

## Canada Order Portal - Guide

### Overview:

This guide provides you with instructions, resources, and training on the new Canada Order Portal. You can use this guide as a reference for training and procedures.

Website: <https://www.ewsdealercanada.com/>

### Topic Breakdown:

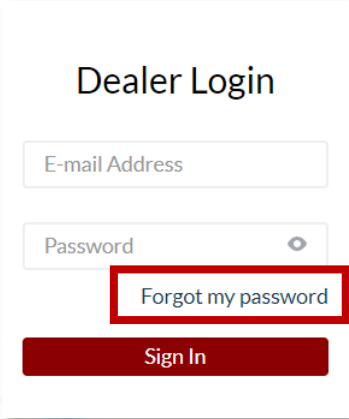
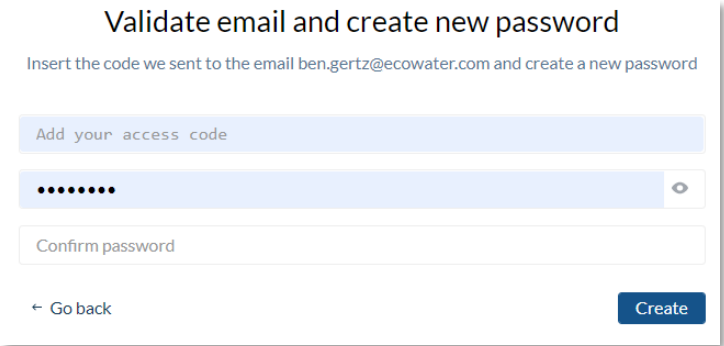
Topic	Page
<a href="#">Logging in/ Forgot my Password</a>	2
<a href="#">Browsing the Catalog</a>	3
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## Logging In

**Purpose:**

Assistance with logging in for the first time.

**How to Reset Your Password:**

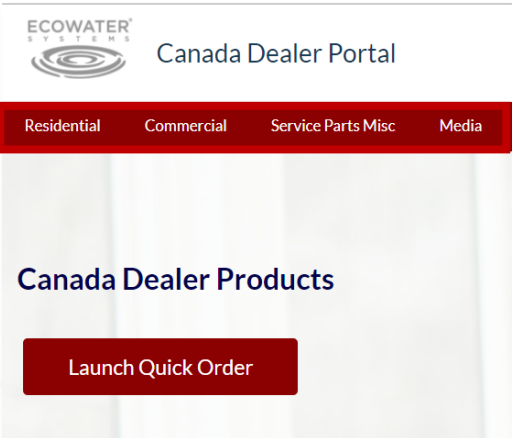
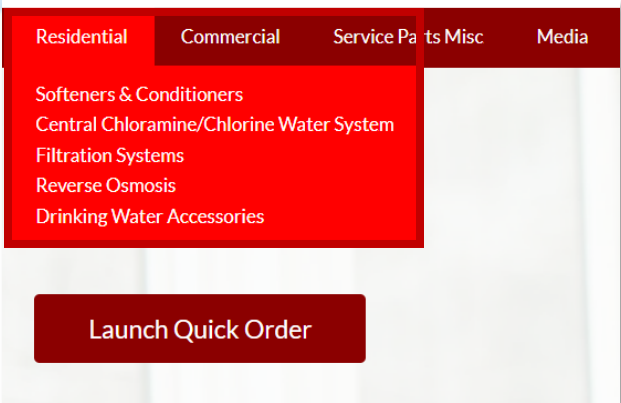
Step	Action
1	Select 'Forgot my Password' at the login screen. 
2	Enter your email address. You will be sent an Access Code to the email address associated with the account. 
3	Enter the Access Code that was sent to your email.
4	Create & confirm a password.
5	You will now be logged in and should see the main landing page.  <b>END. <a href="#">Return to Menu.</a></b>

## Browsing the Catalog

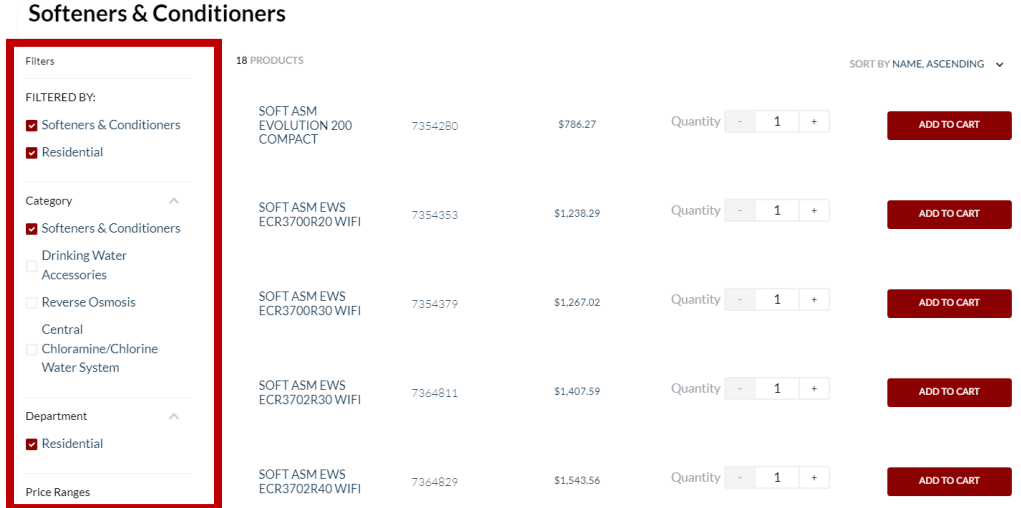
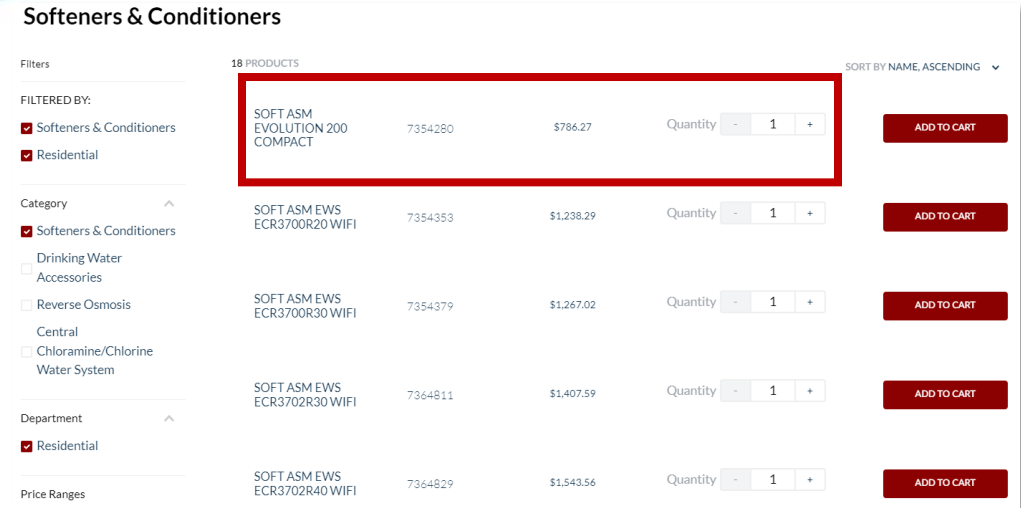
**Purpose:**

To demonstrate how to search the online catalog and add items to your cart.

**How to Browse the Catalog:**

Step	Action
1	<p>Use the website's menu to browse the product categories.</p> 
2	<p>Click the desired category to browse products.</p> 

Browsing the Catalog, continued

<p>3</p>	<p>Add or remove filters to see more/less products.</p>  <p><b>Softeners &amp; Conditioners</b></p> <p>Filters FILTERED BY:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Softeners &amp; Conditioners</li> <li><input checked="" type="checkbox"/> Residential</li> </ul> <p>Category</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Softeners &amp; Conditioners</li> <li><input type="checkbox"/> Drinking Water Accessories</li> <li><input type="checkbox"/> Reverse Osmosis</li> <li><input type="checkbox"/> Central Chloramine/Chlorine Water System</li> </ul> <p>Department</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Residential</li> </ul> <p>Price Ranges</p> <p>18 PRODUCTS SORT BY NAME, ASCENDING</p> <table border="1"> <tr> <td>SOFT ASM EVOLUTION 200 COMPACT</td> <td>7354280</td> <td>\$786.27</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3700R20 WIFI</td> <td>7354353</td> <td>\$1,238.29</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3700R30 WIFI</td> <td>7354379</td> <td>\$1,267.02</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3702R30 WIFI</td> <td>7364811</td> <td>\$1,407.59</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3702R40 WIFI</td> <td>7364829</td> <td>\$1,543.56</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> </table>	SOFT ASM EVOLUTION 200 COMPACT	7354280	\$786.27	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3700R20 WIFI	7354353	\$1,238.29	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3700R30 WIFI	7354379	\$1,267.02	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3702R30 WIFI	7364811	\$1,407.59	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3702R40 WIFI	7364829	\$1,543.56	Quantity - 1 +	ADD TO CART
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<p>4</p>	<p>The columns contain the item description, part number, price, quantity to order, and the Add to Cart button.</p>  <p><b>Softeners &amp; Conditioners</b></p> <p>Filters FILTERED BY:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Softeners &amp; Conditioners</li> <li><input checked="" type="checkbox"/> Residential</li> </ul> <p>Category</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Softeners &amp; Conditioners</li> <li><input type="checkbox"/> Drinking Water Accessories</li> <li><input type="checkbox"/> Reverse Osmosis</li> <li><input type="checkbox"/> Central Chloramine/Chlorine Water System</li> </ul> <p>Department</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Residential</li> </ul> <p>Price Ranges</p> <p>18 PRODUCTS SORT BY NAME, ASCENDING</p> <table border="1"> <tr> <td>SOFT ASM EVOLUTION 200 COMPACT</td> <td>7354280</td> <td>\$786.27</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3700R20 WIFI</td> <td>7354353</td> <td>\$1,238.29</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3700R30 WIFI</td> <td>7354379</td> <td>\$1,267.02</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3702R30 WIFI</td> <td>7364811</td> <td>\$1,407.59</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EWS ECR3702R40 WIFI</td> <td>7364829</td> <td>\$1,543.56</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> </table>	SOFT ASM EVOLUTION 200 COMPACT	7354280	\$786.27	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3700R20 WIFI	7354353	\$1,238.29	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3700R30 WIFI	7354379	\$1,267.02	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3702R30 WIFI	7364811	\$1,407.59	Quantity - 1 +	ADD TO CART	SOFT ASM EWS ECR3702R40 WIFI	7364829	\$1,543.56	Quantity - 1 +	ADD TO CART
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<p>5</p>	<p>You can add items to your cart now if you want by selecting <i>Add to Cart</i>.</p>																									

Browsing the Catalog, continued

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6	If you need help checking out, click <a href="#">here</a> to view the Check Out procedure.  END. <a href="#">Return to Menu.</a>
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## Place an Order – Quick Enter SKU & Quantity

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**Purpose:**

To assist you in entering an order via the Quick Enter SKU & Quantity method. The Quick Enter method allows you enter in known SKUs (which are part numbers) and a quantity to quickly place an order.

**How to Place an Order via Quick Enter:**

Step	Action
1	Access the order screen by selecting <i>Launch Quick Order</i> on the main page. 

Place an Order – Quick Enter SKU & Quantity, continued

<p>2</p>	<p>There are 3 options presented that can be used to place an order, this guide will focus on Quick Enter SKU &amp; Quantity.</p> <div data-bbox="479 499 1269 978" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Quick Order</b></p> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p><b>Quick Enter SKU &amp; Quantity</b>                      Format: SKU,Quantity, Example: 7307322, 5</p> </div> <p style="text-align: right;"><input type="button" value="VALIDATE"/></p> <hr/> <p><b>Product Search</b>                      Search by name or SKU</p> <p>Search for a product... <input type="button" value="Q"/></p> <hr/> <p><b>Upload Spreadsheet</b>                      Create spreadsheet with SKU &amp; quantity columns. Column A Row 1 should be SKU. Column B Row 1 should be Quantity                      Download this spreadsheet template and then add SKUs to it. Upload when complete.</p> <div style="text-align: center; border: 1px solid #ccc; padding: 20px; margin: 10px 0;">                       Drop here your XLS or choose a file                 </div> <p style="text-align: right;"><input type="button" value="VALIDATE"/></p> </div> <p><b>Note:</b> To use the Product Search method, click <a href="#">here</a>. To use the Upload Spreadsheet method, click <a href="#">here</a>.</p>
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Place an Order – Quick Enter SKU & Quantity, continued


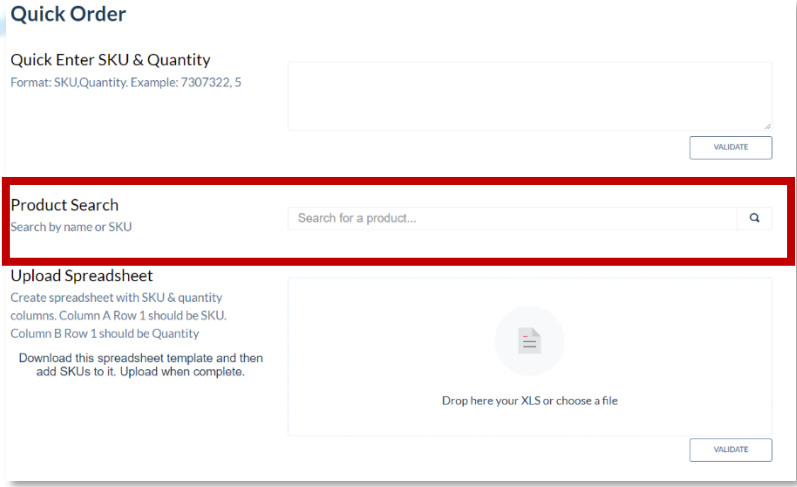
3	<p>You must know the part numbers (referred to as SKU) of the products you wish to order.</p>
4	<p>Enter the part number and quantity for your order, separated by a comma and a space.</p> <p><b>Example:</b> 7307322, 2</p>
5	<p>To order multiple products, press <i>Enter</i> to create a new line. Do this for each product you want to order.</p> <p><b>Example:</b></p> <p><b>Quick Order</b></p> <p>Quick Enter SKU &amp; Quantity Format: SKU,Quantity. Example: 7307322, 5</p> <div data-bbox="750 905 1411 1129" style="border: 1px solid #ccc; padding: 5px;"> <p>7354298, 1 7354353, 2 7354379, 2</p> <p style="text-align: right;"><input type="button" value="VALIDATE"/></p> </div>
6	<p>Select <i>Validate</i> when you are ready to add the items to your cart.</p> <p><b>Note:</b> If an item has an <i>invalid</i> item status, double check that you entered the right part number and used the correct formatting (separating part number and quantity with a comma).</p>
7	<p>Select <i>Add to Cart</i> to add the items to the cart.</p>
8	<p>If you need assistance with completing Checkout, click <a href="#">here</a> to view that process.</p> <p><b>END. <a href="#">Return to Menu.</a></b></p>

Place an Order – Product Search

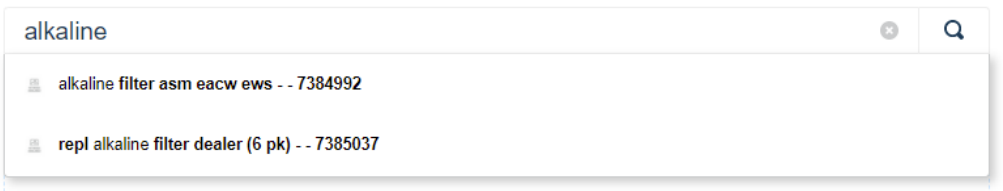
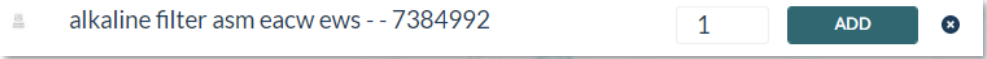
**Purpose:**

To assist you in entering an order using the Product Search method.

**How to Place an Order via Product Search:**

Step	Action
1	<p>Access the order screen by selecting <i>Launch Quick Order</i> on the main page.</p> 
2	<p>There are 3 options presented that can be used to place an order, this guide will focus on the Product Search method.</p>  <p><b>Note:</b> To use the Quick Enter SKU method, click <a href="#">here</a>. To use the Upload Spreadsheet method, click <a href="#">here</a>.</p>

Place an Order – Product Search, continued


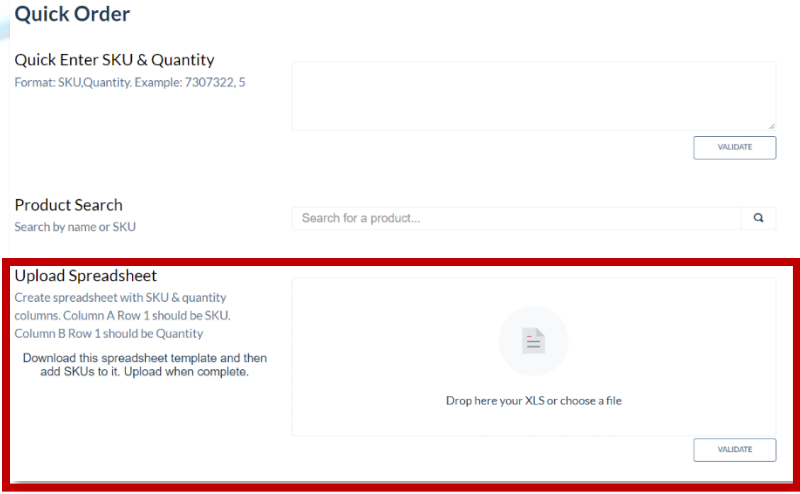
3	<p>Type in the name of the product you want to order. The result will appear with the product description and part number.</p> 
4	<p>Select the product you want to order.</p>
5	<p>Choose the quantity of the product and select <i>Add</i> to place it in your cart.</p>  <p><b>Note:</b> you can preform steps 3-5 with as many items as you want.</p>
6	<p>If you need assistance with completing Checkout, click <a href="#">here</a> to view that process.</p> <p><b>END. <a href="#">Return to Menu.</a></b></p>

## Place an Order – Upload Spreadsheet


**Purpose:**

To assist you in entering an order using the Upload Spreadsheet method.

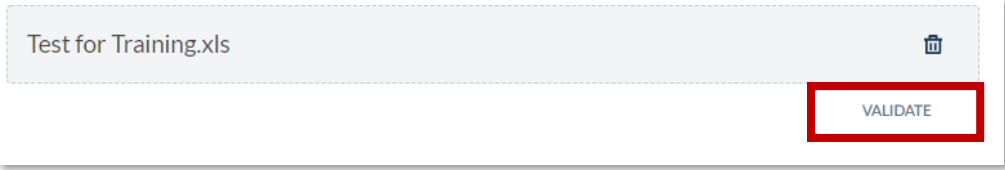
**How to Place an Order via Upload Spreadsheet:**

Step	Action
1	<p>Access the order screen by selecting <i>Launch Quick Order</i> on the main page.</p> 
2	<p>There are 3 options presented that can be used to place an order, this guide will focus on the Upload Spreadsheet.</p>  <p><b>Note:</b> To use the Quick Enter SKU method, click <a href="#">here</a>. To use the Product Search method, click <a href="#">here</a>.</p>

Place an Order – Upload Spreadsheet, continued

3	<p>Download the spreadsheet template from the link on the page.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Upload Spreadsheet</b></p> <p>Create spreadsheet with SKU &amp; quantity columns. Column A Row 1 should be SKU. Column B Row 1 should be Quantity</p> <div style="border: 2px solid red; padding: 5px; text-align: center; margin: 10px auto; width: fit-content;"> <p>Download this spreadsheet template and then add SKUs to it. Upload when complete.</p> </div> </div>															
4	<p>It is recommended that you save the spreadsheet with a name you will not forget, and a location on your computer that you will remember.</p> <p><b>Note:</b> you may need to select 'Enable Editing' at the top of the spreadsheet to save it or enter information into it.</p>															
5	<p>Add the part numbers you want to order to the first column and the quantity in the second column.</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SKU</td> <td>Quantity</td> </tr> <tr> <td>2</td> <td>7354298</td> <td>1</td> </tr> <tr> <td>3</td> <td>7354353</td> <td>2</td> </tr> <tr> <td>4</td> <td>7354379</td> <td>3</td> </tr> </tbody> </table>		A	B	1	SKU	Quantity	2	7354298	1	3	7354353	2	4	7354379	3
	A	B														
1	SKU	Quantity														
2	7354298	1														
3	7354353	2														
4	7354379	3														
6	<p>When you are ready to upload the spreadsheet, click on the document icon to locate the file:</p> <div style="border: 1px dashed #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 10px; text-align: center; margin: 10px auto; width: fit-content;">  <p>Drop here your XLS or choose a file</p> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="VALIDATE"/> </div> </div>															

Place an Order – Upload Spreadsheet, continued

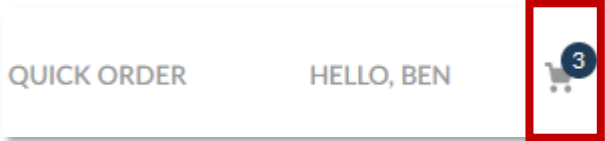
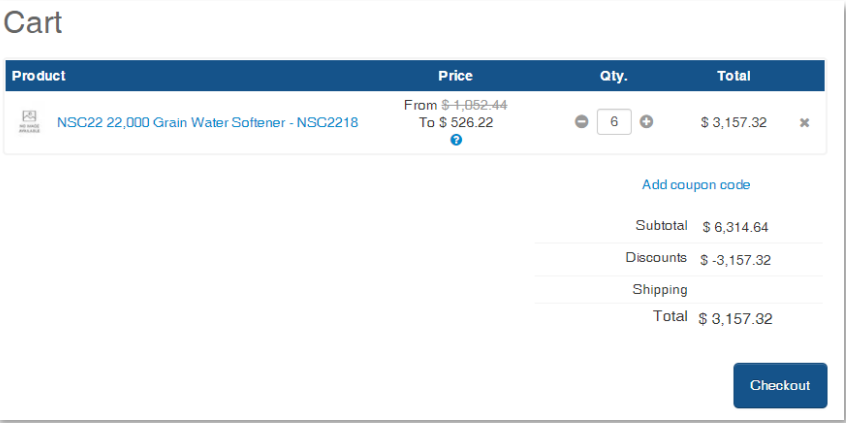
7	Find the file in the place you saved it and upload it.
8	<p>Select <i>Validate</i> once your spreadsheet has been uploaded:</p>  <p>The screenshot shows a file upload area with a dashed border containing the text 'Test for Training.xls' and a trash icon. Below this area is a 'VALIDATE' button, which is highlighted with a red rectangular box.</p>
9	Select ' <i>Add to Cart</i> ' if you are ready to begin checking out.
10	<p>If you need assistance with completing Checkout, click <a href="#">here</a> to view that process.</p> <p><b>END. <a href="#">Return to Menu.</a></b></p>

## Checkout Process




**Purpose:**

To assist you in the steps for checkout.

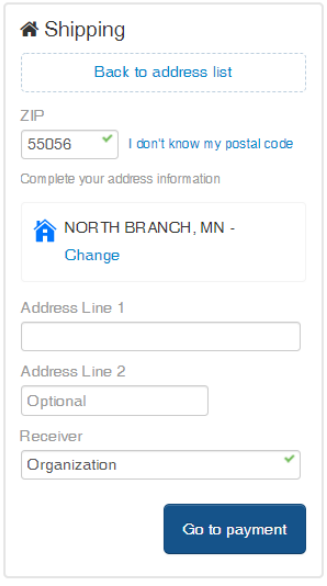
**How to checkout:**

Step	Action
1	<p>Click on the cart icon in the upper right-hand corner of the screen to view your cart.</p>  <p><b>Note:</b> a pop up will appear from the right. This pop up contains your order information. You can edit the quantity or remove an item from this screen.</p> <p>You will see your bulk discount apply to all applicable items in your cart in this pop up.</p>
2	Click 'Go To Checkout'.
3	<p>You see a summary of your cart. You can also edit the quantity of an item, or remove it, from this screen.</p> 
4	Click <i>Checkout</i> .

Checkout Process, continued

<p>5</p>	<p>Your account information is displayed in the upper left. Ensure this is the correct information before proceeding. If it is, log out and log into the correct account.</p> <div data-bbox="540 527 1321 842" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> <b>Account Information</b></p> <p>ben.gertz@ecowater.com - <a href="#">It's not you? Sign Out</a></p> <p>Name: Ben Gertz              Phone: (612) 888 9652              Account #: 554</p> </div> <p><b>Note:</b> If information needs to be updated or changed here, email <a href="mailto:Orders@EcoWater.com">Orders@EcoWater.com</a> for assistance.</p>
<p>6</p>	<p>The Shipping field shows you where the current order is being shipped to.</p> <p><b>Do you need to change an address?</b></p> <ul style="list-style-type: none"> <li>• If yes, continue to step 7</li> <li>• If no, skip to step 14</li> </ul> <p><b>Note: The most recent address will be used as the ship-to address. Always verify that the correct address is listed.</b></p>
<p>7</p>	<p>Click the Edit icon.</p> <div data-bbox="511 1398 1321 1654" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> <b>Shipping</b> </p> <p>38495 Hillshire Ave              NORTH BRANCH, MN 55056</p> </div>
<p>8</p>	<p>A list of previously entered/used addresses will appear.</p> <p>If you see the address you want, select it, and click <i>Go to Payment</i>. Skip to step 14.</p> <p>If you need to add a new address, continue to step 9.</p>

Checkout Process, continued

9	Click <i>Deliver to another address</i> .
10	Enter in the zip code or postal code for the new address.
11	<p>Enter in the address and the receiver's information. The receiver's field should be the name of your dealership.</p> 
12	Once you have entered the address information, select <i>Go to Payment</i> .
13	Doublecheck to ensure that the correct address is showing in the Shipping field.
14	The Payment field is set to Payment on Account. This is currently the only option available.

Checkout Process, continued

15	<p>Select your preferred shipping method.</p> <p><b>Note: If you have an account for shipping, we ask that you enter the shipping account information in the comment section when submitting an order.</b></p>						
16	<p>Ship Payment must be Pay with Invoice.</p>						
17	<p>If you are using a preferred carrier used by EcoWater:</p> <ul style="list-style-type: none"> <li>Enter the name of the carrier. You do not need to fill out the phone # or promo code field.</li> </ul> <p>If you are using a preferred carrier that you will be paying directly:</p> <ul style="list-style-type: none"> <li>Include the preferred carriers name, phone number, and you must include your account number in the promo code field.</li> </ul> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Preferred Carrier</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Phone # for this Order - if different</td> <td style="width: 33%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Promo Code</td> </tr> <tr> <td style="border: 1px solid #ccc; height: 25px;"></td> <td style="border: 1px solid #ccc; height: 25px;"></td> <td style="border: 1px solid #ccc; height: 25px;"></td> </tr> </table> </div> <p><b>Note:</b> Ensure your <i>Ship Method</i> is set to <i>Preferred Carrier</i> if you are using one.</p>	Preferred Carrier	Phone # for this Order - if different	Promo Code			
Preferred Carrier	Phone # for this Order - if different	Promo Code					
18	<p>Enter your Purchase Order Number into the purchase order field.</p>						
19	<p>If your delivery requires any special accommodations, select the checkbox next to it.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> Delivery Appointment Required</td> <td style="width: 33%;"><input type="checkbox"/> Ship Complete</td> <td style="width: 33%;"><input type="checkbox"/> Liftgate Needed?</td> </tr> <tr> <td><input type="checkbox"/> Call 24 Hours Before Delivery</td> <td><input type="checkbox"/> Pallet Jack Needed</td> <td></td> </tr> </table> </div>	<input type="checkbox"/> Delivery Appointment Required	<input type="checkbox"/> Ship Complete	<input type="checkbox"/> Liftgate Needed?	<input type="checkbox"/> Call 24 Hours Before Delivery	<input type="checkbox"/> Pallet Jack Needed	
<input type="checkbox"/> Delivery Appointment Required	<input type="checkbox"/> Ship Complete	<input type="checkbox"/> Liftgate Needed?					
<input type="checkbox"/> Call 24 Hours Before Delivery	<input type="checkbox"/> Pallet Jack Needed						
20	<p>Enter a Do Not Ship Before date if you do not want your order to arrive before a specific date.</p>						

## Checkout Process, continued

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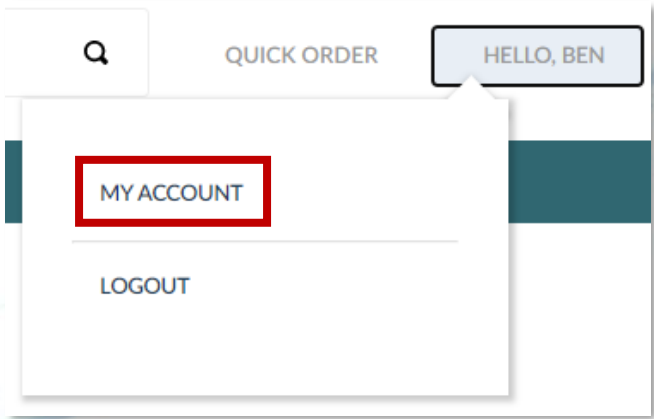
21	Any special notes or comments for an order should be as brief as possible to ensure labels print correctly. We recommend no more than 1 or 2 sentences.
22	Click <i>Complete Order</i> when you are ready to place it.
23	You will see a summary screen with your order number and products. Keep your order number on hand in case you need to contact support.  You can print your invoice by clicking the <i>Print</i> button.
24	Orders that have been placed cannot be edited or deleted at this point. To make any modifications or delete an order, contact <a href="mailto:Orders@EcoWater.com">Orders@EcoWater.com</a> .  <b>END. <a href="#">Return to Menu.</a></b>

## View My Order History

**Purpose:**

To assist you with viewing your order history and where to locate the order again option.

**How to View Order History**

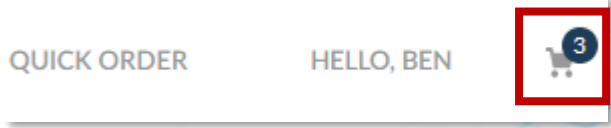
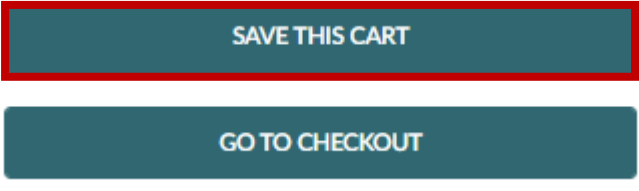
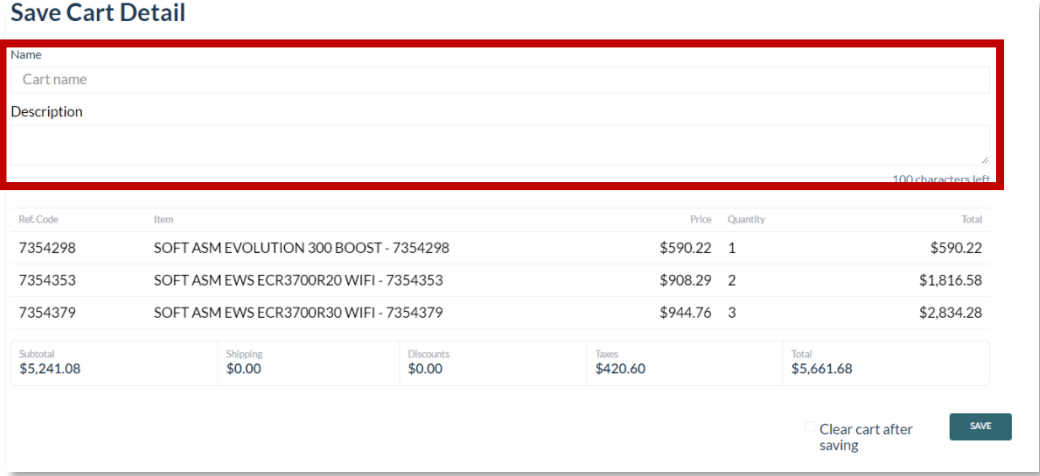
Step	Action
1	<p>Click on <i>Hello, Your Name</i> in the upper right-hand corner of the screen and select <i>My Account</i>.</p>  <p>The screenshot shows a user interface with a search icon, 'QUICK ORDER', and a user greeting 'HELLO, BEN'. A dropdown menu is open, showing 'MY ACCOUNT' (highlighted with a red box) and 'LOGOUT'.</p>
2	<p>Select <i>Orders</i> from the left-hand menu.</p>
3	<p><i>View Order Details</i> will provide more information on your order, such as the address it was delivered to, payment info, and expected delivery date.</p> <p><b>Note:</b> the status of the order will show has Handling Shipping.</p>
4	<p>Select <i>Order Again</i> if you want to place a duplicate order of these products.</p> <p><b>Note:</b> you will be able to remove an item or change quantity if you choose to reorder.</p>
5	<p>To edit or modify an order once it has been placed, please contact <a href="mailto:Orders@EcoWater.com">Orders@EcoWater.com</a>. Orders cannot be cancelled or modified via the portal at this time.</p> <p><b>END. <a href="#">Return to Menu.</a></b></p>

## Save a Cart

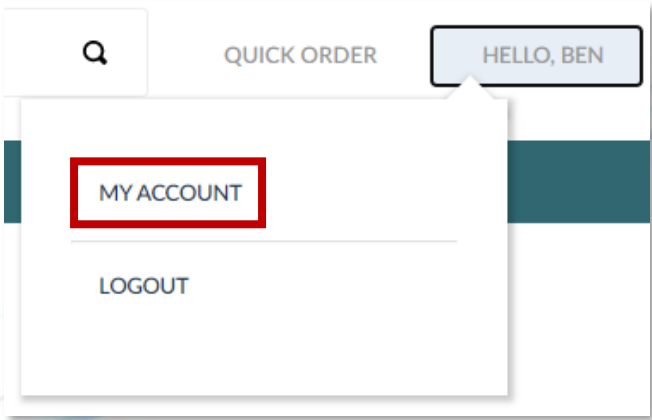
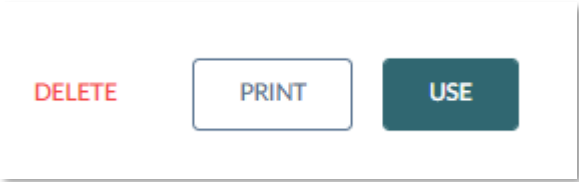
### Purpose:

To assist you with saving a cart for future ordering and viewing your saved carts. Saving a cart allows you to save products that you commonly order. You will be able to reorder from a saved cart to quickly place an order.

### How to Save a Cart:

Step	Action																														
1	<p>Once you have added the products to your cart that you want to save, click the Cart icon.</p> 																														
2	<p>Click <i>Save This Cart</i> at the bottom of the pop-out menu.</p> 																														
3	<p>Enter in a name &amp; description for this cart.</p> <p><b>Save Cart Detail</b></p>  <table border="1"> <thead> <tr> <th>Ref. Code</th> <th>Item</th> <th>Price</th> <th>Quantity</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>7354298</td> <td>SOFT ASM EVOLUTION 300 BOOST - 7354298</td> <td>\$590.22</td> <td>1</td> <td>\$590.22</td> </tr> <tr> <td>7354353</td> <td>SOFT ASM EWS ECR3700R20 WIFI - 7354353</td> <td>\$908.29</td> <td>2</td> <td>\$1,816.58</td> </tr> <tr> <td>7354379</td> <td>SOFT ASM EWS ECR3700R30 WIFI - 7354379</td> <td>\$944.76</td> <td>3</td> <td>\$2,834.28</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Subtotal</th> <th>Shipping</th> <th>Discounts</th> <th>Taxes</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$5,241.08</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$420.60</td> <td>\$5,661.68</td> </tr> </tbody> </table> <p><input type="checkbox"/> Clear cart after saving <span>SAVE</span></p>	Ref. Code	Item	Price	Quantity	Total	7354298	SOFT ASM EVOLUTION 300 BOOST - 7354298	\$590.22	1	\$590.22	7354353	SOFT ASM EWS ECR3700R20 WIFI - 7354353	\$908.29	2	\$1,816.58	7354379	SOFT ASM EWS ECR3700R30 WIFI - 7354379	\$944.76	3	\$2,834.28	Subtotal	Shipping	Discounts	Taxes	Total	\$5,241.08	\$0.00	\$0.00	\$420.60	\$5,661.68
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Save a Cart, continued

4	Click <i>Save</i> to save this cart.
5	Your cart will appear in <i>My Saved Carts</i> .  <b>Note:</b> you may need to click <i>Refresh</i> to see the cart you just added.
6	To view a saved cart, click on your name in the upper-right and select <i>My Account</i> .  
7	Click <i>My Carts</i> on the left-hand menu.
8	Click the cart you want to view.
9	Click <i>Use</i> in the upper-right to reorder this cart.    <b>Note:</b> you can select <i>Delete</i> here to remove the cart from your saved carts.

## Save a Cart, continued

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10	You will be brought to the checkout screen where you can change the quantity or remove an item from your cart.
11	If you need assistance with the checkout process, click <a href="#">here</a> .  <b>END. <a href="#">Return to Menu</a>.</b>

## Edit or Modify a Submitted Order

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**Purpose:**

To assist you with modifying or editing a submitted order.

**Contact:**

To edit or modify a submitted order, please contact [Orders@EcoWater.com](mailto:Orders@EcoWater.com). You will not be able to edit, modify, or delete an order that has been placed through the Order Site.

**END. [Return to Menu.](#)**

## Training Video

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**Purpose:**

You can click the link to the training video to watch the Order Site training.

**Training Link:**

<https://vimeo.com/666929083/5feec6f8d3>

