

Order Entry Portal – Guide

Overview:

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

Topic Breakdown:

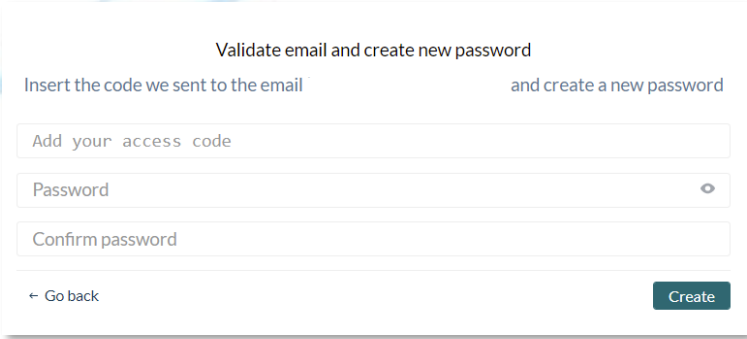
Topic	Page
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Forgot my Password	4
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Logging in

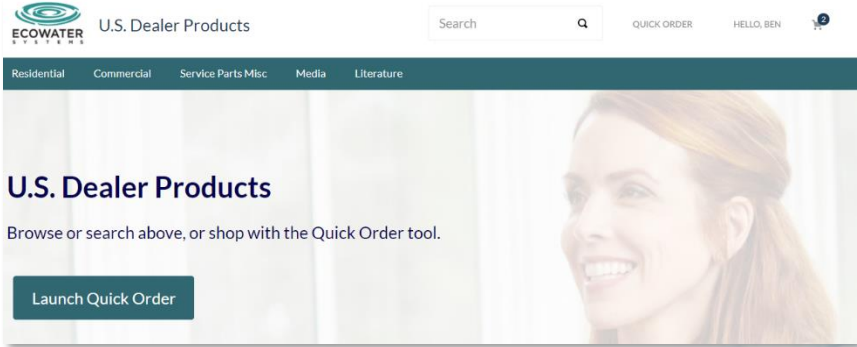
Purpose:

To assist you with logging into the order entry portal for the first time.

How to Log in:

Step	Action
1	<p>You will receive an email with a registration link to the portal.</p> <p>Note: If you have not received this email, please contact xxxx@ecowater.com for assistance.</p>
2	<p>Click the registration link.</p> <p>Note: You must use Chrome, Firefox, or Edge as a browser. Internet Explorer will not work.</p>
3	<p>You will be asked to enter an Access Code. The code will be sent to your email when you clicked on the registration link.</p> 
4	<p>Enter the Access Code that was sent to your email.</p>
5	<p>Create & confirm a password.</p> <p>Note: Password requirements will pop up on the left when you begin entering in your password.</p>

Logging in, continued

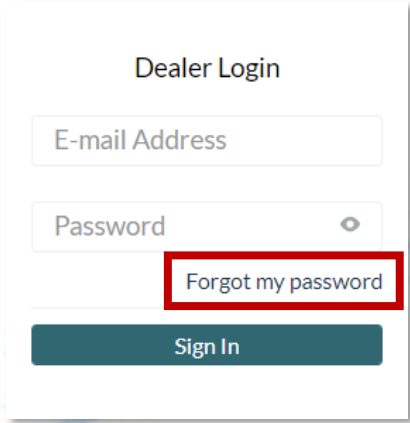
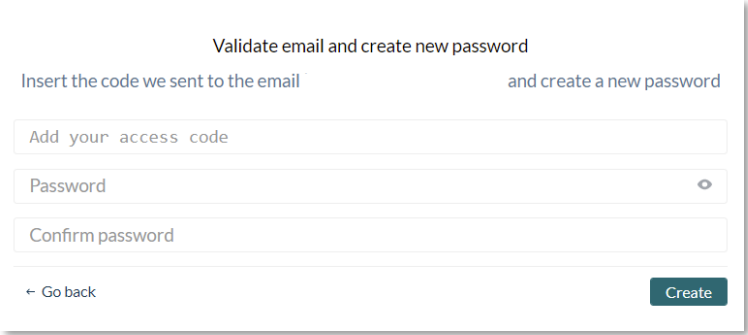
<p>6</p>	<p>You will now be logged in and should see the landing page:</p> 
<p>7</p>	<p>In the future, when logging in, you will use your email address and the password you just created.</p> <p>Note: The email address you will use is the same one that received the registration link.</p> <p>END. Return to Menu.</p>

Forgot my Password

Purpose:

To assist you with resetting your Order Entry Portal password if you ever forget it.

How to Reset Your Password:

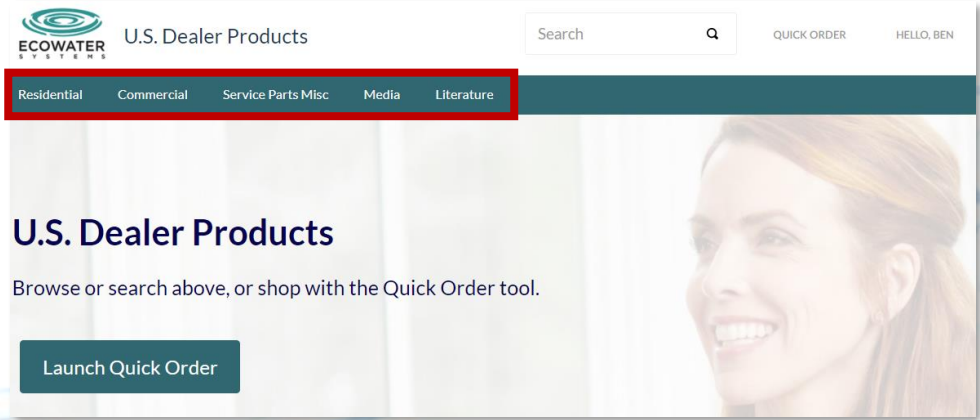
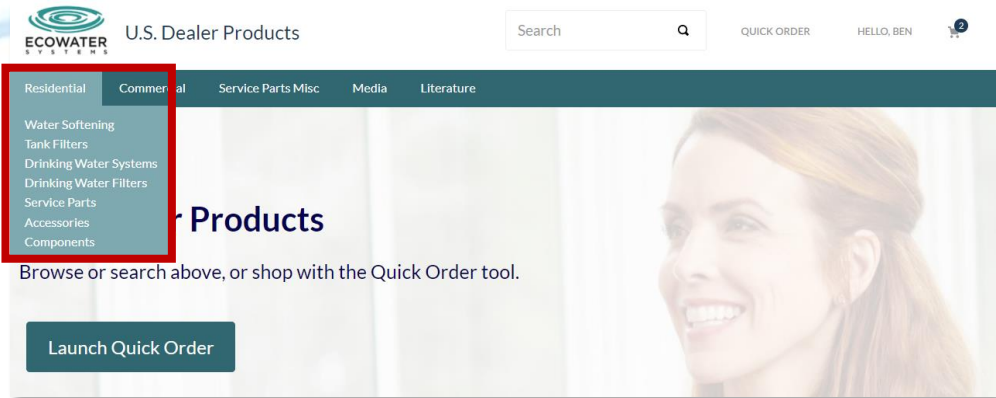
Step	Action
1	Select 'Forgot my Password' at the login screen. 
2	You will be sent an Access Code to the email address associated with the account. 
3	Enter the Access Code that was sent to your email.
4	Create & confirm a password.
5	You will now be logged in and should see the main landing page. END.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

Browsing the Catalog

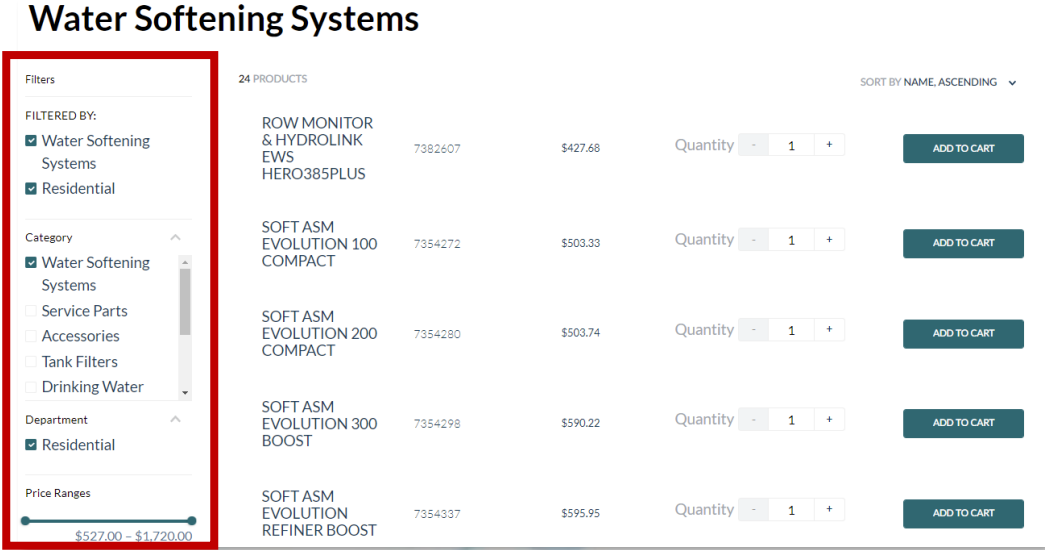
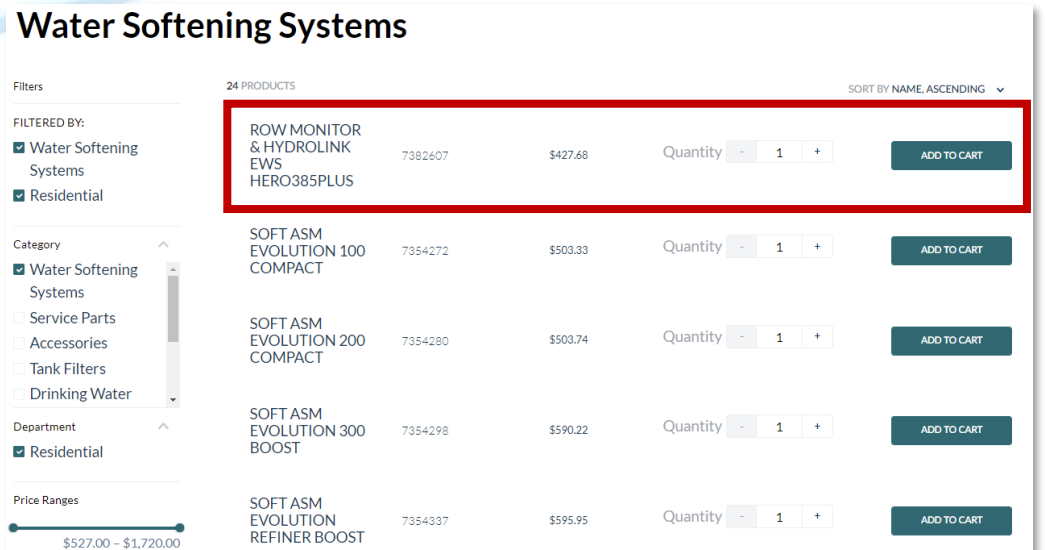
Purpose:

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>  <p>The screenshot shows the top of the website. The logo 'ECOWATER SYSTEMS' is on the left, followed by 'U.S. Dealer Products'. There is a search bar with a magnifying glass icon and the text 'Search'. To the right are links for 'QUICK ORDER' and 'HELLO, BEN'. Below the header is a dark green navigation bar with the following items: 'Residential', 'Commercial', 'Service Parts Misc', 'Media', and 'Literature'. This entire navigation bar is enclosed in a red rectangular box. Below the navigation bar is a large banner image of a smiling woman. The text 'U.S. Dealer Products' is prominently displayed, followed by the instruction 'Browse or search above, or shop with the Quick Order tool.' and a 'Launch Quick Order' button.</p>
2	<p>Click the desired category to browse the products.</p>  <p>This screenshot is similar to the first one, but the 'Commercial' category in the navigation bar is selected. A dropdown menu is visible, listing various product categories: 'Water Softening', 'Tank Filters', 'Drinking Water Systems', 'Drinking Water Filters', 'Service Parts', 'Accessories', and 'Components'. This dropdown menu is enclosed in a red rectangular box. The rest of the page layout, including the logo, search bar, and banner, remains the same.</p>

Browsing the Catalog, continued

<p>3</p>	<p>Add or remove filters to see more/less products.</p>  <p>Water Softening Systems</p> <p>Filters FILTERED BY:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water Softening Systems <input checked="" type="checkbox"/> Residential <p>Category</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water Softening Systems <input type="checkbox"/> Service Parts <input type="checkbox"/> Accessories <input type="checkbox"/> Tank Filters <input type="checkbox"/> Drinking Water <p>Department</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Residential <p>Price Ranges \$527.00 - \$1,720.00</p> <p>24 PRODUCTS SORT BY NAME, ASCENDING</p> <table border="1"> <tr> <td>ROW MONITOR & HYDROLINK EWS HERO385PLUS</td> <td>7382607</td> <td>\$427.68</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 100 COMPACT</td> <td>7354272</td> <td>\$503.33</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 200 COMPACT</td> <td>7354280</td> <td>\$503.74</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 300 BOOST</td> <td>7354298</td> <td>\$590.22</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION REFINER BOOST</td> <td>7354337</td> <td>\$595.95</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> </table>	ROW MONITOR & HYDROLINK EWS HERO385PLUS	7382607	\$427.68	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 100 COMPACT	7354272	\$503.33	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 200 COMPACT	7354280	\$503.74	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 300 BOOST	7354298	\$590.22	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION REFINER BOOST	7354337	\$595.95	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>Water Softening Systems</p> <p>Filters FILTERED BY:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water Softening Systems <input checked="" type="checkbox"/> Residential <p>Category</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water Softening Systems <input type="checkbox"/> Service Parts <input type="checkbox"/> Accessories <input type="checkbox"/> Tank Filters <input type="checkbox"/> Drinking Water <p>Department</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Residential <p>Price Ranges \$527.00 - \$1,720.00</p> <p>24 PRODUCTS SORT BY NAME, ASCENDING</p> <table border="1"> <tr> <td>ROW MONITOR & HYDROLINK EWS HERO385PLUS</td> <td>7382607</td> <td>\$427.68</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 100 COMPACT</td> <td>7354272</td> <td>\$503.33</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 200 COMPACT</td> <td>7354280</td> <td>\$503.74</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION 300 BOOST</td> <td>7354298</td> <td>\$590.22</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> <tr> <td>SOFT ASM EVOLUTION REFINER BOOST</td> <td>7354337</td> <td>\$595.95</td> <td>Quantity - 1 +</td> <td>ADD TO CART</td> </tr> </table>	ROW MONITOR & HYDROLINK EWS HERO385PLUS	7382607	\$427.68	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 100 COMPACT	7354272	\$503.33	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 200 COMPACT	7354280	\$503.74	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION 300 BOOST	7354298	\$590.22	Quantity - 1 +	ADD TO CART	SOFT ASM EVOLUTION REFINER BOOST	7354337	\$595.95	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

6	If you need help checking out, click here to view the Check Out procedure. END. Return to Menu.
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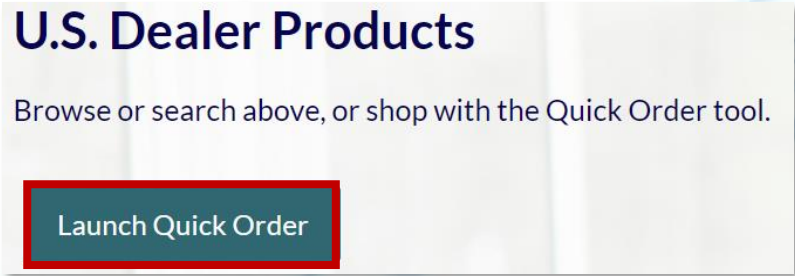
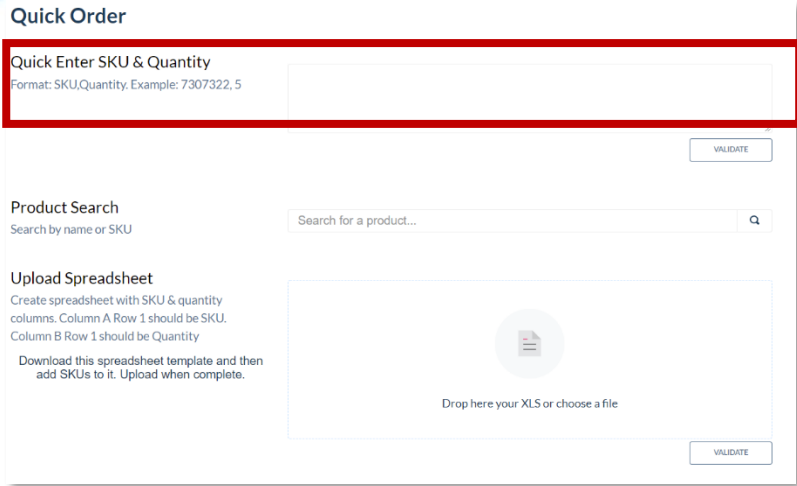


Place an Order – Quick Enter SKU & Quantity

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	<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 Quick Enter SKU & Quantity.</p>  <p>Note: To use the Product Search method, click here. To use the Upload Spreadsheet method, click here.</p>

Place an Order – Quick Enter SKU & Quantity, continued

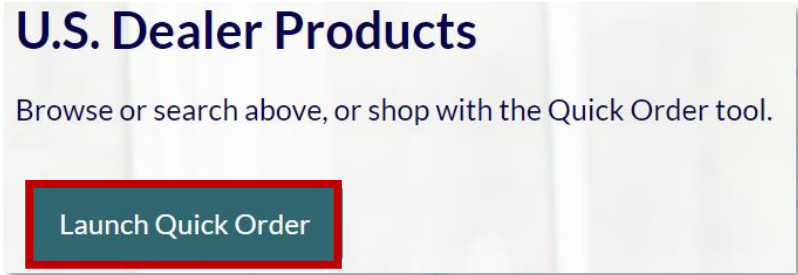
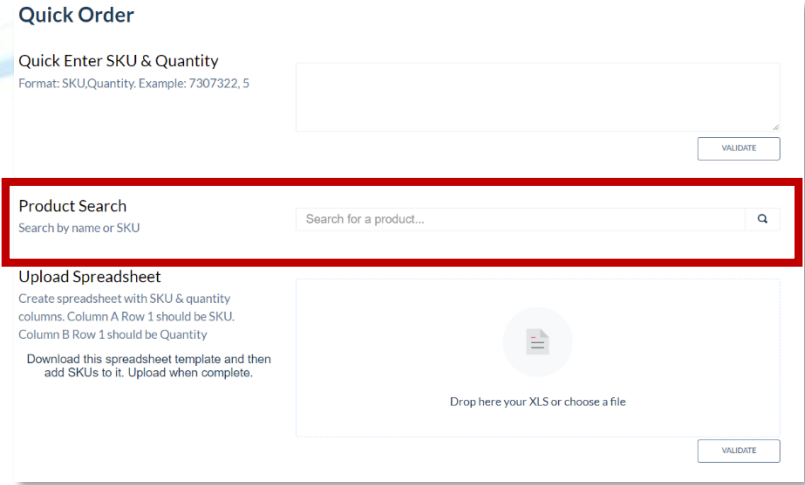
3	<p>You must know the part numbers (referred to as SKU) of the products you wish to order.</p> <p>You can find these by using the US Price List, Owner’s Manual, or by Browsing the Catalog.</p>
4	<p>Enter the part number and quantity for your order, separated by a comma.</p> <p>Example: 7307322, 2</p>
5	<p>To order multiple products, press <i>Enter</i> and add as many products as you require.</p> <p>Example:</p> <div data-bbox="380 982 1409 1205" style="border: 1px solid #ccc; padding: 10px;"> <p>Quick Order</p> <p>Quick Enter SKU & Quantity Format: SKU,Quantity. Example: 7307322, 5</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>7354298, 1 7354353, 2 7354379, 2</p> </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="VALIDATE"/> </div> </div>
6	<p>Select <i>Validate</i> when you are ready to add the items to your cart.</p> <p>Note: 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 here to view that process.</p> <p>END. Return to Menu.</p>

Place an Order – Product Search

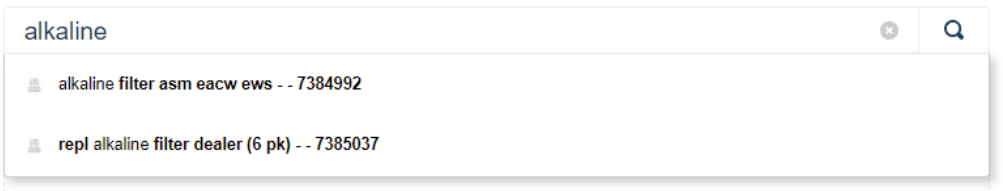
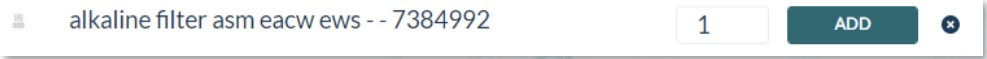
Purpose:

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>  <p>U.S. Dealer Products Browse or search above, or shop with the Quick Order tool.</p> <p>Launch Quick Order</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>Quick Order Quick Enter SKU & Quantity Format: SKU,Quantity, Example: 7307322, 5</p> <p>Product Search Search by name or SKU</p> <p>Upload Spreadsheet Create spreadsheet with SKU & 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> <p>Note: To use the Quick Enter SKU method, click here. To use the Upload Spreadsheet method, click here.</p>

Place an Order – Product Search, continued

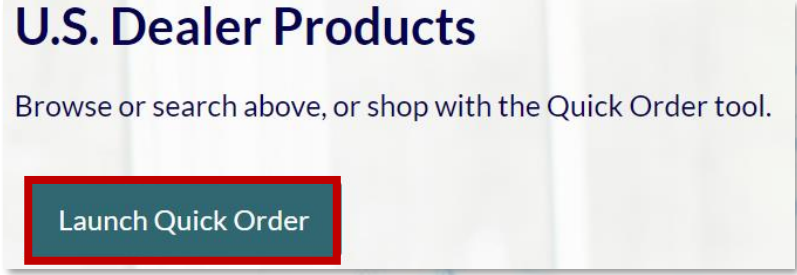
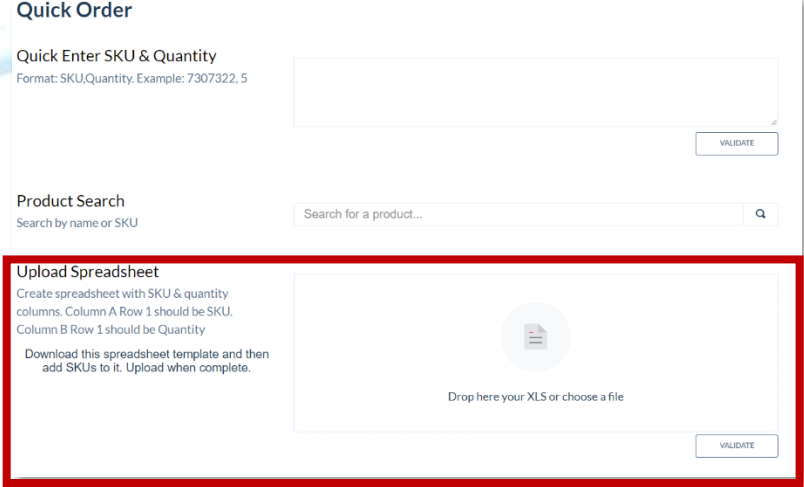
3	<p>Type in the name of the product you want to order. The result will appear with the product description and part number.</p> 
4	<p>Select the product you want to order.</p>
5	<p>Choose the quantity of the product and select <i>Add</i> to place it in your cart.</p>  <p>Note: you can preform steps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

Place an Order – Upload Spreadsheet


Purpose:

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

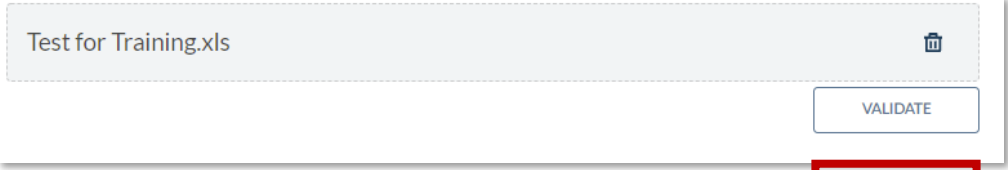
How to Place an Order via Upload Spreadsheet:

Step	Action
1	<p>Access the order screen by selecting <i>Launch Quick Order</i> on the main page.</p>  <p>The screenshot shows a header 'U.S. Dealer Products' with the text 'Browse or search above, or shop with the Quick Order tool.' Below this, a button labeled 'Launch Quick Order' is highlighted with a red rectangular border.</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>The screenshot displays three sections: 'Quick Order' with a text input field and a 'VALIDATE' button; 'Product Search' with a search bar and a magnifying glass icon; and 'Upload Spreadsheet' which is highlighted with a red border. The 'Upload Spreadsheet' section includes instructions: 'Create spreadsheet with SKU & quantity columns. Column A Row 1 should be SKU. Column B Row 1 should be Quantity' and 'Download this spreadsheet template and then add SKUs to it. Upload when complete.' It also features a file upload area with a document icon and the text 'Drop here your XLS or choose a file' and a 'VALIDATE' button.</p> <p>Note: To use the Quick Enter SKU method, click here. To use the Product Search method, click here.</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;"> <h3 style="text-align: center;">Upload Spreadsheet</h3> <p>Create spreadsheet with SKU & 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: 80%;"> <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>Note: 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; text-align: center;"> <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; text-align: center;"> <div style="border: 2px solid red; padding: 10px; display: inline-block;">  <p>Drop here your XLS or choose a file</p> </div> <div style="margin-top: 10px; text-align: right;"> <input type="button" value="VALIDATE"/> </div> </div>															

Place an Order – Upload Spreadsheet, continued

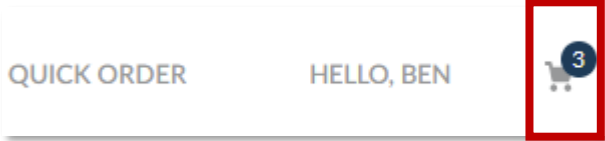
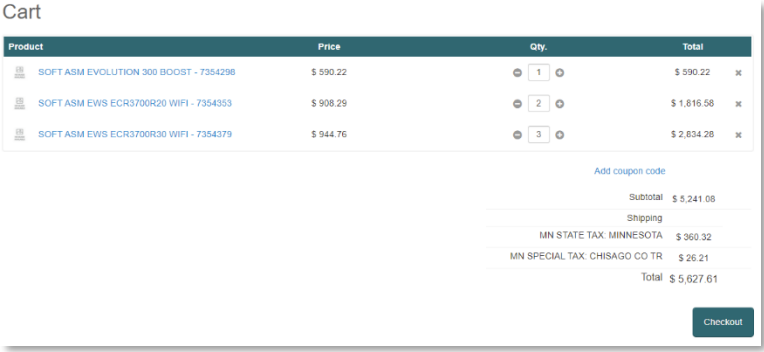
7	Find the file in the place you saved it and upload it.
8	<p>Select <i>Validate</i> once your spreadsheet has been uploaded:</p> 
9	Select ' <i>Add to Cart</i> ' if you are ready to begin checking out.
10	<p>If you need assistance with completing Checkout, click here to view that process.</p> <p>END. Return to Menu.</p>

Checkout Process




Purpose:

To assist you in the steps for checkout.

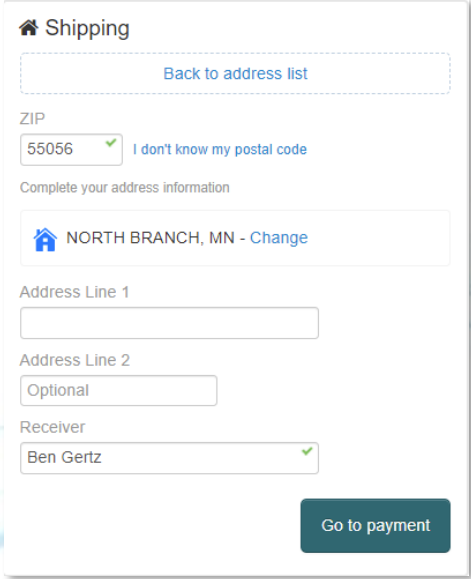
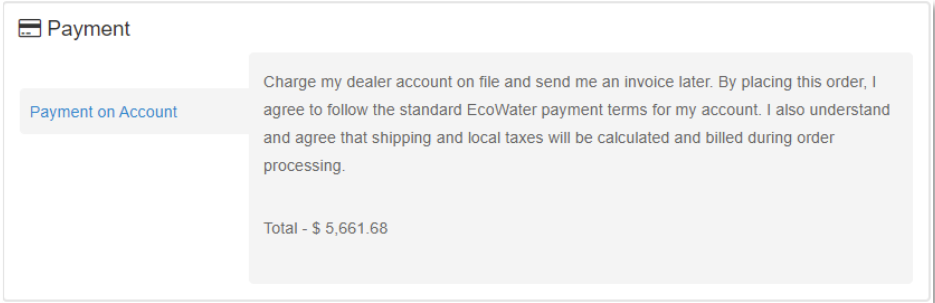
How to checkout:

Step	Action
1	<p>Click on the cart icon in the upper right-hand corner of the screen to view your cart.</p>  <p>Note: 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>
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>  <p>Note: if you have a coupon code, select <i>Add Coupon Code</i> to enter it.</p>
4	Click <i>Checkout</i>

Checkout Process, continued

	<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="540 531 1321 842" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Account Information</p> <p>Parker & Sons - 397368 ben.gertz@ecowater.com - It's not you? Sign Out</p> <p>Name: Ben Gertz Phone: (612) 888 9652 Account #: 554</p> </div>
6	<p>The Shipping field shows you where the current order is being shipped to.</p> <p>Do you need to change an address?</p> <ul style="list-style-type: none"> • If yes, continue to step 7 • If no, skip to step 14 <p>Note: The most recent address will be used as the ship-to address. Always verify that the correct address is listed.</p>
7	<p>Click the Edit icon.</p> <div data-bbox="513 1285 1321 1541" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p> Shipping </p> <p>38495 Hillshire Ave NORTH BRANCH, MN 55056</p> </div>
8	<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 for the new address.
11	<p>Enter in the address and the receiver's name (who will be receiving the order).</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	<p>The Payment field is set to Payment on Account. This is currently the only option available.</p> 

Checkout Process, continued

15	Select your preferred shipping method.						
16	Ship Payment must be Pay with Invoice.						
17	<p>If you selected <i>Preferred Carrier</i> as your ship method, fill out the following fields:</p> <ul style="list-style-type: none"> • Preferred Carrier – the name of the carrier • Phone # for this Order if different – additional phone number if needed • Promo Code – any promo codes that the preferred carrier is using. If none, leave blank. <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: left; padding: 2px;">Preferred Carrier</td> <td style="width: 33%; text-align: left; padding: 2px;">Phone # for this Order - if different</td> <td style="width: 33%; text-align: left; padding: 2px;">Promo Code</td> </tr> <tr> <td style="border: 1px solid #ccc; height: 20px;"></td> <td style="border: 1px solid #ccc; height: 20px;"></td> <td style="border: 1px solid #ccc; height: 20px;"></td> </tr> </table> </div> <p>If you did not select <i>Preferred Carrier</i>, you do not need to fill out these fields.</p>	Preferred Carrier	Phone # for this Order - if different	Promo Code			
Preferred Carrier	Phone # for this Order - if different	Promo Code					
18	Purchase Order Numbers are not required for placing an order. If your organization uses them to manage their orders, enter it into the Purchase Order Number field.						
19	<p>If your delivery requires any special accommodations, select the checkbox next to it.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <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	
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20	Enter a Do Not Ship Before date if you do not want your order to arrive before a specific date.						

Checkout Process, continued

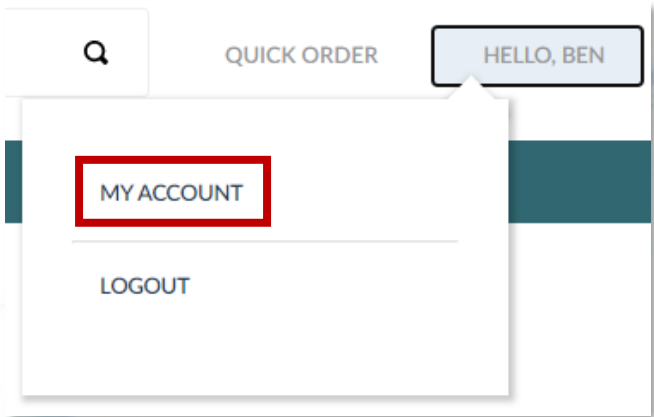
21	Any special notes or comments for an order should be as brief as possible to ensure labels print correctly. We recommend no more than 1 or 2 sentences.
22	Click <i>Complete Order</i> when you are ready to place it.
23	You will see a summary screen with your order number and products. Keep your order 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 Orders@EcoWater.com . END. Return to Menu.

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


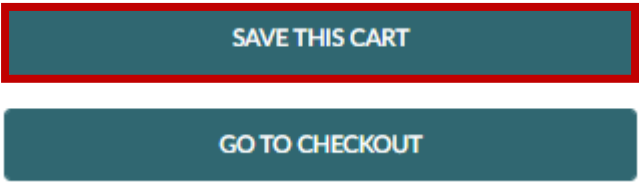
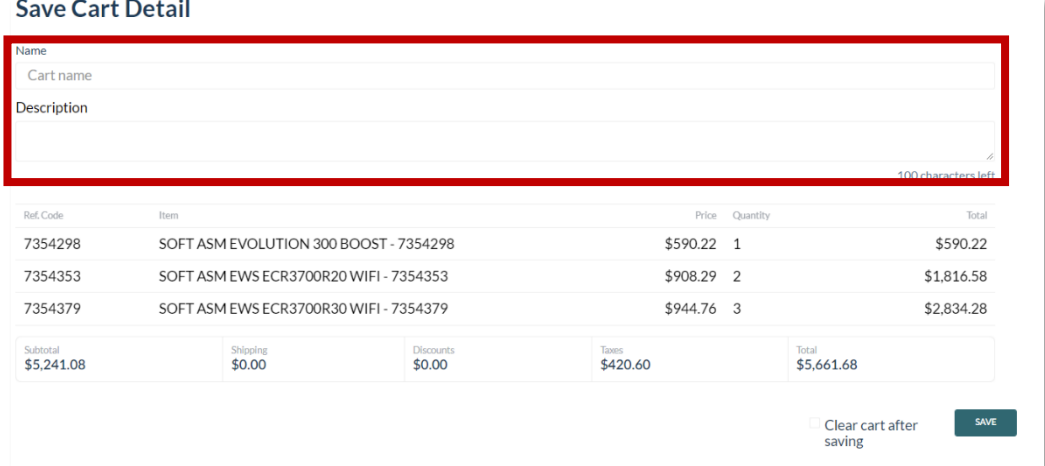
Step	Action
1	<p>Click on <i>Hello, Your Name</i> in the upper right-hand corner of the screen and select <i>My Account</i>.</p>  <p>The screenshot shows a user interface with a search icon, 'QUICK ORDER', and a user greeting 'HELLO, BEN'. A dropdown menu is open, showing 'MY ACCOUNT' (highlighted with a red box) and 'LOGOUT'.</p>
2	Select <i>Orders</i> from the left-hand menu.
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>Note: 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>Note: 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 Orders@ecowater.com. Orders cannot be cancelled or modified via the portal at this time.</p> <p>END. Return to Menu.</p>

Save a Cart

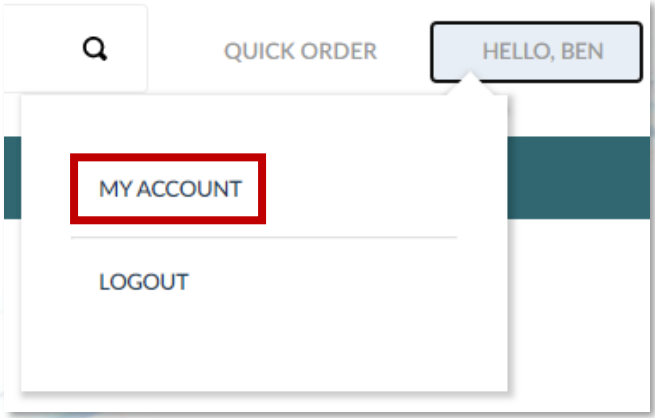
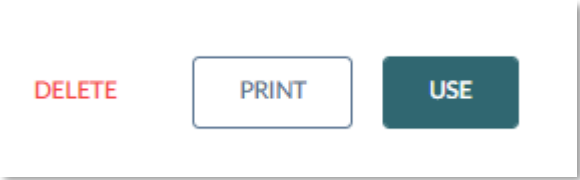
Purpose:

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 & description for this cart.</p> <p>Save Cart Detail</p>  <table border="1" data-bbox="381 1554 1356 1732"> <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" data-bbox="381 1690 1356 1732"> <tr> <td>Subtotal</td> <td>Shipping</td> <td>Discounts</td> <td>Taxes</td> <td>Total</td> </tr> <tr> <td>\$5,241.08</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$420.60</td> <td>\$5,661.68</td> </tr> </table> <p><input type="checkbox"/> Clear cart after saving SAVE</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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\$5,241.08	\$0.00	\$0.00	\$420.60	\$5,661.68																											

Save a Cart, continued

4	Click <i>Save</i> to save this cart.
5	Your cart will appear in <i>My Saved Carts</i> . Note: 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.  Note: you can select Delete here to remove the cart from your saved carts.

Save a Cart, continued

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 here . END. Return to Menu.

Edit or Modify a Submitted Order

Purpose:

To assist you with modifying or editing a submitted order.

Contact:

To edit or modify a submitted order, please contact Orders@EcoWater.com. You will not be able to edit, modify, or delete an order that has been placed through the portal.

END. [Return to Menu.](#)

