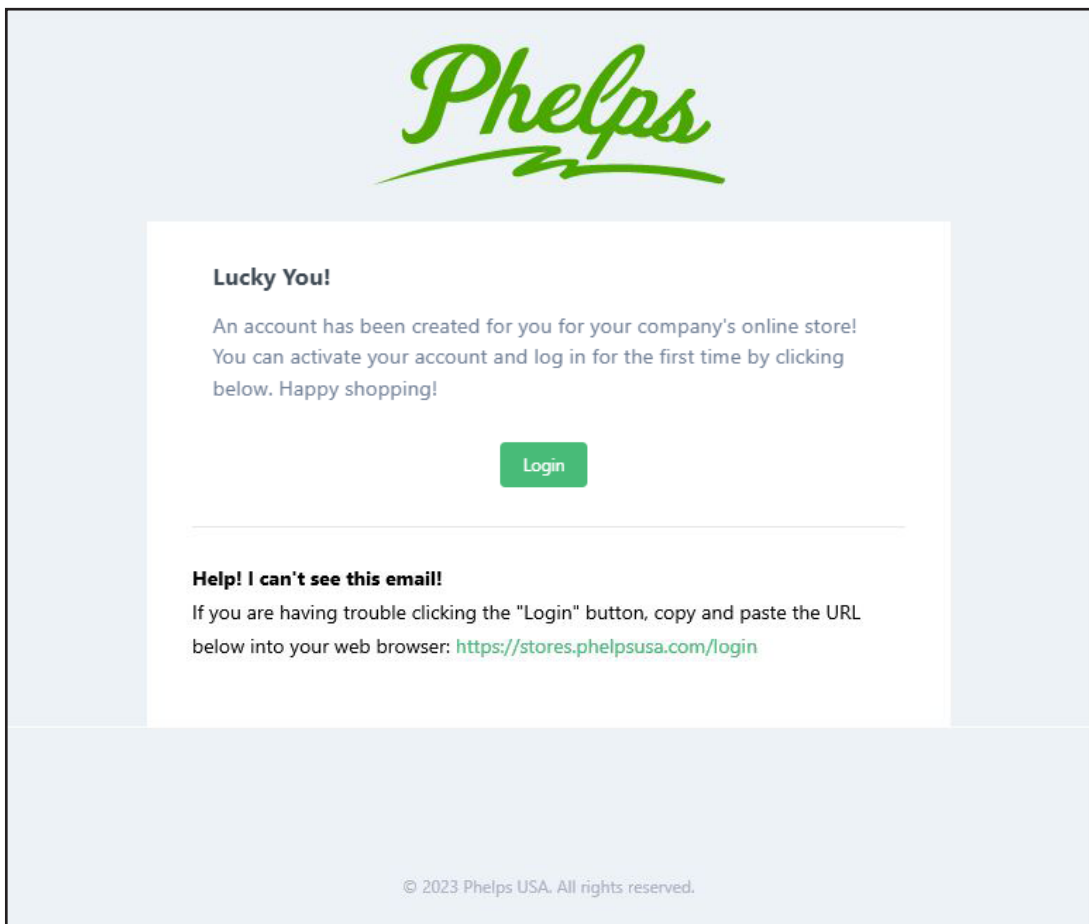




WEBSTORE HOW TO: FIRST TIME LOG IN (Email)

Your company admin just created you an account for your company webstore- that great! Before you can start shopping for custom gear, though, you'll need to create a password, and log in for the first time. Here is how:

1




When the admin of your company online store creates you an account that includes your email address, you will be notified by email. The email address that the notification is sent to is the email address you will log in with for the first time. Click the login button in the email, or, if you are having trouble viewing the email, click the link at the bottom of the message. PLEASE NOTE: If you do not think you should have received an email but did not, check your spam folder. If you still do not see the notification, contact custom@phelpsusa.com.



LOG IN HERE!

2



Email

Password

Remember me

[Forgot your password?](#)

First time logging in with a username?
Activate your account [Here](#)

First time logging in with an email address?
Set your password [Here](#)

No Account? [Register](#)

Once on the login page, click the link for “First time logging in with an email address?”.

3

Phelps

Forgot your password? Setting your password for the first time? No problem. Just let us know your email address and we will email you a password reset link that will allow you to create a new password.

Email

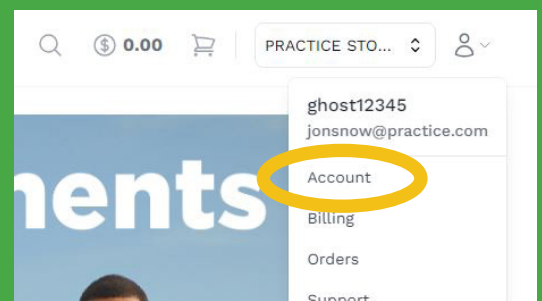
jediknight@gmail.com

EMAIL PASSWORD RESET LINK

Clicking this link will take you to the “reset password” page. Type in the same email you received your first notification from to have a password reset link sent to that address.

NEED A PASSWORD RESET?

You can always go back to the login page and press the “Forgot Password?” link and have a password reset sent to your email address. If you know your current password, but want to change it to something new, simply log in to your account and click on the profile icon in the top right. Click “Account” to edit your information.



4



Hello!

You are receiving this email because we received a password reset request for your account.

[Reset Password](#)

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Your Phelps Team

Help! I can't see this email!

If you are having trouble clicking the "Reset Password" button, copy and paste the URL below into your web browser: <https://stores.phelpsusa.com/reset-password/b49bbf23122bc95a683ff1bd0bce73f4d8a57ec9225bec824e8563b912dea355?email=queendany123%40gmail.com>

Go back to your email. You should have been sent a password reset link. Click the "Reset Password" button or, if you are having trouble viewing the email, click the link at the bottom of the message.

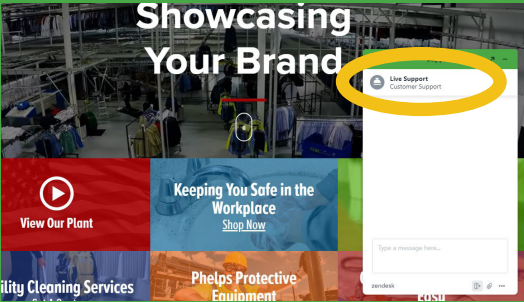
5

The screenshot shows the Phelps logo at the top in a green, cursive font. Below the logo are three input fields: "Email" containing "jediknight@gmail.com", "Password", and "Confirm Password". A dark blue button labeled "RESET PASSWORD" is located at the bottom right of the form area.

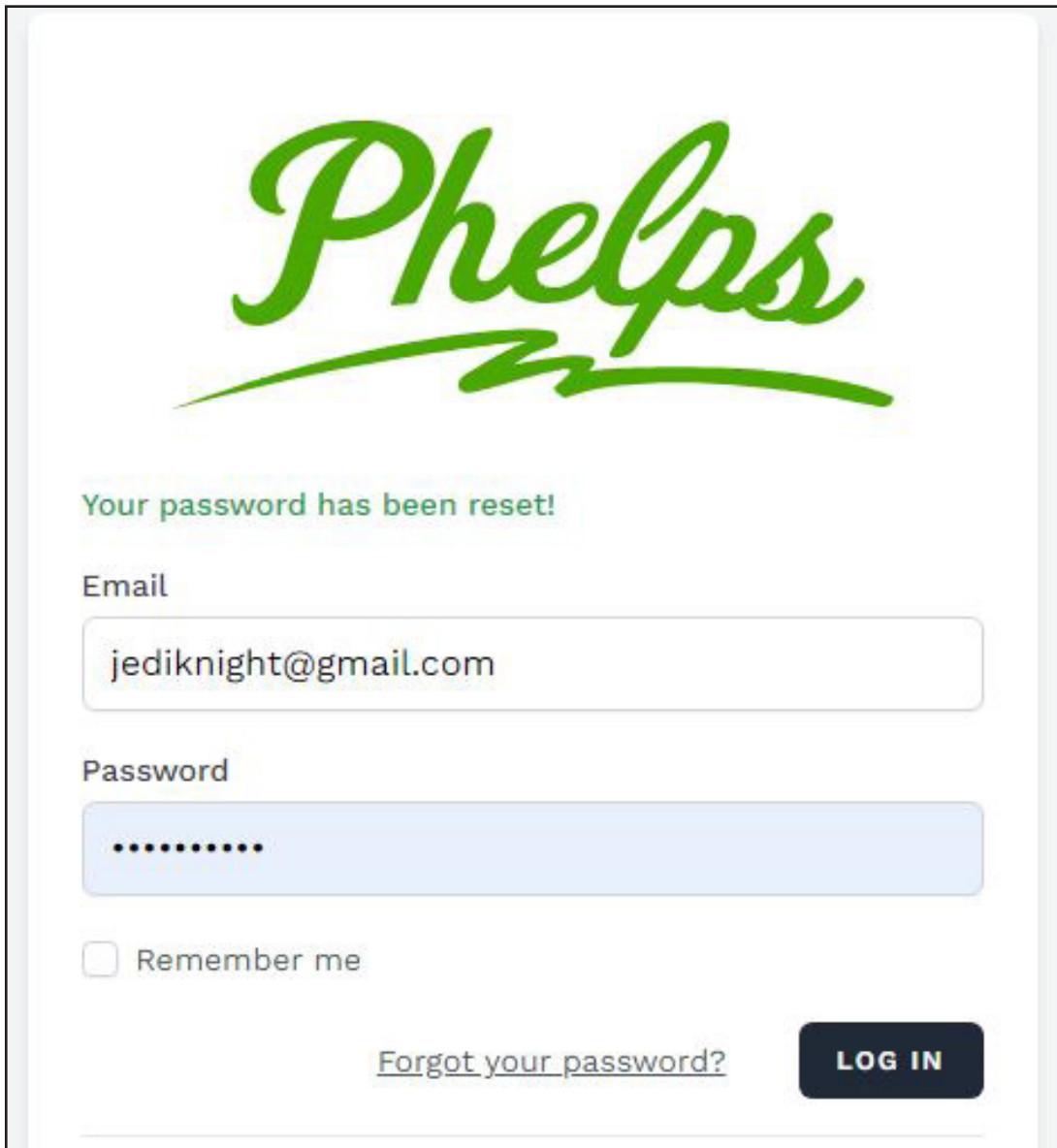
Type in your desired password, confirm, and then press “Reset Password”.

STILL HAVING TROUBLE?

Not receiving the email notifications you believe you should? Receiving an error message of some kind? If you have any questions or concerns during the log in process, click on our chat feature on PhelpsUSA.com during the day, or email custom@phelpsusa.com after hours. We'll do everything we can to help!



6



The screenshot shows a confirmation page for a password reset. At the top is the Phelps logo in a green script font. Below it, a green message states "Your password has been reset!". There are two input fields: "Email" containing "jediknight@gmail.com" and "Password" containing a series of dots. A "Remember me" checkbox is present and unchecked. At the bottom, there is a link for "Forgot your password?" and a dark blue "LOG IN" button.

After clicking “Reset Password”, you will be taken back to the main log in page. Type in your email address and your newly created password. Click “Remember me” to save time the next time you log in! Click “Log In”.

7

Congrats! You are logged in to your company’s webstore. Take a look around and enjoy shopping. If you have any additional questions or concerns, email custom@phelpsusa.com and we will reply to you as soon as possible.

UNIFORM **SPECIALISTS** FACILITY **SERVICES** **PROTECTIVE** EQUIPMENT CUSTOM **IMAGE** WEAR

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