## 1. <u>Log-in</u>

You will have been supplied with a user id and password by the service.

Enter these on the log in page.



At log-on you will see this screen.

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Check that your contact details are correct. If you need to edit them, do so and then press 'update.'

At each log-in you have the opportunity to change your password. You do not need to do this, simply press 'continue' to keep your password the same. If you do update your password press 'update' after you have done so. The next page allows you to access the main store and any satellite stores you access. If you are accessing a satellite store, select it from the drop down (Store).



Instructions on placing an order from a satellite store are shown on the welcome page for each satellite store.

## The following instructions apply to a request for home delivery, collecting from the Aintree store or arranging for delivery to a convenient order collection site.

If your base and budget holder are incorrect, please contact the service to change this. You can not change these details. Take a note of how your base has been recorded, you will be asked for this if you need a password re-set (see re-set password option below).

If everything is correct press 'continue.'

Contact details for the service.

Tel 0151 288 6212

Email equipment.service@sefton.gov.uk

15.04.2020