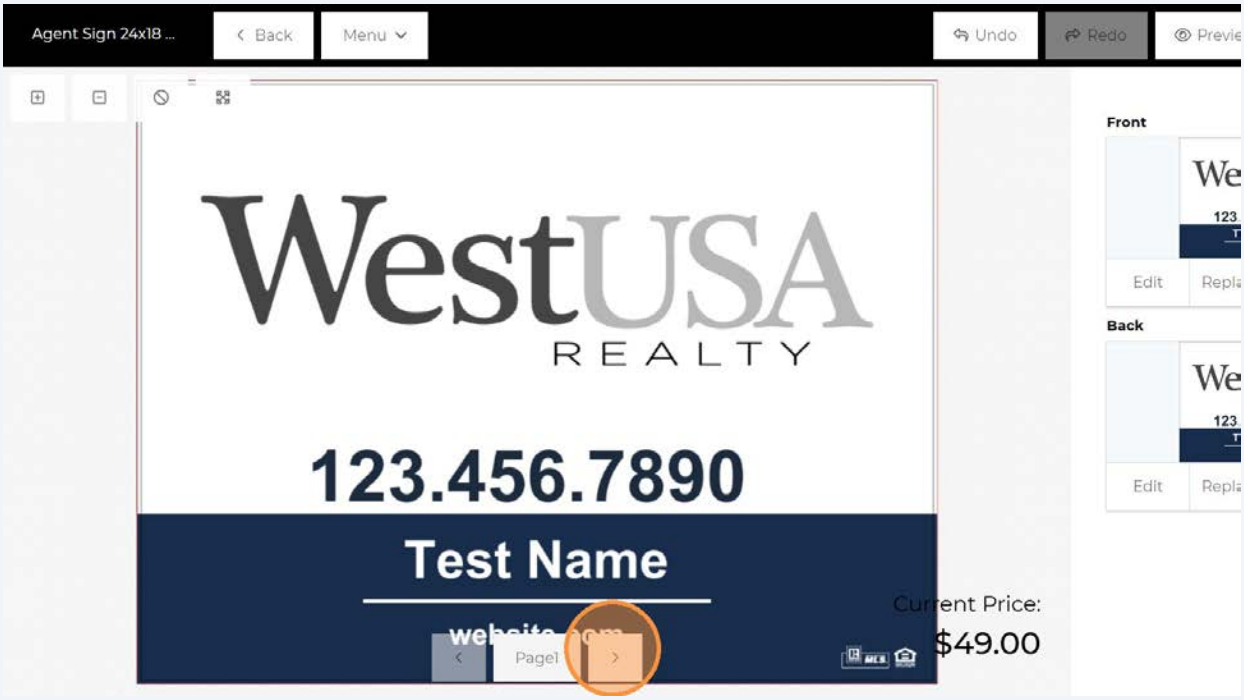
19 Repeat these steps for the backside if applicable. Click "Select Image".



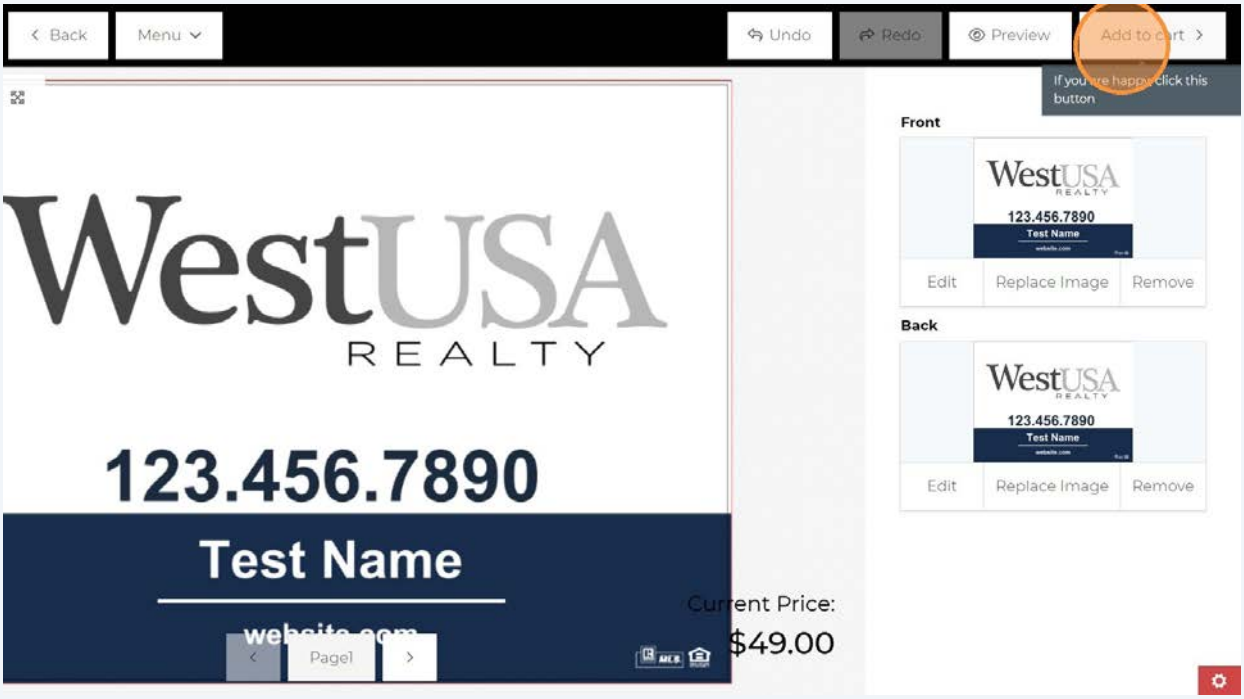
20 Click "Upload Image"



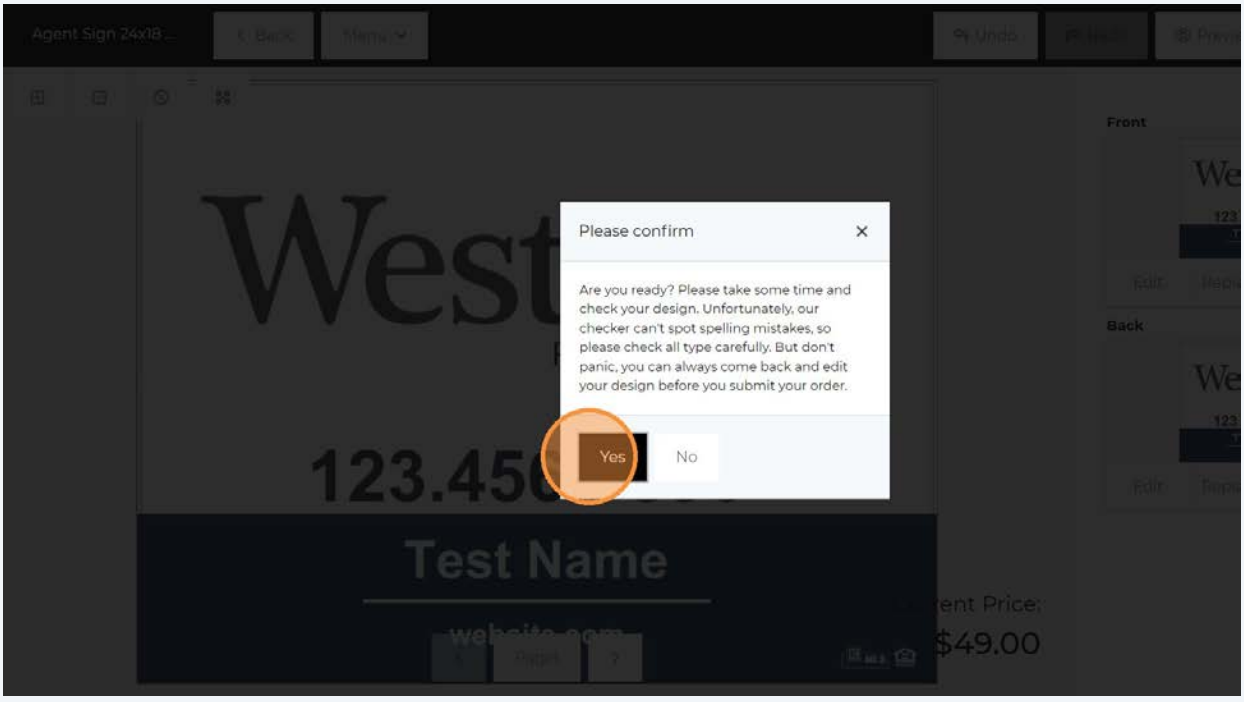
21 You can use the arrows at the bottom to toggle between pages and review both sides.



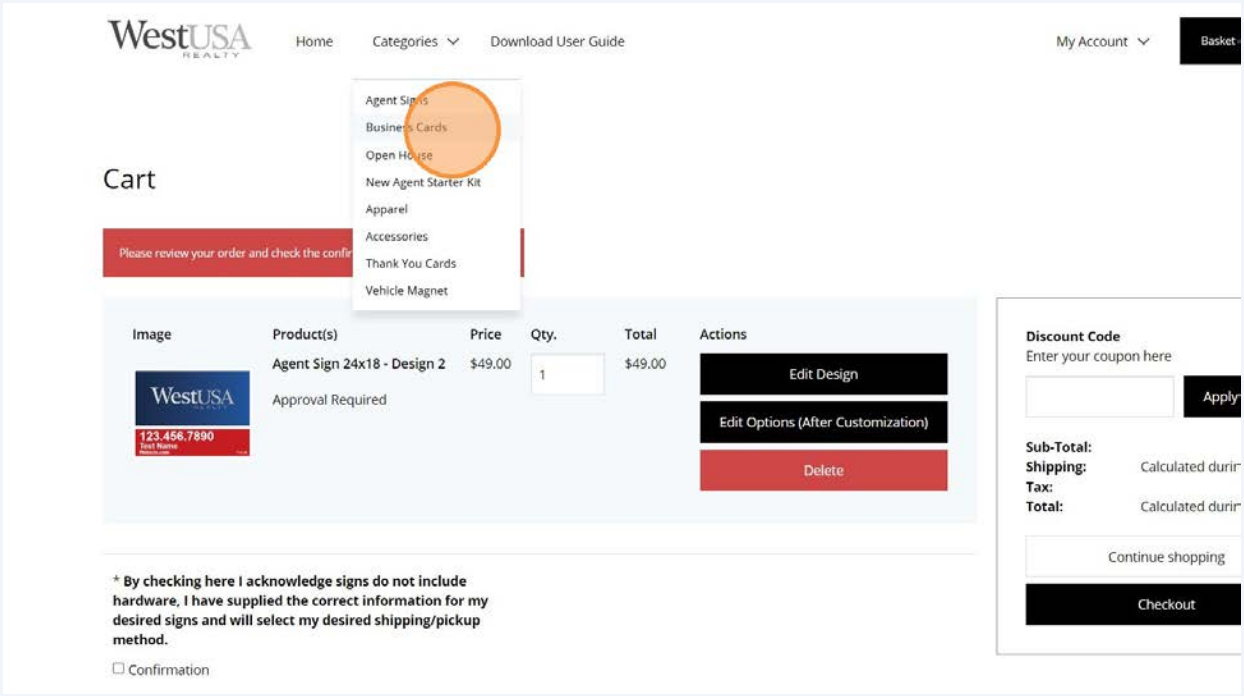
22 Click "Add to cart" once reviewed.



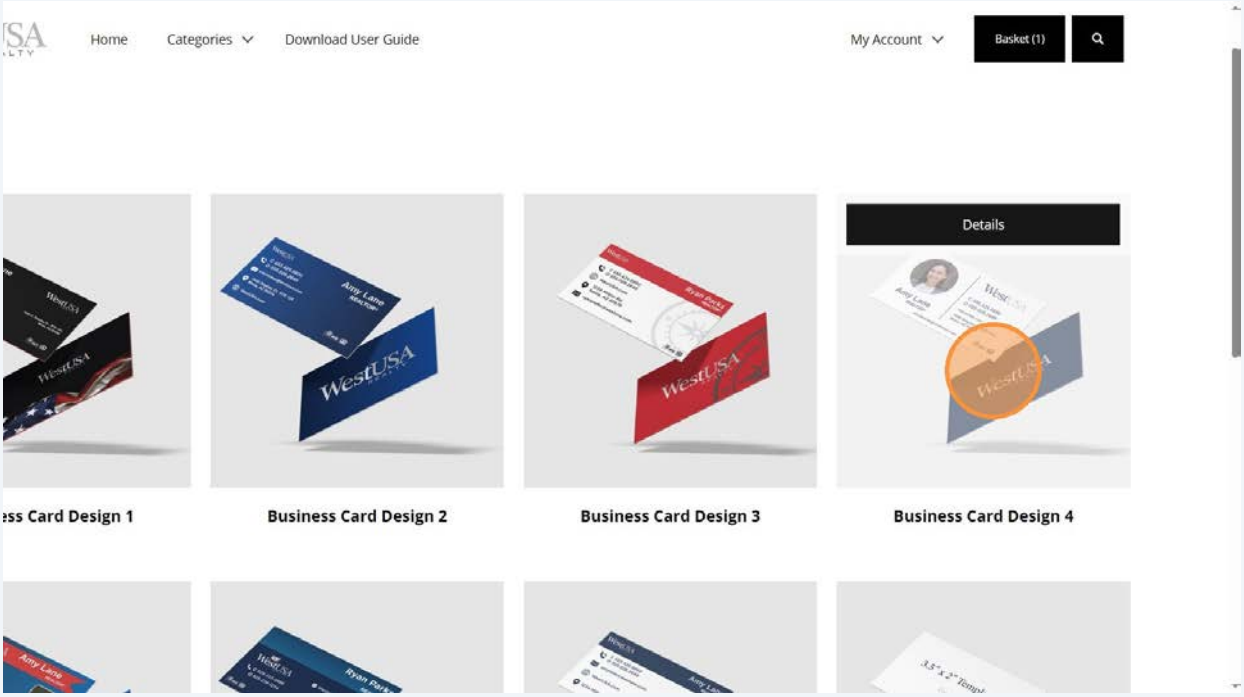
23 Click "Yes" to confirm you've reviewed your upload and wish to add it to the cart.



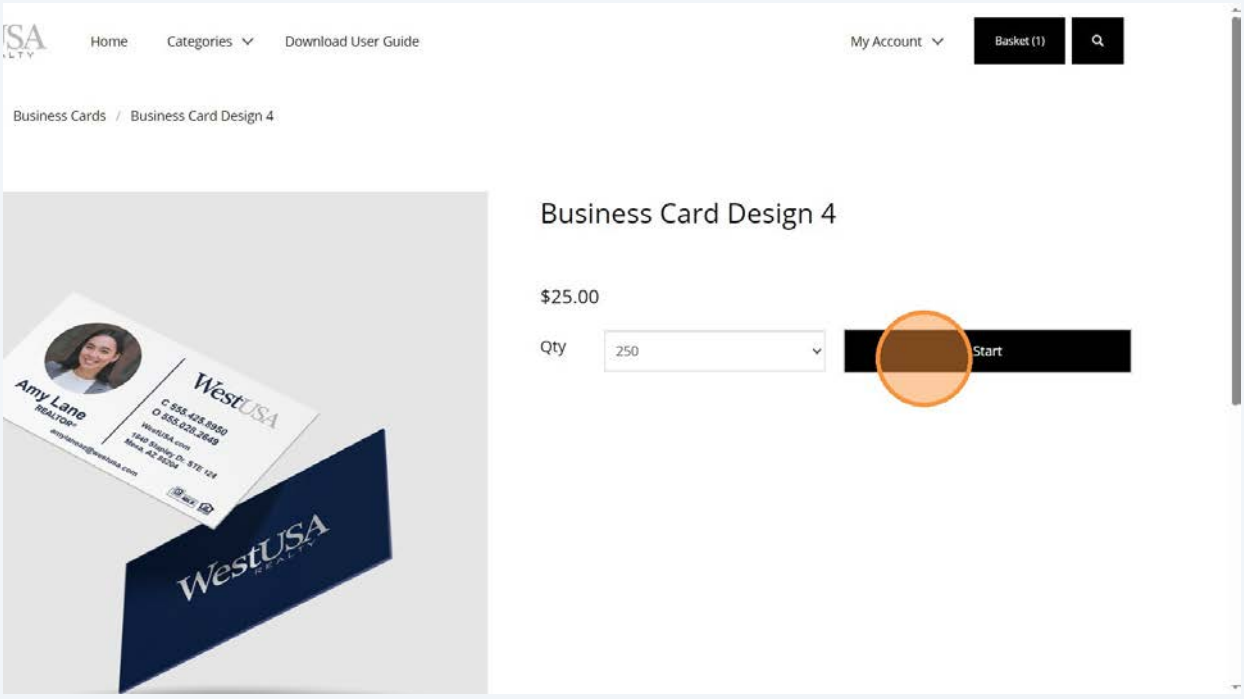
24 Click "Continue Shopping" or select a category from the top of the page to add additional items as needed.



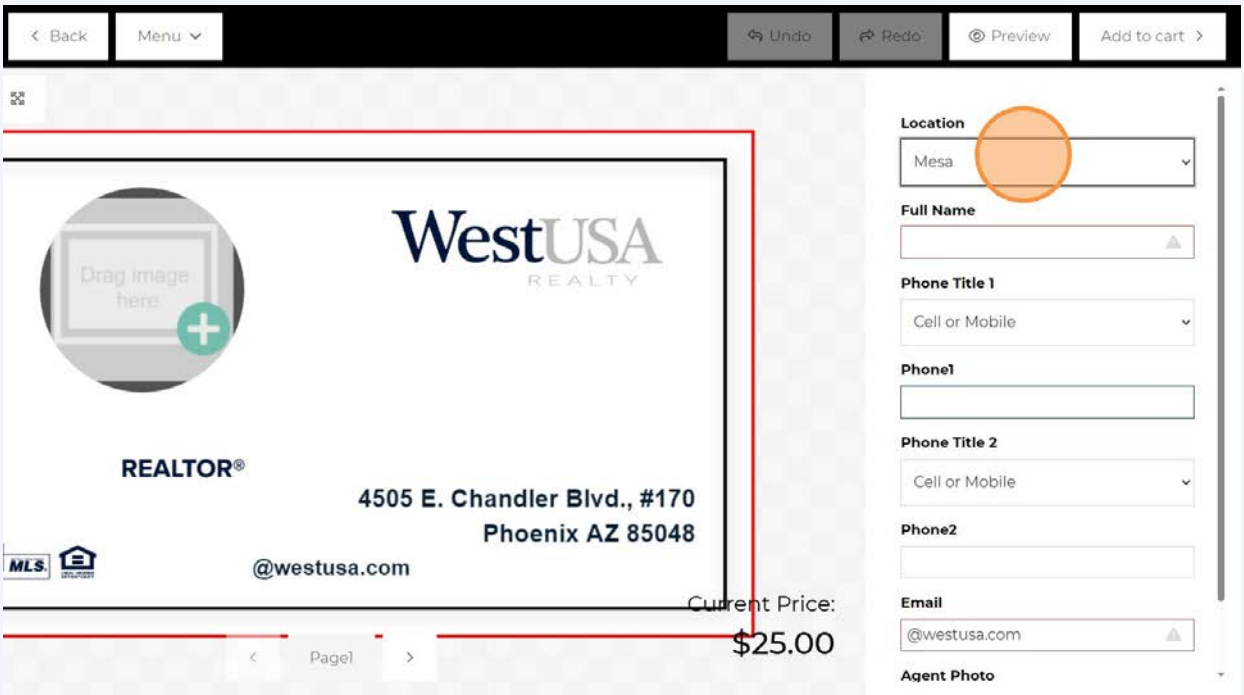
25 Like the signs, select your desired design.



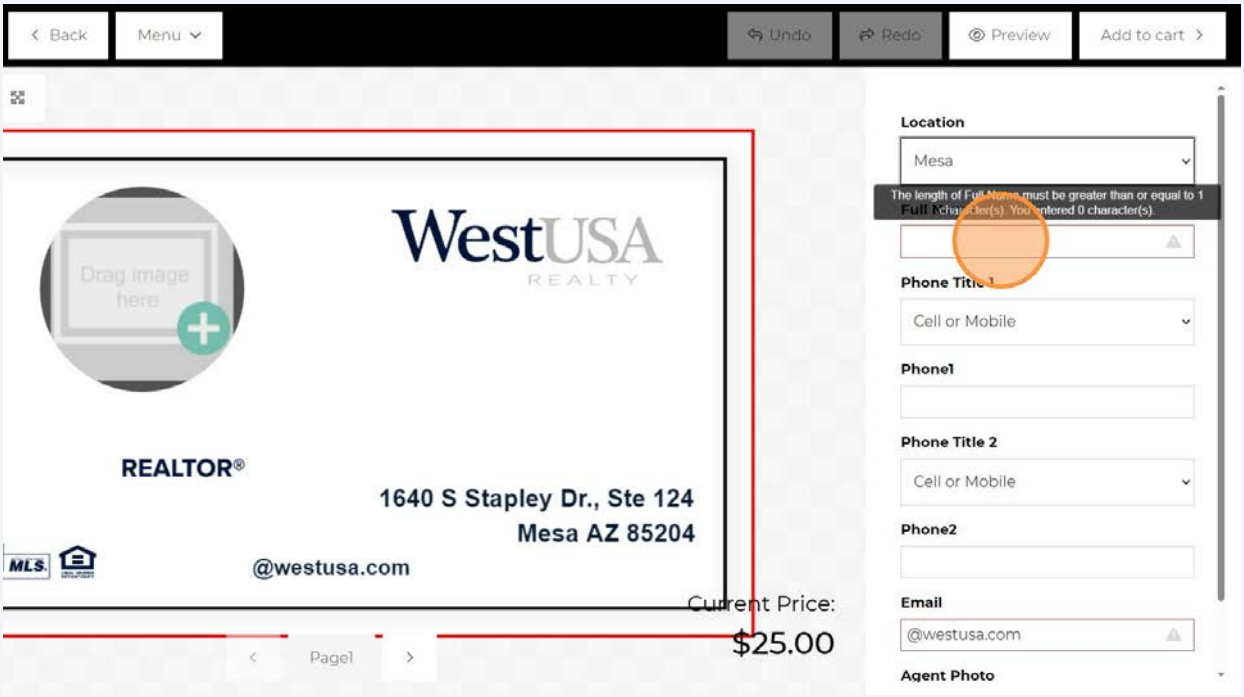
26 Select your desired Qty and click "Start" to proceed.



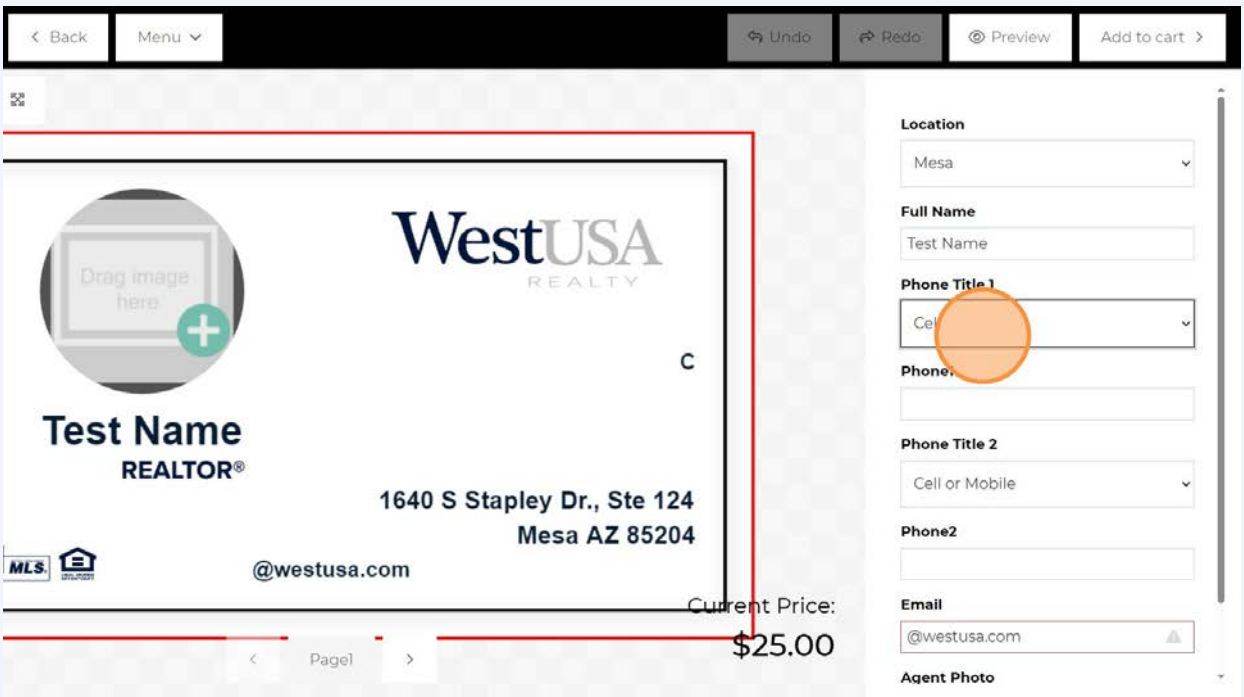
27 Select your desired office location from the drop down. **Office addresses populate automatically on selection**.



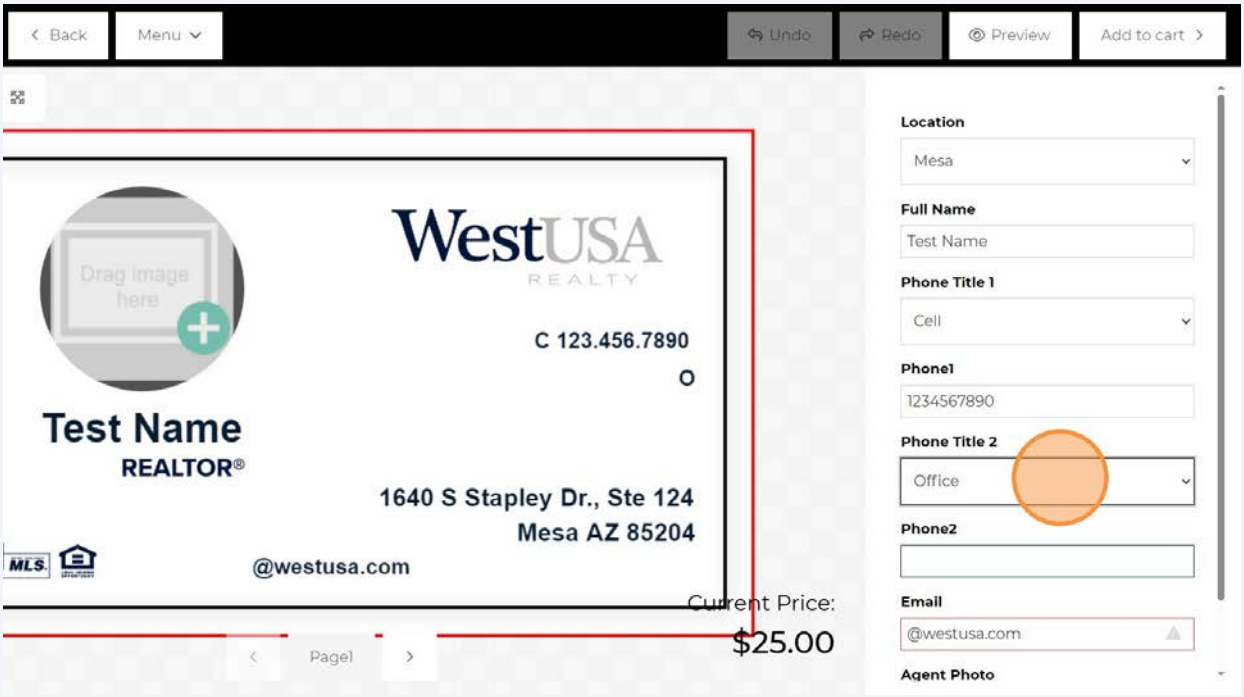
28 Fill in remaining fields. Name, Email, and Image is required (if selecting a photo template)



29 Select the "Cell" option to add the "C" before your phone number.

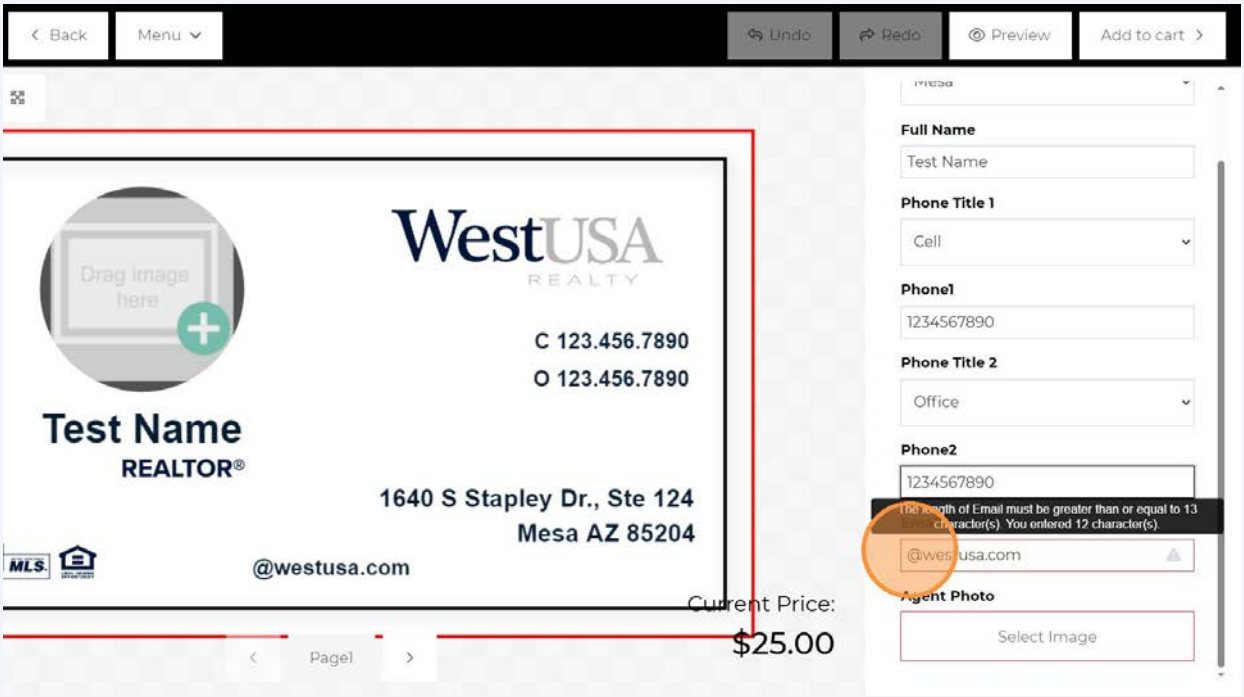


30 Select the "Office" option to add the "O" before your phone number.

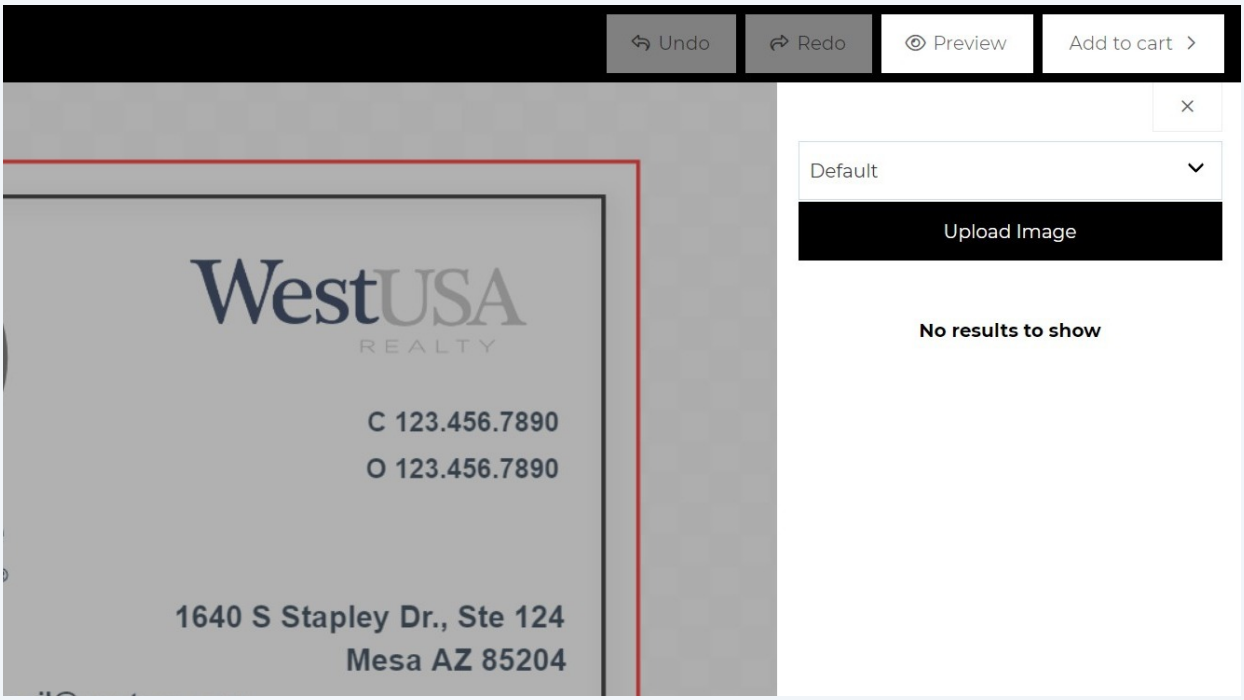


Like the signs, phone numbers will auto-format. Enter 10 digits without spaces or separators.

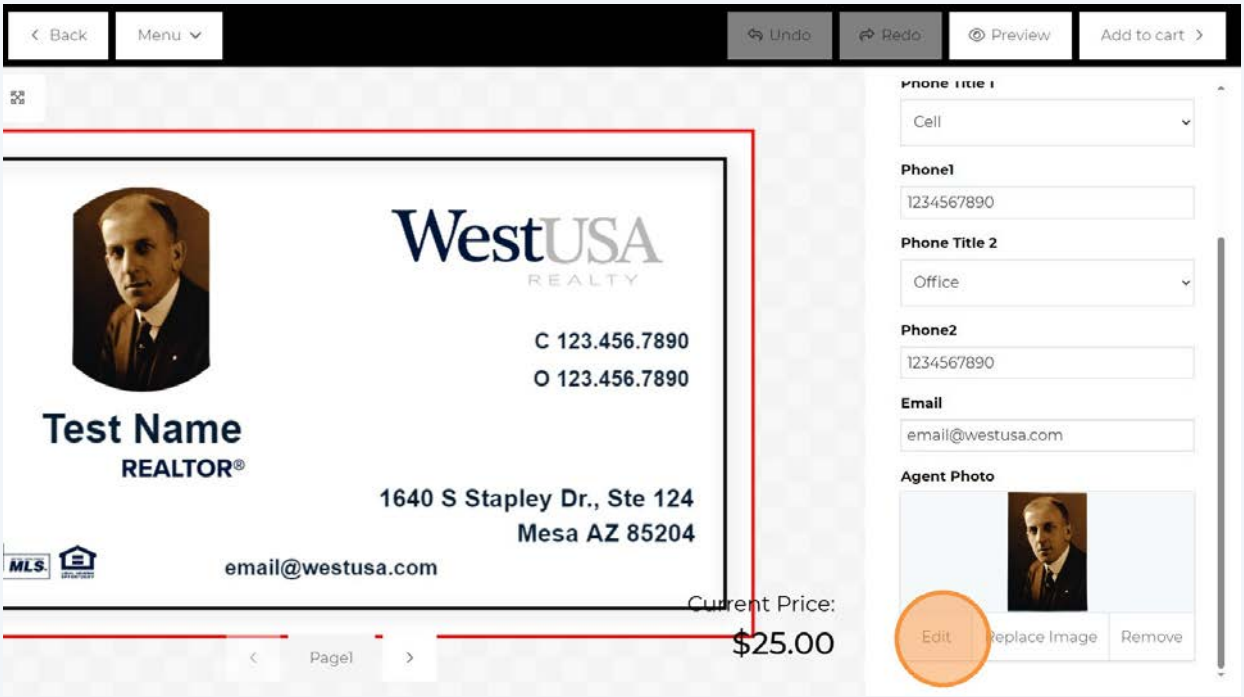
31 Fill in the front half of the email address. If your selected template has an image, Click "Select Image".



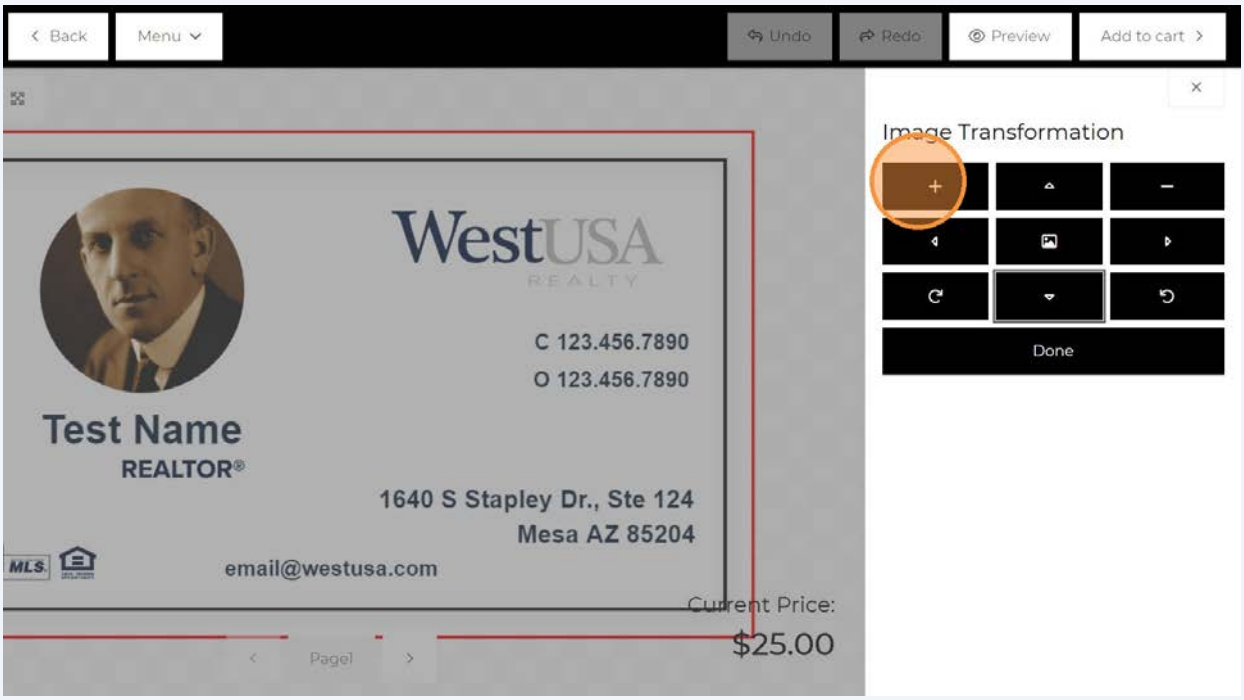
32 Click "Upload Image" to select a photo to upload.



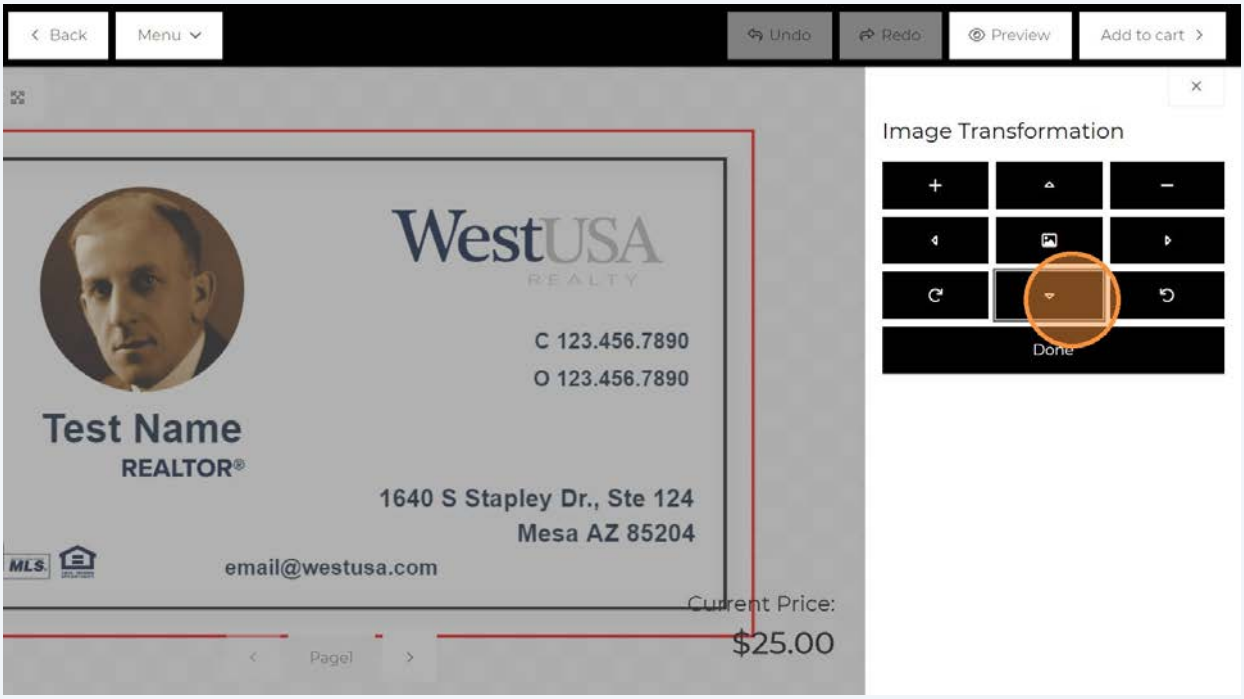
33 Click "Edit" to zoom in/out, move image up/down/left/right.



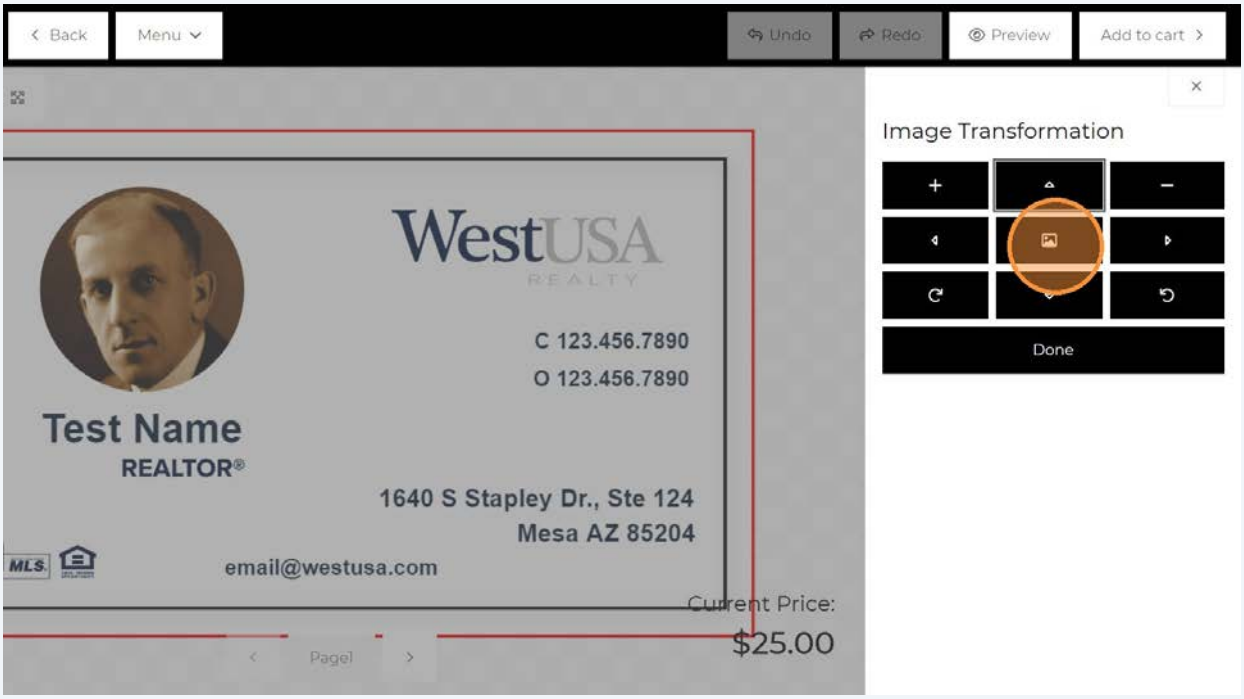
34 Plus or Minus to zoom in or out.



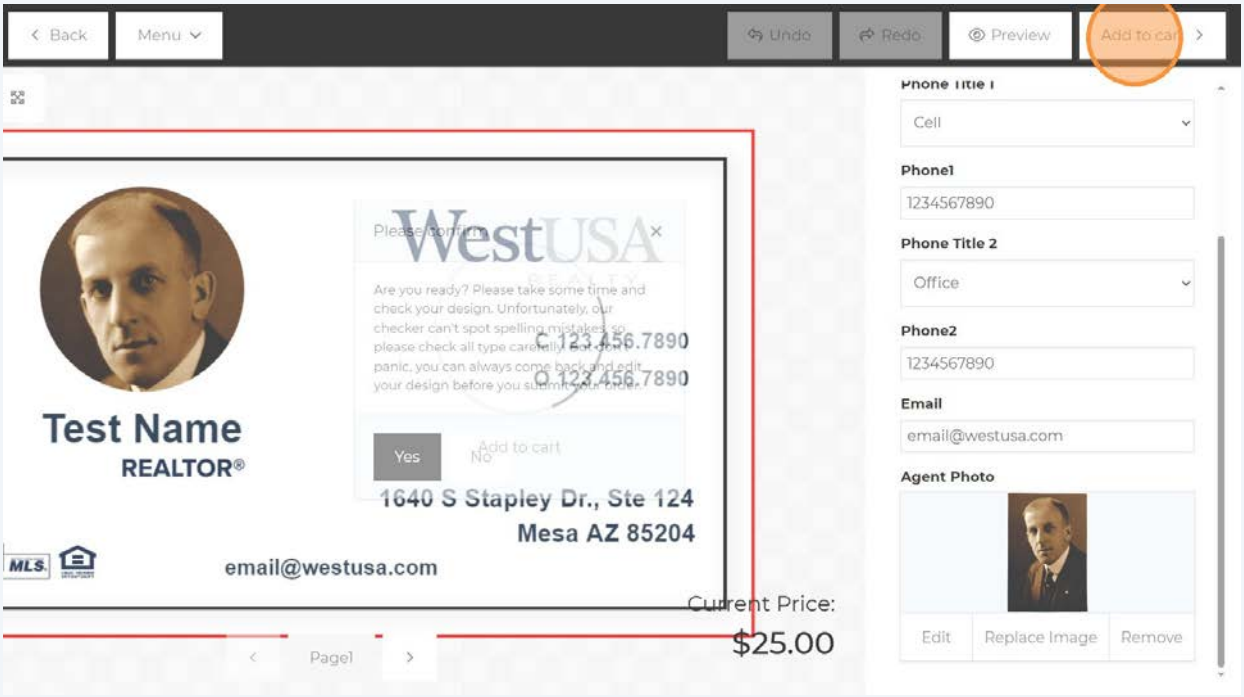
35 The 4 arrows allow you to move the image around in the frame.



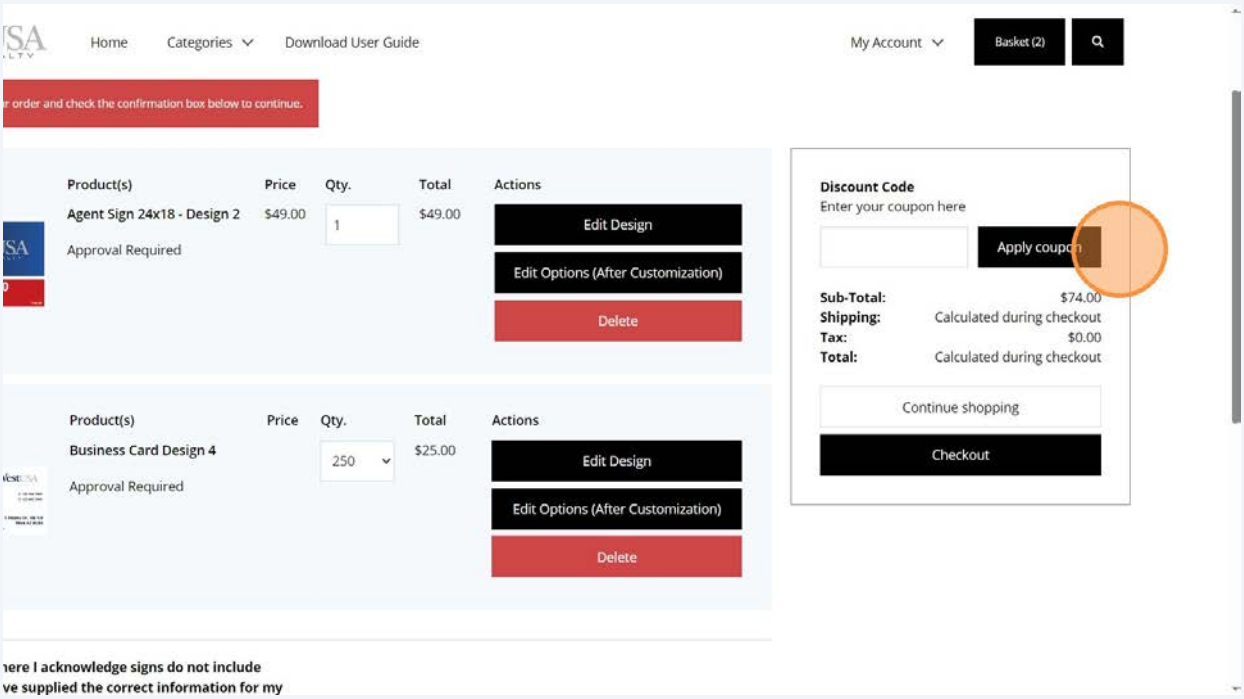
36 Click here or "Done" once editing is complete.



37 Click "Add to cart" once reviewed.

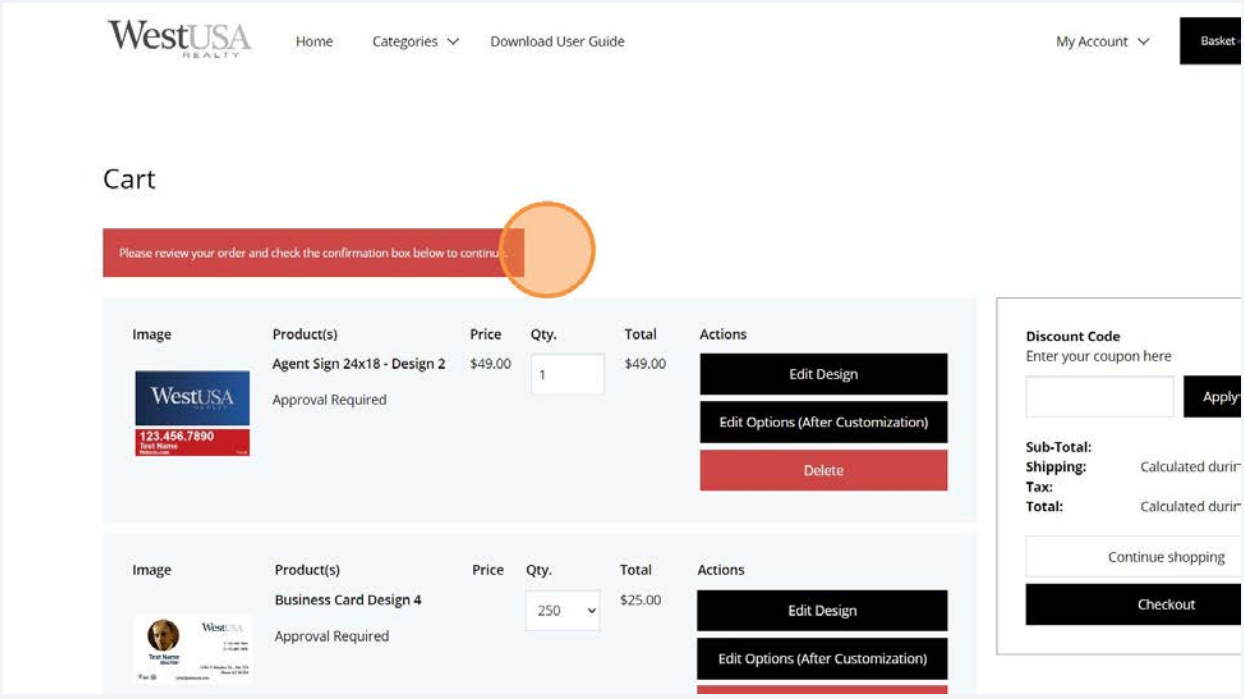


38 If you have a promo/coupon code enter it here and click "Apply coupon"

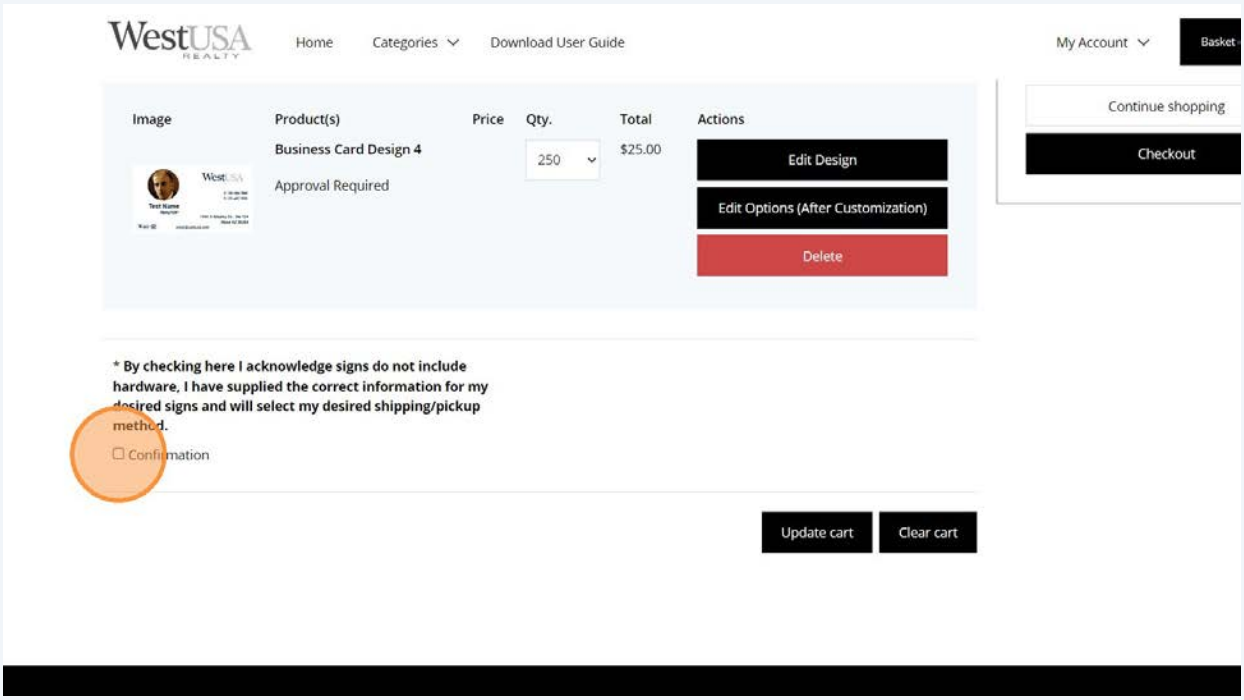


All promo codes are supplied and maintained by WestUSA and are one time use only. Please reach out to the WestUSA team with questions regarding these codes.

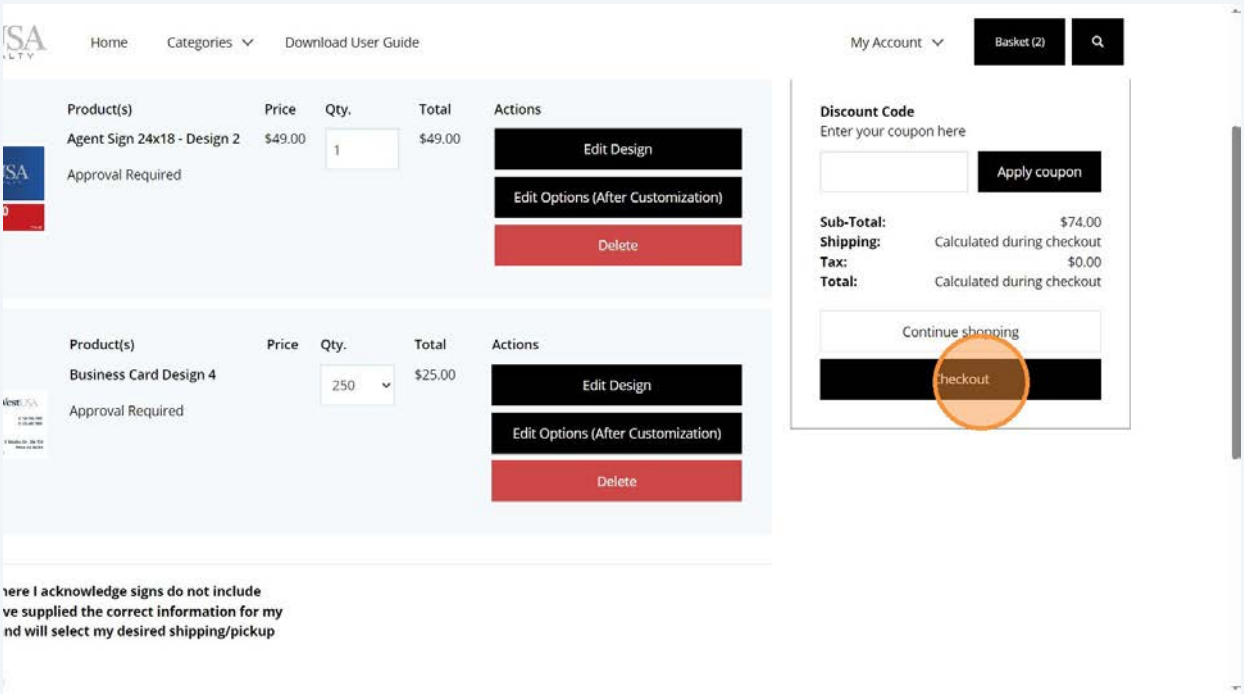
39 You'll be required to select a confirmation box at the bottom of the checkout page to confirm Hardware is not included with order, information provided is accurate, and you'll select the desired shipping method.



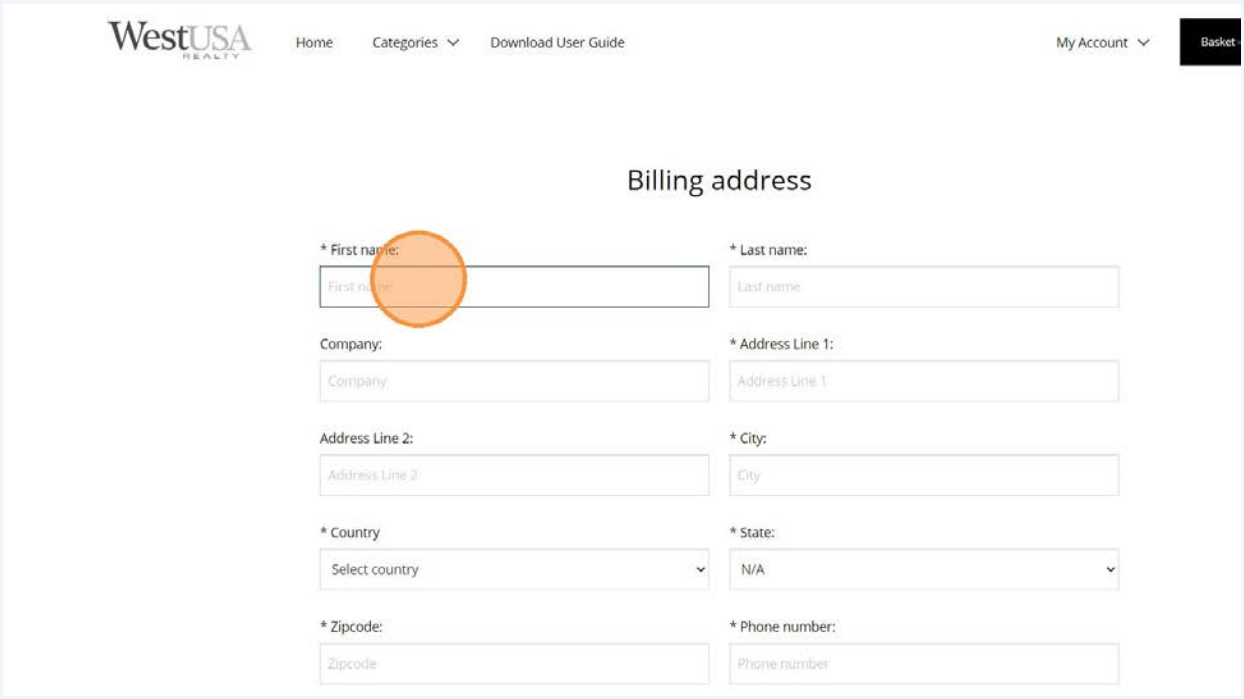
40 Click the "Confirmation" box to proceed.



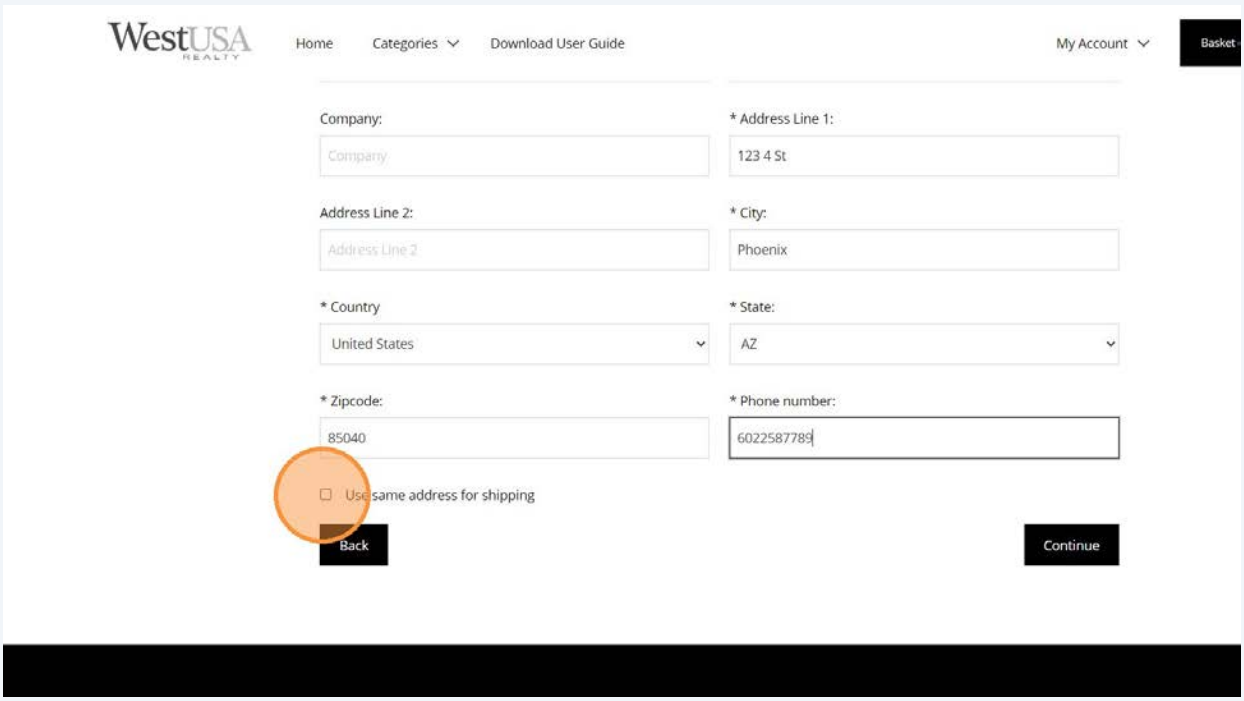
41 When done shopping, selection the confirmation box, and applying any promos, Click "Checkout" to proceed.



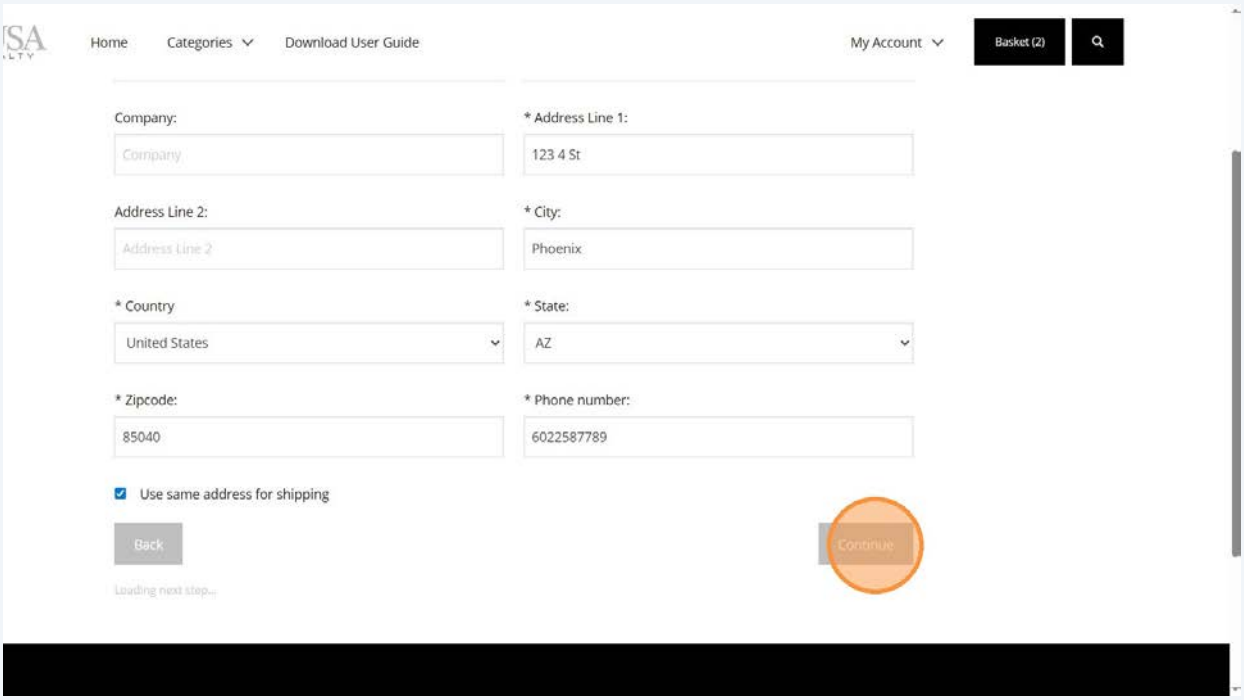
42 Fill in the required billing address information - this will auto save for your next order.



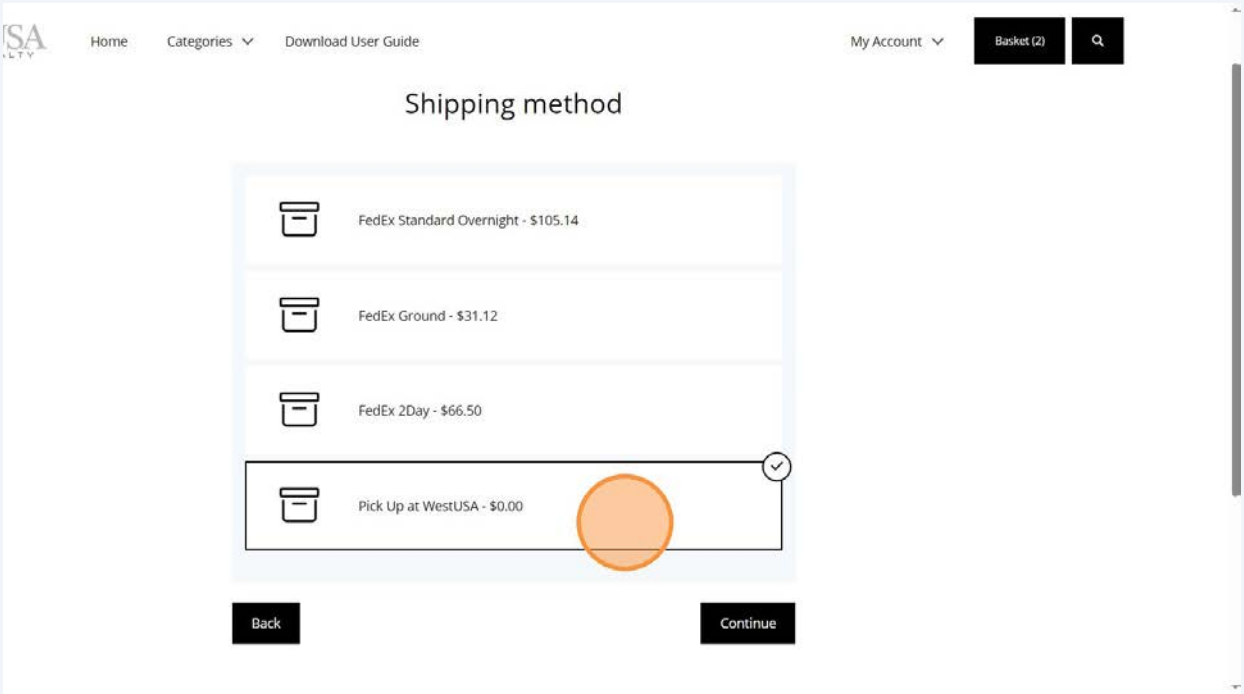
43 If you're picking up at WestUSA or want to ship to the same address as your billing, click the box shown below.



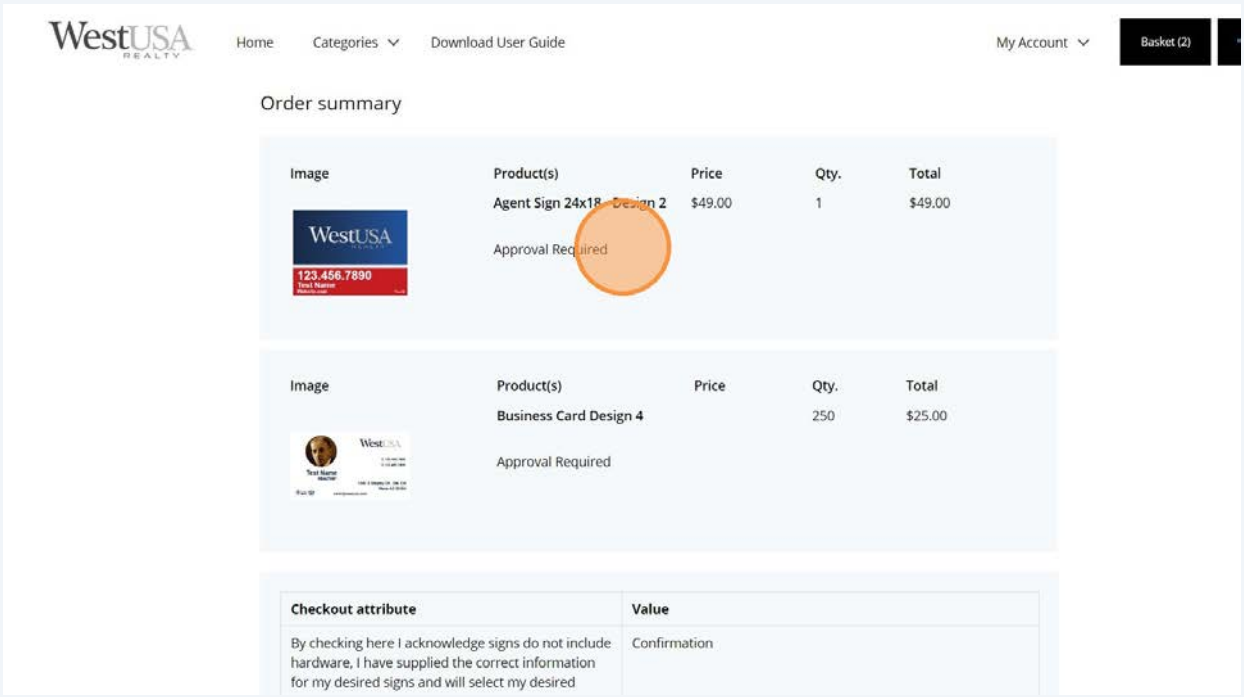
44 Click "Continue"



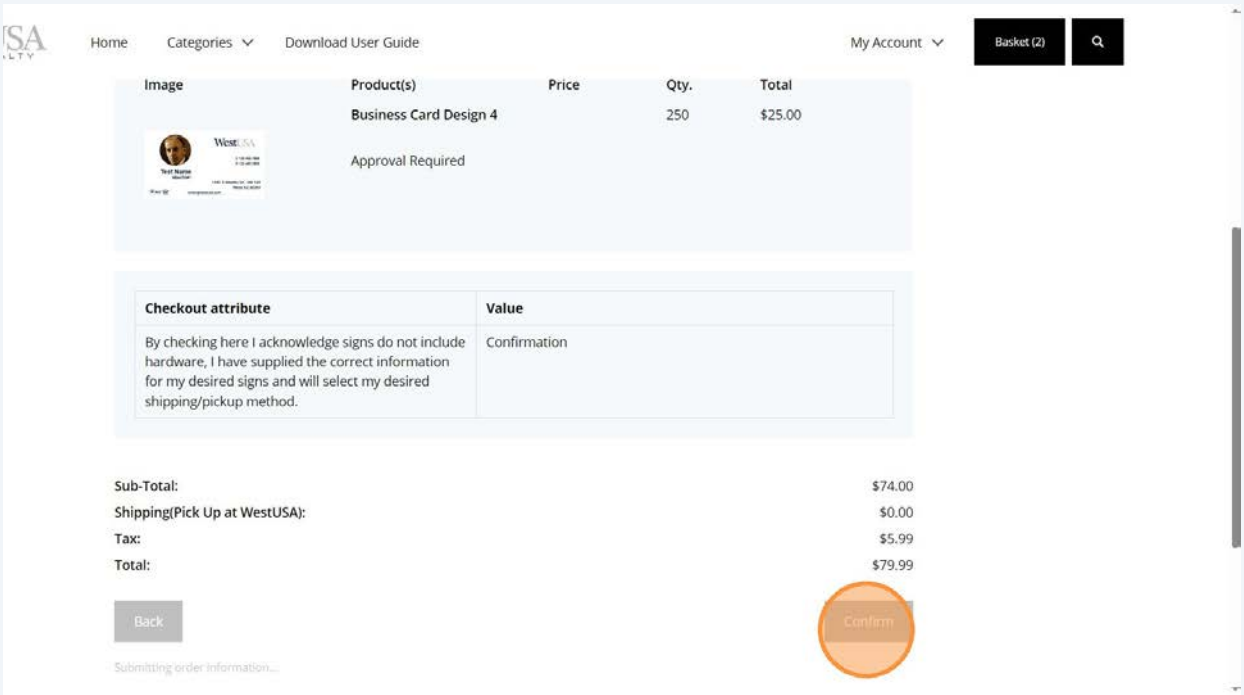
45 Pick from available shipping options, FedEx options will add to your order total. Picking up at WestUSA does not incur additional cost. (Deliveries occur on Tuesdays and Fridays)



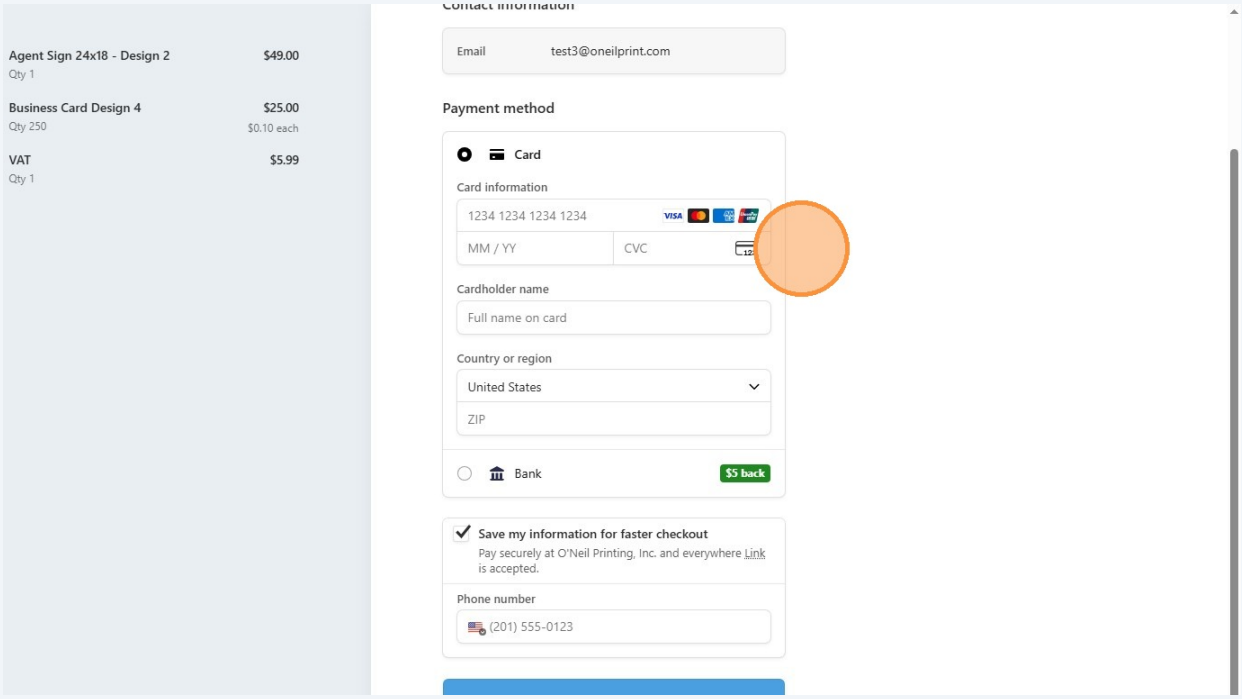
46 All products will denote "Approval Required" as they are subject to review by the WestUSA team.



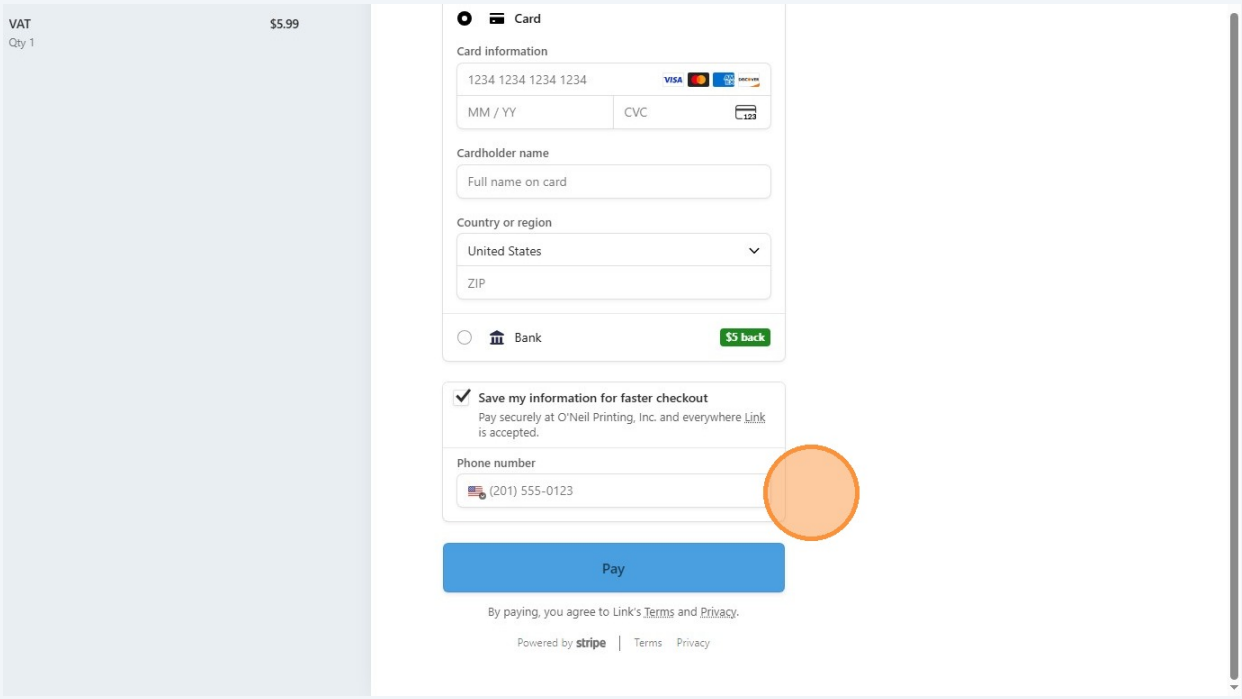
47 Review the contents of your order and order total here. Click "Confirm" to proceed.



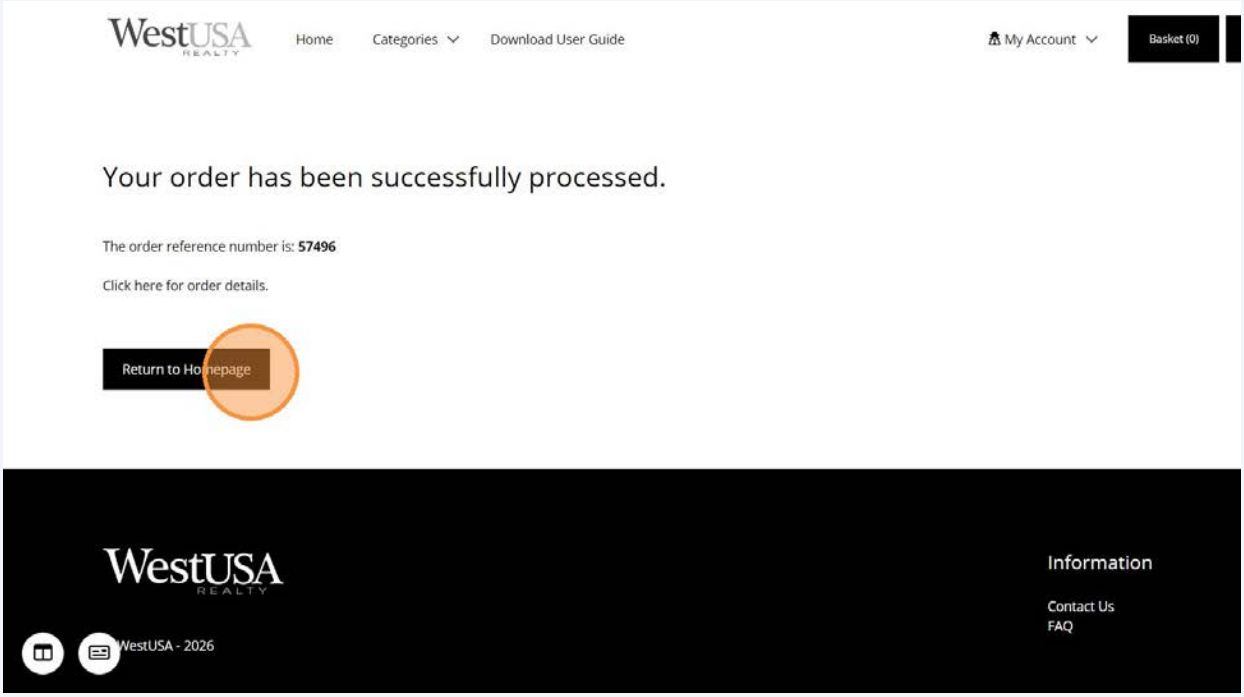
48 The payment processing screen will populate here. Enter your card information here.



49 You can choose to have this processor remember your information for future purchases here. Click "Pay" to complete your order.



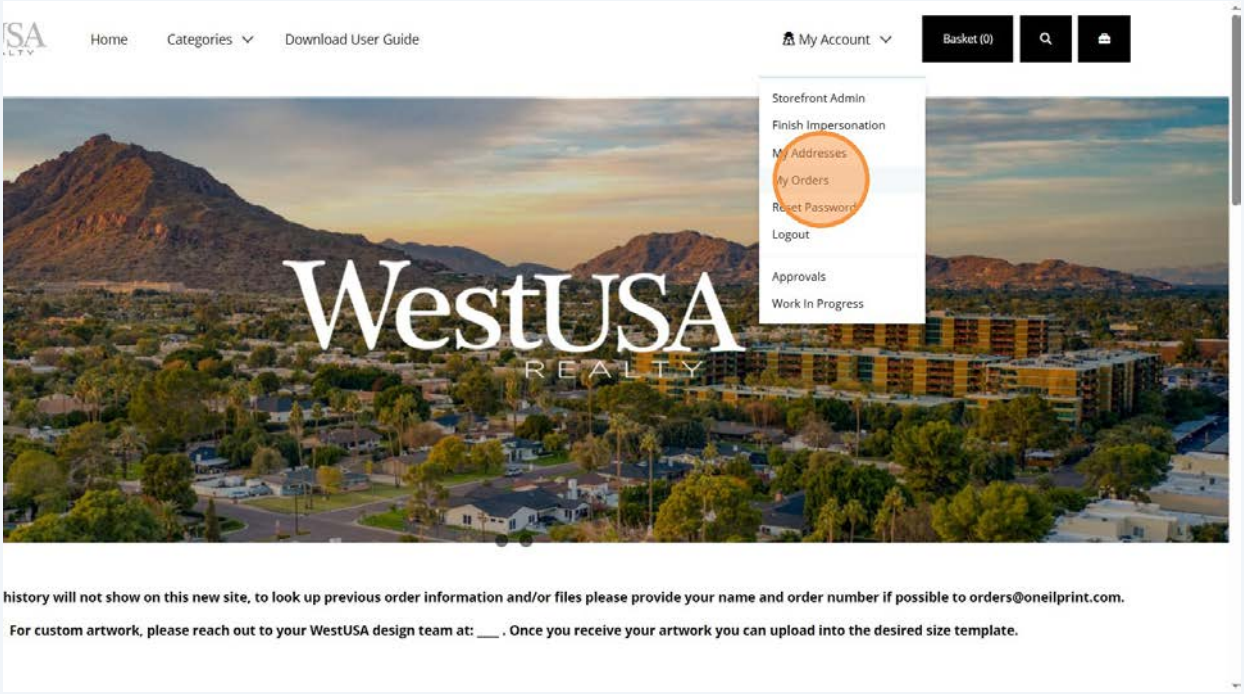
50 Your order confirmation and order number will show here, click "Return to Homepage" to return home.



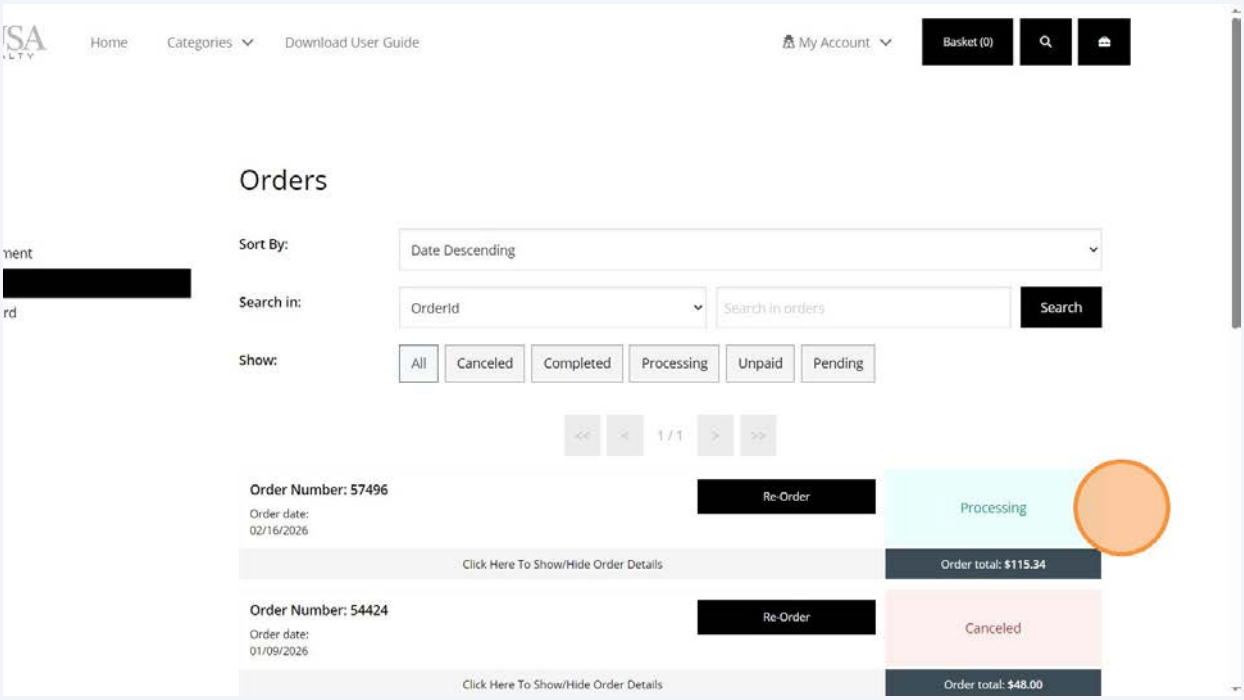
You'll receive an order confirmation email, email once approvals have been completed, and an email when your order has shipped/is ready for pickup.

Order History and Account Management

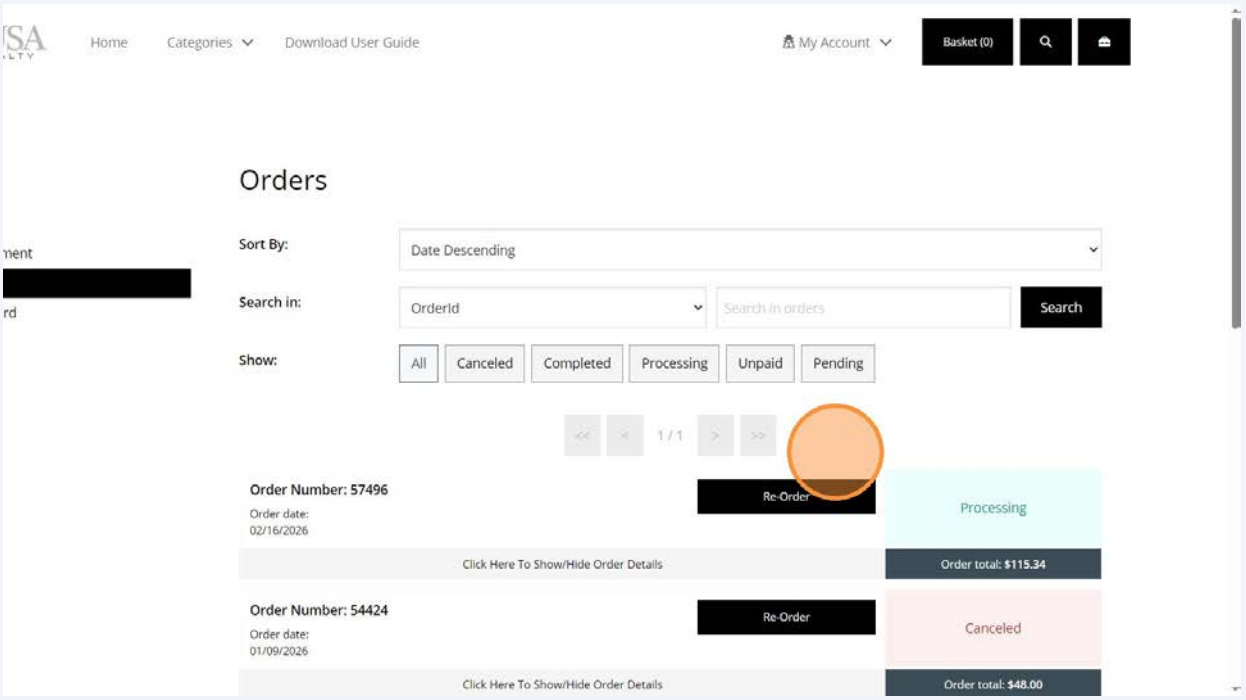
51 Click "My Orders" (here or "Orders" button near the bottom of the page) to view your order history and status.



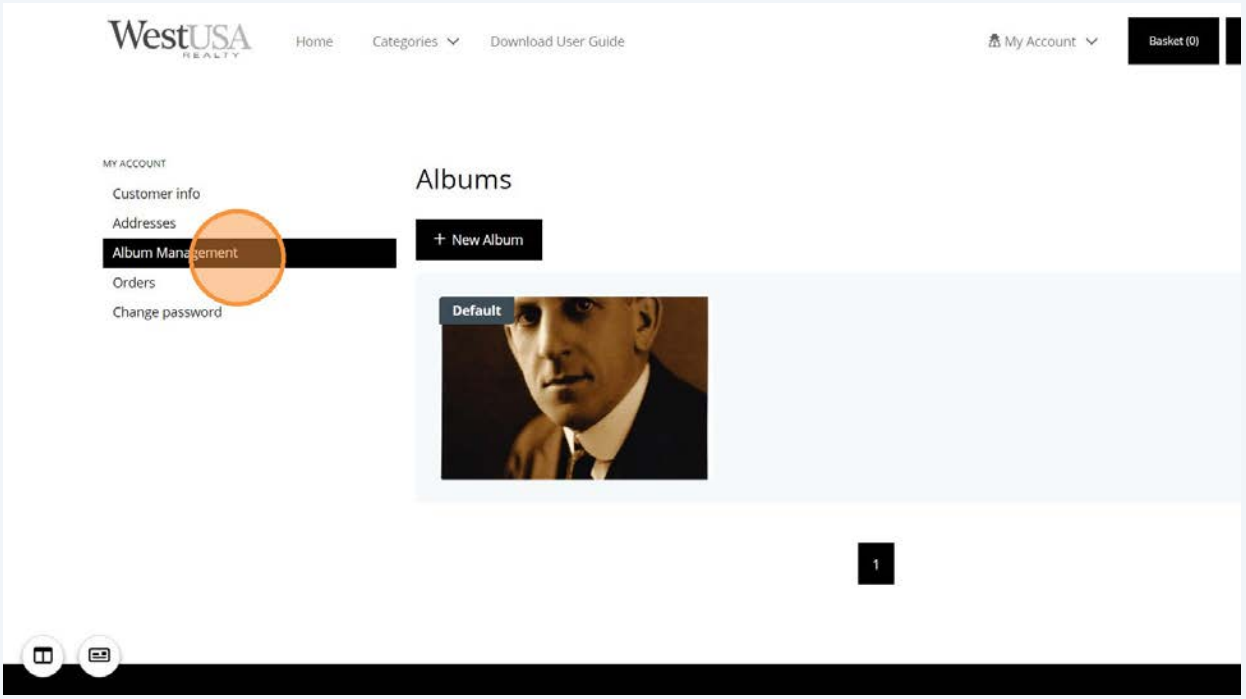
52 Order statuses will show here, clicking to show more details will expand the order for viewing shipping details, etc.



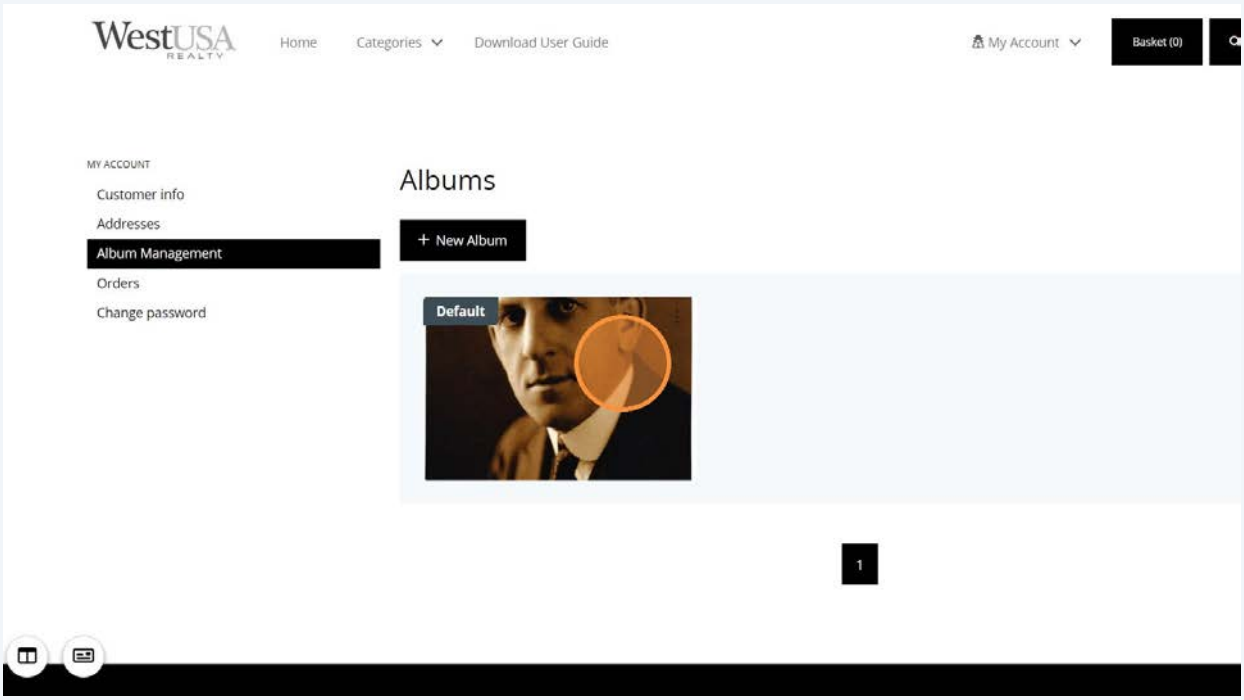
53 Click "Re-Order" to add all items from the selected order into your cart.



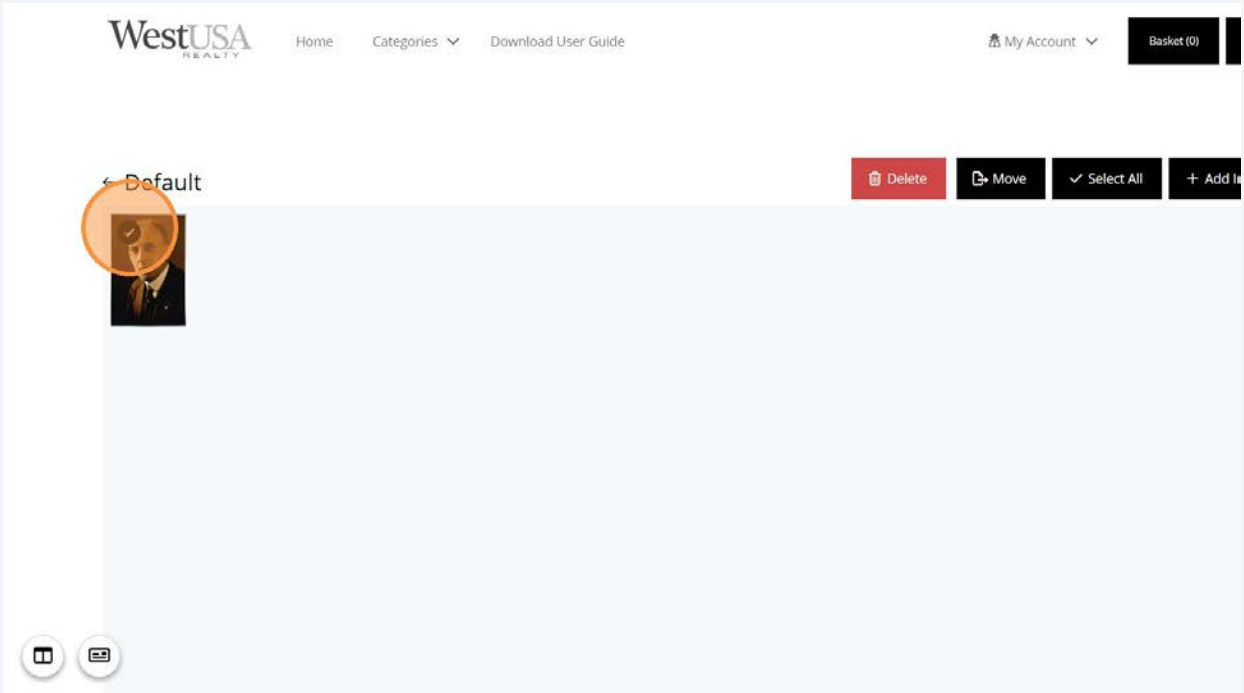
54 Click "Album Management" to view your uploaded/saved images



55 Click the album to view all images.

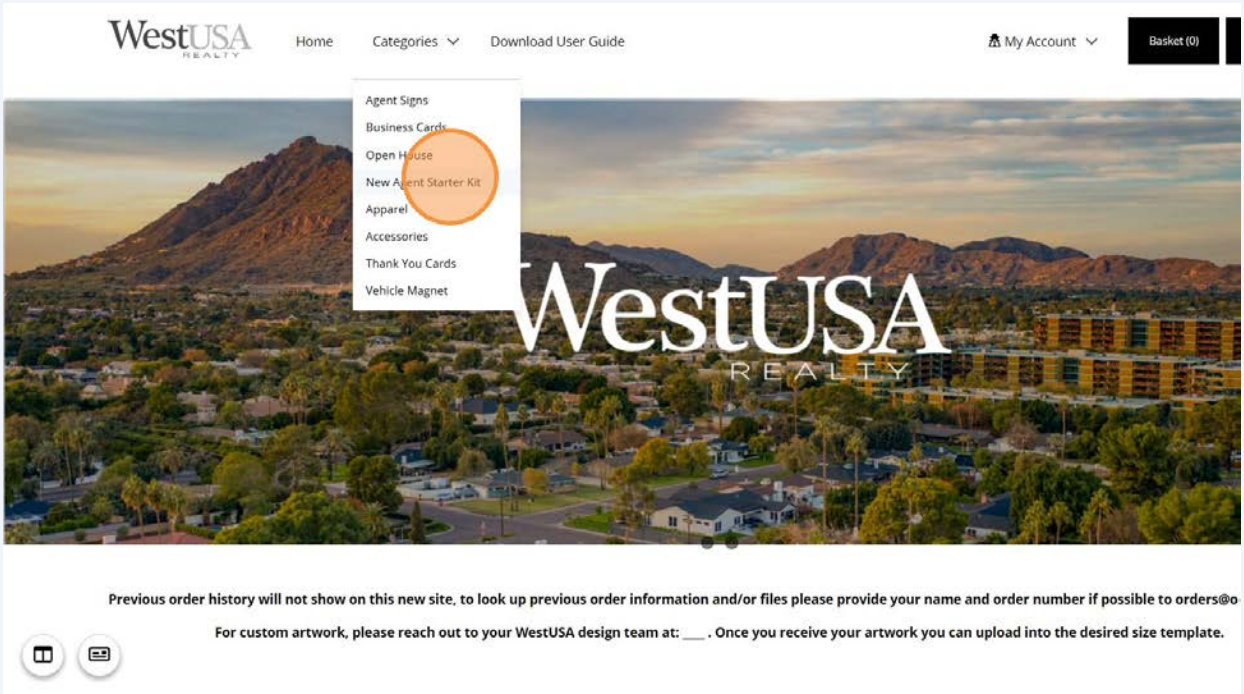


56 Click on the checkmark to select an image to remove. You can also click "Add" to add images to your album for future use.

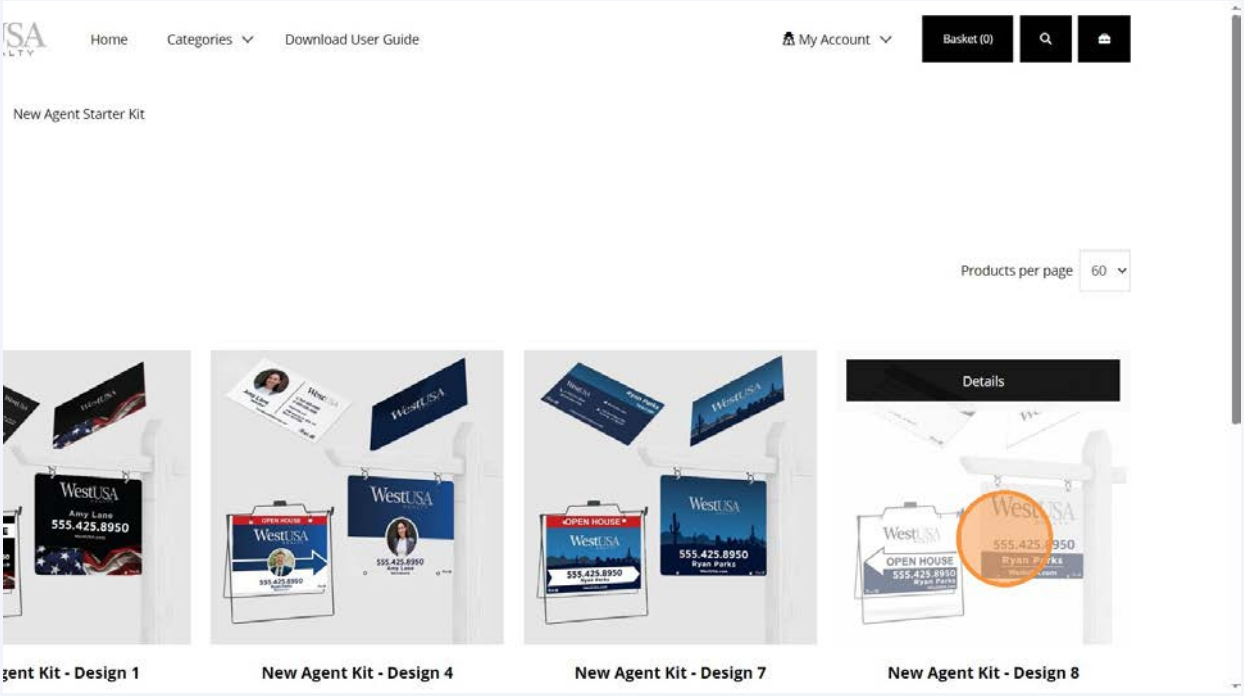


New Agent Starter Kit Only Instructions

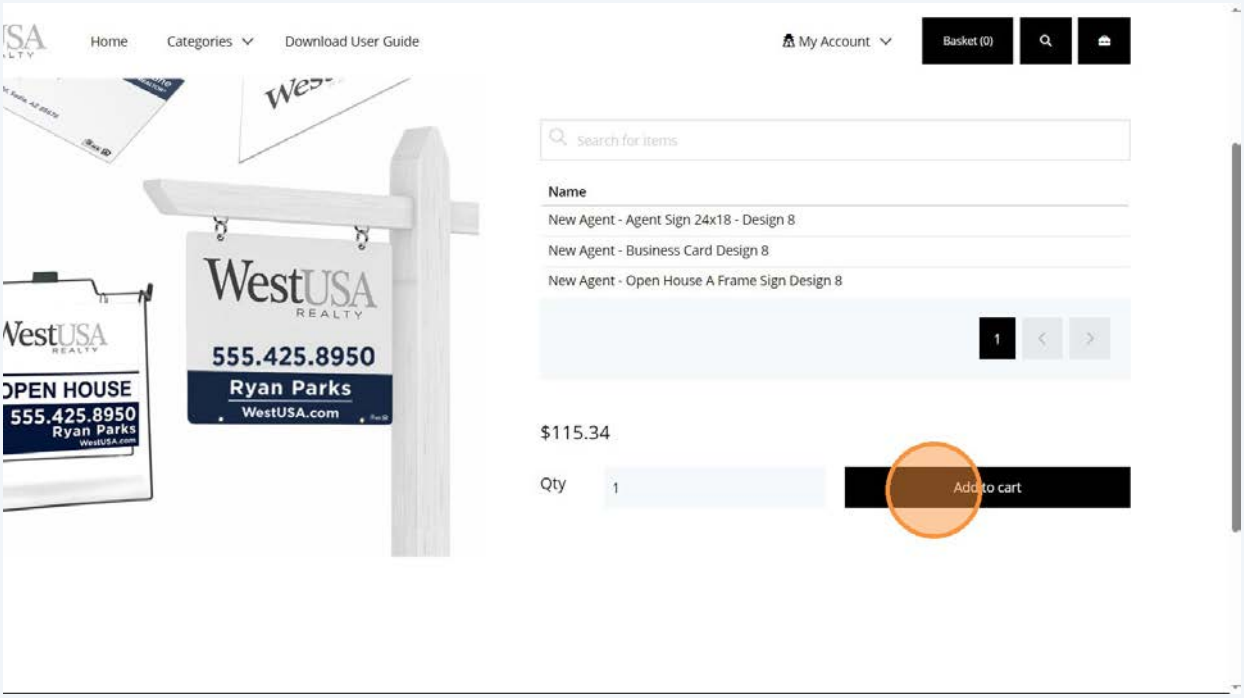
57 Click "New Agent Starter Kit"



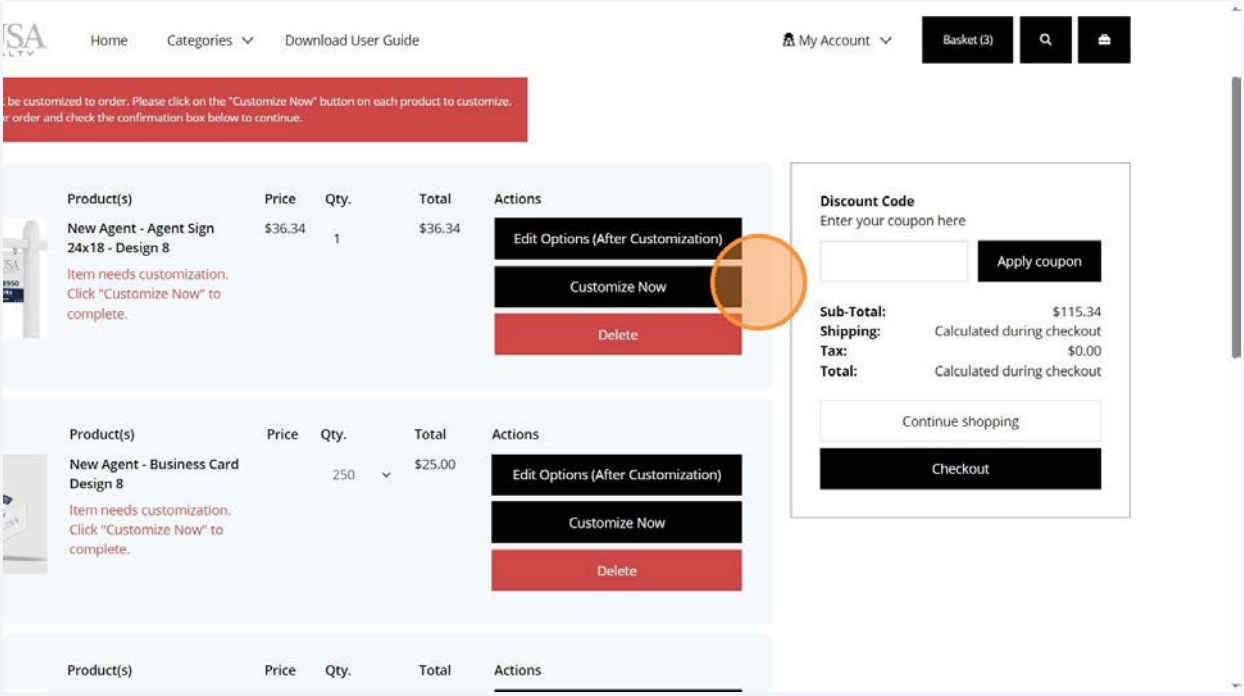
58 Click your desired design package.



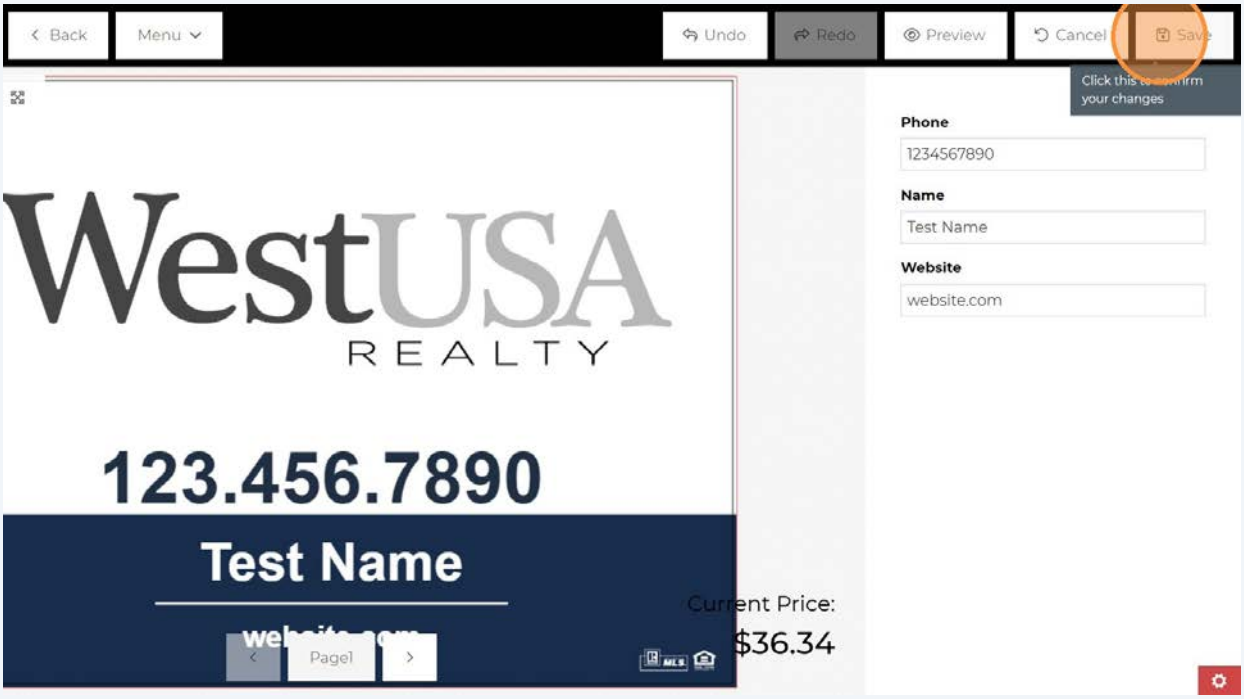
59 Click "Add to Cart" to select this design set.



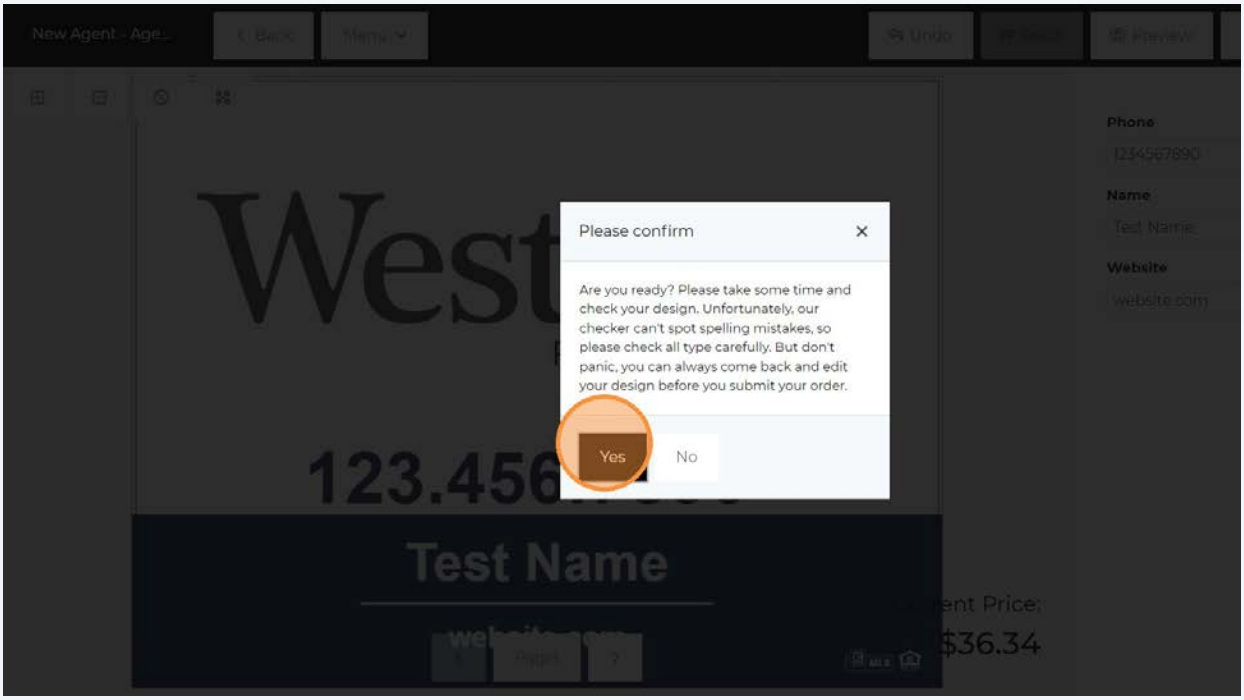
60 All 3 items will require customization to order. Click "Customize Now" on the first item to start the process.



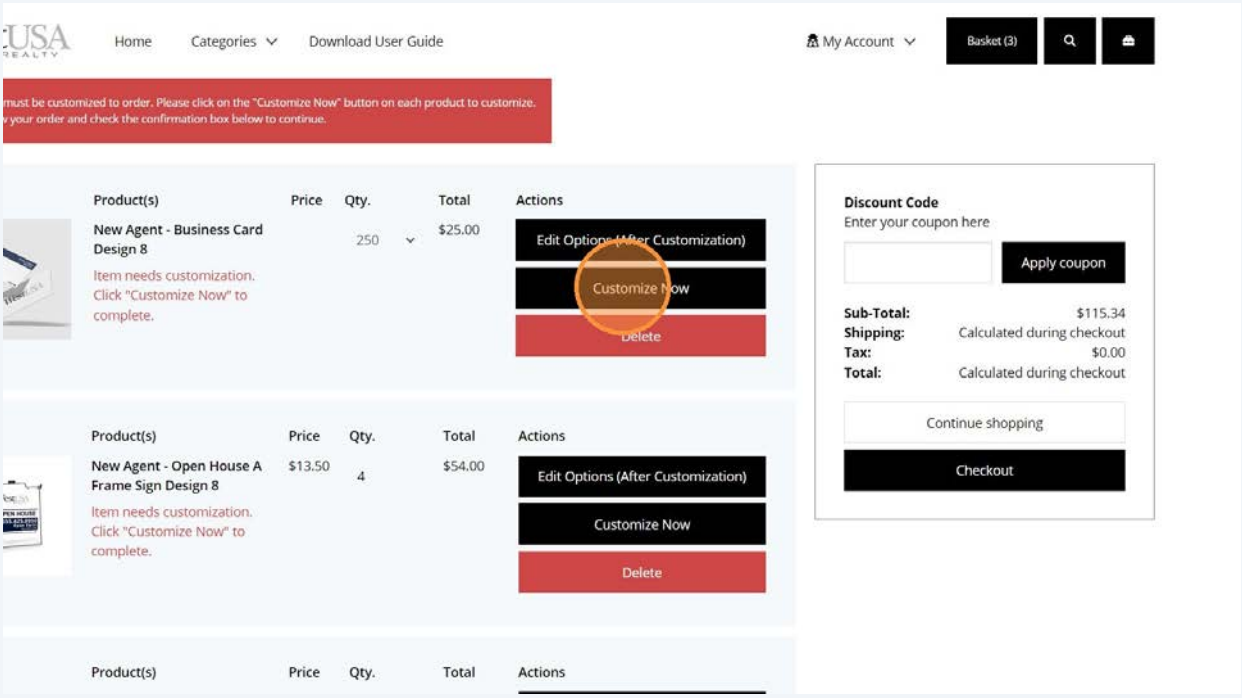
61 Enter desired information and click "Save".



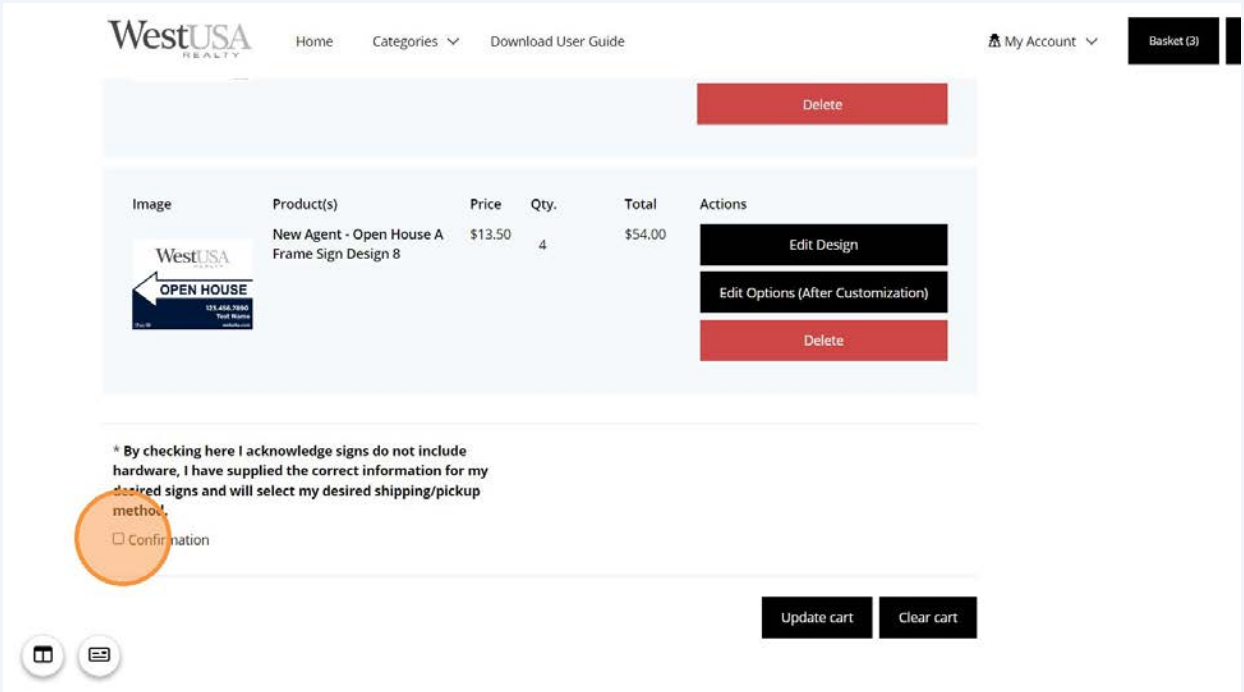
62 Click "Yes" to confirm the information entered is accurate.

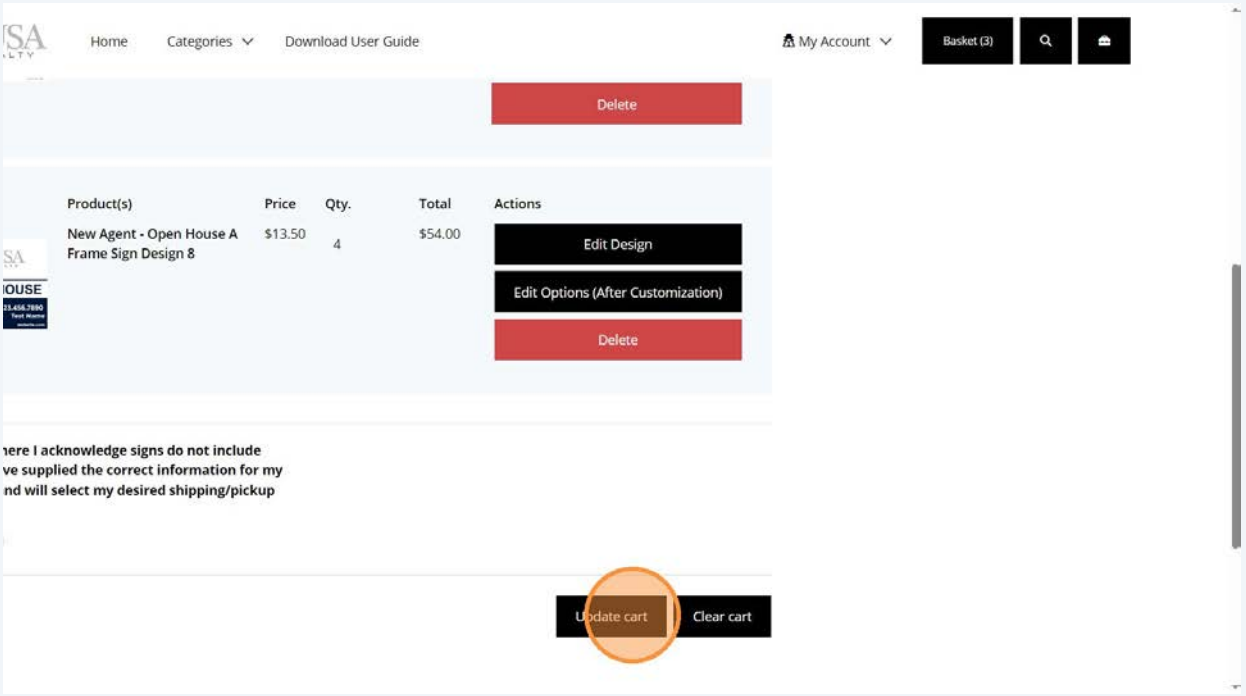


63 Repeat this process for the additional 2 items. Completed items will drop to the bottom of the cart.

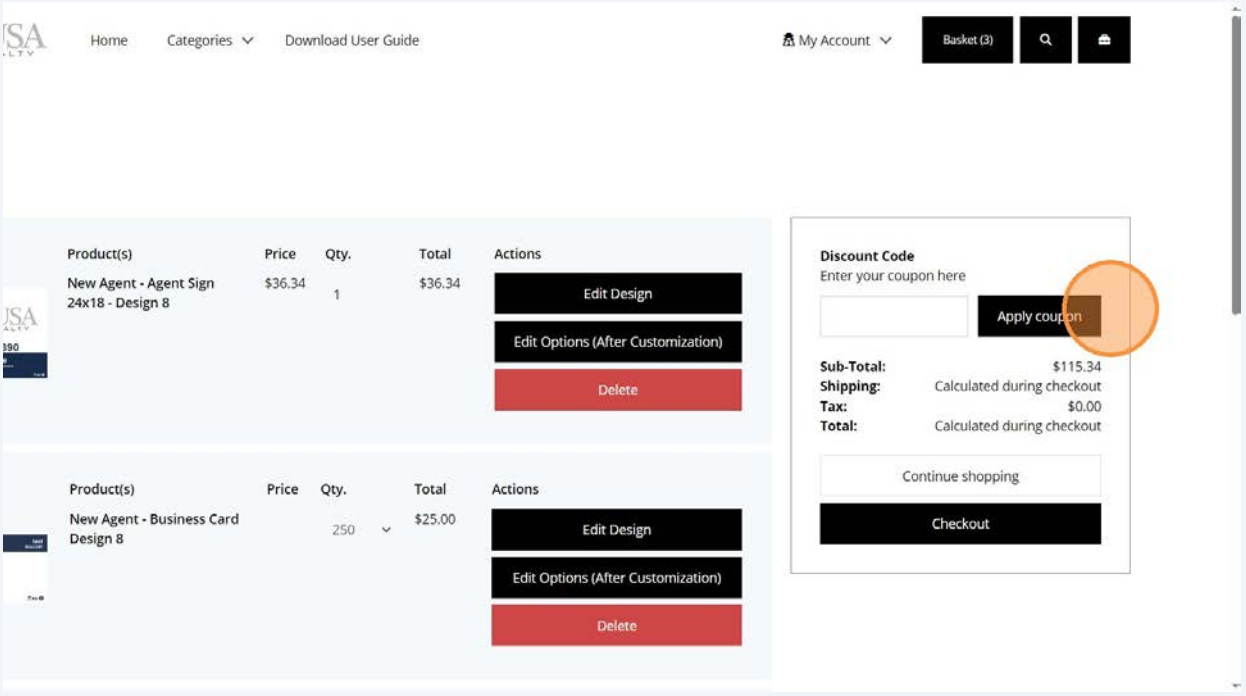


64 Click the "Confirmation" box to proceed and confirm no hardware is included, correct information has been entered, and that you'll select your desired shipping/pick up option at check out.



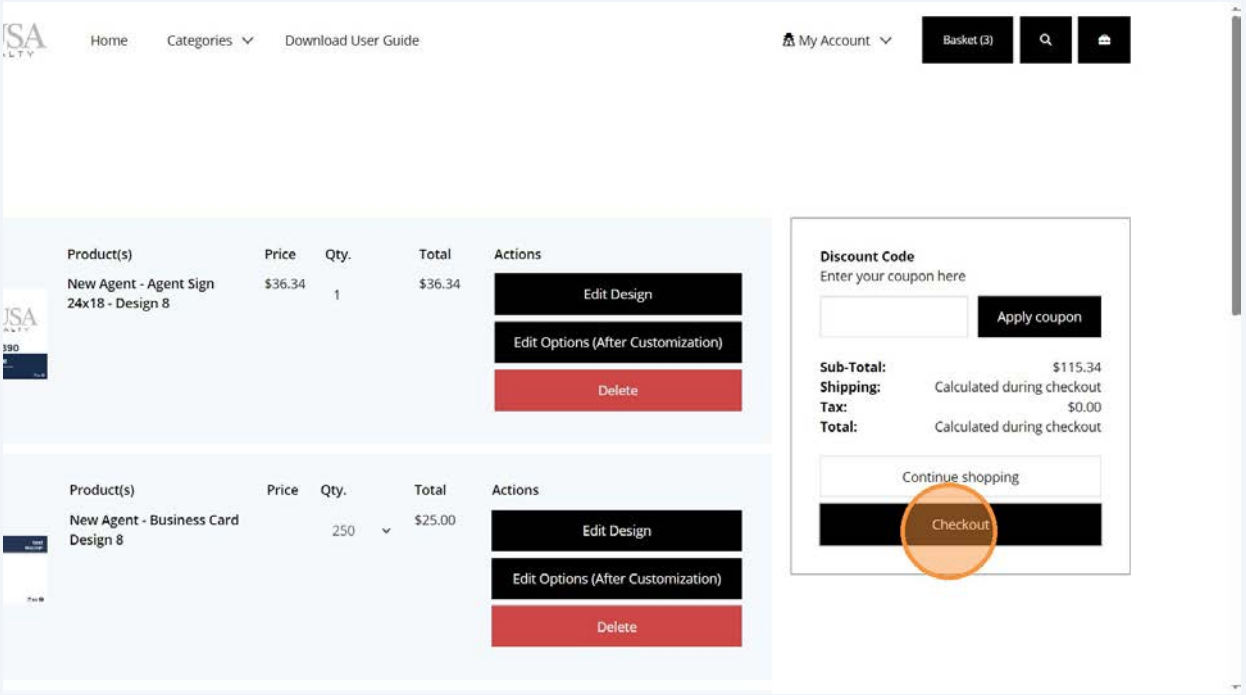


66 If you have the Promo/Coupon code for this item, enter it here and click "Apply Coupon".



⚠ All promo codes are supplied and maintained by WestUSA and are one time use only. Please reach out to the WestUSA team with questions regarding these codes.

67 Click "Checkout to proceed"



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