



DESIGN HOME

GIFT & PAPERZ

How to Sign-Up & Navigate Our New Online Ordering System

Signing Up

Go to www.designhome.ca

Existing Customers

- Click on the "Order Online Register Today" button located to the upper right of the Home page, or click on the "Shop Now" button at the bottom of the emails you receive from us, which will take you to the Order Online page
- If you are an existing Design Home retailer, click on the "New User Registration" link located under the Login button.
- Fill in the required information. You will then receive an email from us with your temporary password information. Please login and change your password right away.

New Customers

- If you are **NEW** to Design Home, please contact us at sales@designhome.ca and we will help you with the registration process.

Online Ordering

Go to www.designhome.ca

- Once logged in choose "Shop Catalogue" link
 - If your screen is blank, you will have to download MicroSoft Silverlight to view our catalogues. There are links on the Login page for downloading Silverlight, just follow the installation prompts and say "yes" to run add-on.
 - Sign back into your account after downloading.
- On the main catalogue page, click on the cover of the catalogue you'd like to shop.
- Use the navigation arrows (previous or next) at the top of the page, or click on the bottom right corner of each page to flip the page.
- Mouse over the item you want to purchase and enter the number you would like in the quantity field – don't forget you have to meet the required minimum and work in multiples of the case pack.
- When the item is ordered and in your shopping cart, the item will show a green box around it with the quantity you ordered.
- When mousing over a picture with more than one item, use the "Click On" view prompt to select from a list of multiple items.
 - Enter the quantity you want to order and click on "Add to Cart"
 - When finished, click on "Return to Catalog" in the top toolbar

- Return to catalogue by clicking on the top right corner of the page.
- To return to the main catalogue page click the "Return to Catalog" button in the top toolbar
- At any time you can view your shopping cart by clicking on "Cart Items" in the top toolbar to view a list of your purchases.
- When finished, just click on "Proceed to Checkout" at the top right of the page.
 - All of your orders, listed by vendor, will appear on the left side of the page. You will also be notified if your order is less than the minimum required.
 - Fill in the information on the order page header – check your shipping address, enter your PO and any specific shipping dates.
- Click on "Submit Order" on the upper right of the page. When your order is sent, you'll see it is no longer displayed on the left hand list of your orders by vendor.
- You will receive an order confirmation by email.

- To view all of your orders, and their status, use the "My Orders" link at the very top of the page. You can also find all of your account information in the "My Account" link.

Questions

If you have any questions regarding the above process, please contact support@designhome.ca.