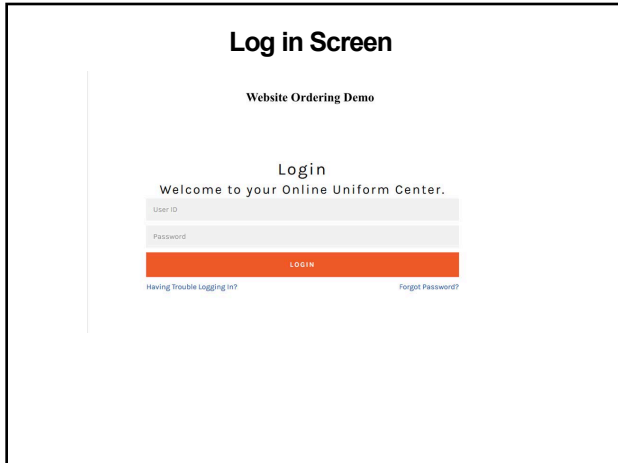


# AC Transit Online Ordering Instructions OR

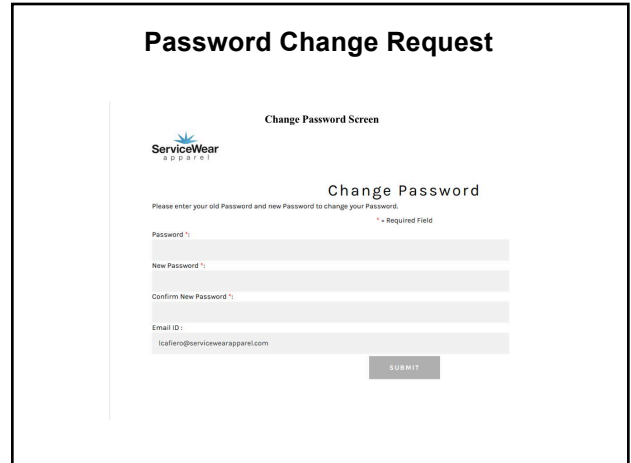
See Your Clerk for Order Form/Uniform Guide and Call In Your Order at: 1-800- 578-9023

1.



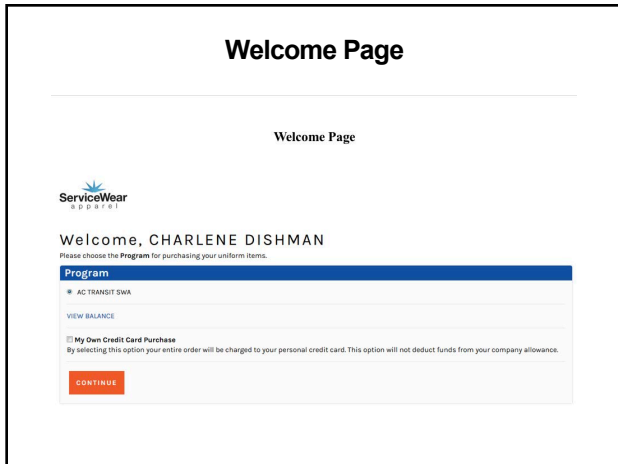
**First time User ID:  
ACT then (Badge #, must be 6 digits)  
Password: Same as User ID**

2.



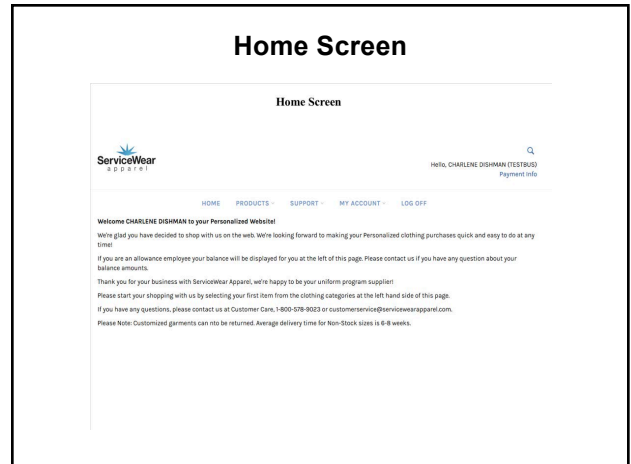
**Create new password. Call customer  
service if you forget your new password:  
1-800-578-9023**

3.

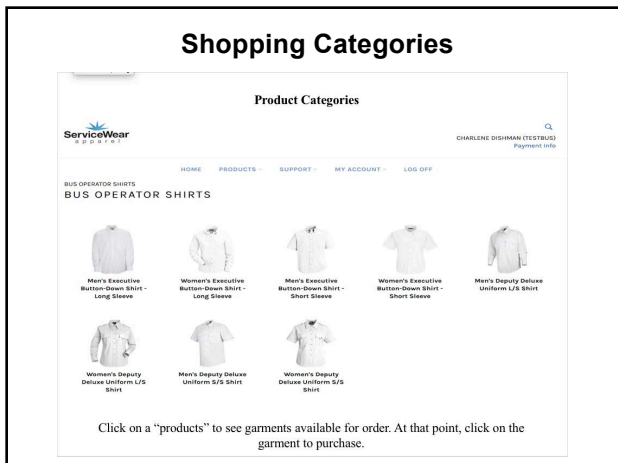


**Click on continue to start the purchase**

4.

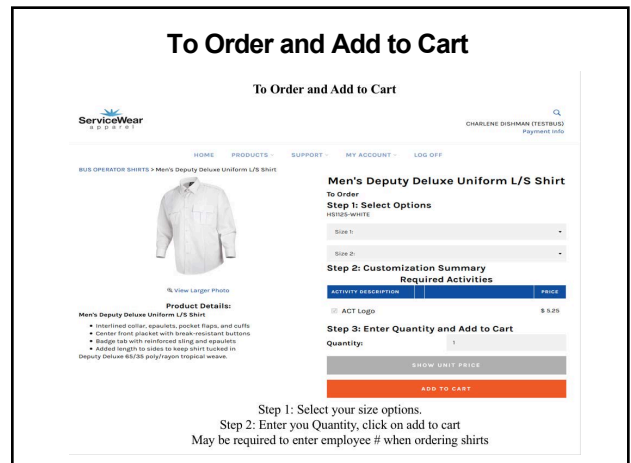


5.



**Click on a shopping category to see garments  
available for order. At that point, click on the  
garment to purchase.**

6.



**Step 1: Select your size options.  
Step 2: Enter you Quantity, click on add to cart  
May be required to enter employee # when ordering shirts**

## View of Shopping Cart

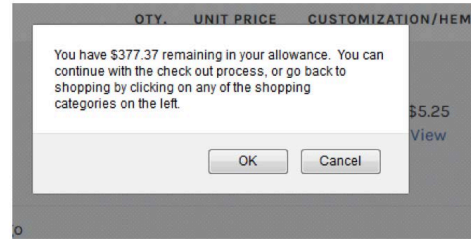
ITEM #	DESCRIPTION	QTY	UNIT PRICE	CUSTOMIZATION/CHARGES	TOTAL PRICE	EDIT	DELETE
H2125	Mens Navy Blue Oxford Button Down Available Date: 07/30/2017 Available Location: SW Check another location	1	\$45.00	\$0.00	\$45.00	View	X
H2126	Mens Navy Dimension Plus Ripstop Cargo Available Date: 07/30/2017 Available Location: SW	1	\$60.00	\$0.00	\$60.00	View	X
J2006	Navy Mens Softshell Jacket - J2006 Available Date: Unable to provide availability date	1	\$15.63	\$0.00	\$15.63	View	X
Order Subtotal (Before Taxes and Shipping)					\$ 160.63		

Description will provide the following information:  
**Garment, Color, Size, Is the garment in stock, An available date and location.**

You can edit and delete if you forget something or made a mistake on size.

Customization is paid for by AC Transit and will not be deducted from your allowance.

## What is My Remaining Balance



It's important to watch the "Remaining Allowance" balance. This function will advise you the remaining allowance.

## Check Out Time

**Checkout**  
Shipping Address

Ship To Attention 1: \_\_\_\_\_  
Ship To Attention 2: \_\_\_\_\_

Shipping Name\*: AC TRANSIT

Address1: \_\_\_\_\_  
Address2\*: 1077 47TH STREET  
ZipCode\*: 94608  
City\*: EMERYVILLE  
State\*: CA  
Country\*: USA

Email Address: lcaflero@servicewearapparel.com

The address information will show on this page. If the address is incorrect, please contact customer service to make the change on your account. The order will not save on the account.

The address information will show on this page if, we SWA, has the information on file. If not, than the customer will be required to fill in the information. Please complete the email address as well.

## Payment Screen

	CONTRACT PRICE	YOUR CREDIT CARD PAYMENT	TOTAL
Merchandise	\$ 150.63	\$ 0.00	\$ 150.63
Freight	\$ 0.00	\$ 0.00	\$ 0.00
Sales Tax	\$ 0.00	\$ 0.00	\$ 0.00
<b>Total</b>	<b>\$ 150.63</b>	<b>\$ 0.00</b>	<b>\$ 150.63</b>

WARNING: Clicking on the submit button more than once will create duplicate orders. Please click one time and wait while your order is loaded into our system.

NOTE: If you are using a Firefox browser, after submitting your order, please press the "Continue" button below the Security Warning message to go to the Order Confirmation page.

## Final Screen

Final Screen is the Confirmation Screen:  
You should receive an order number and an e-mail if you provided your e-mail address.

