

RMS | eStore User Guide



- **Start by visiting our home page at www.rms-electric.com**
- **For full online access to our e-Store, click on “eStore”** as shown in the picture to the left. You will need to log on with your e-mail address and password for complete access to all services in the eStore.
- **For quick inventory checks without the need to log on, click on “QuickCheck”** as shown in the picture to the left. You do not need a password and will instantly see quantities available after your search.

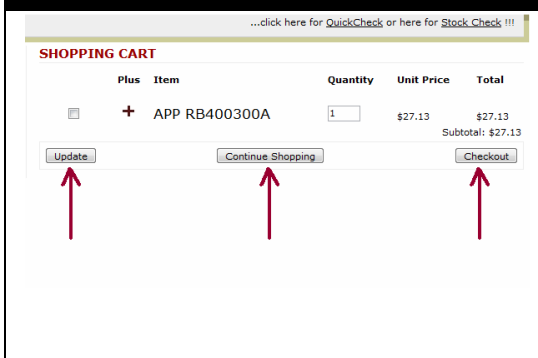
- **Log On with your e-mail address and password in box #4.** Password must be entered in lower case. The “My Account” page shown below will display after log on.
- **Forget your password?** Have it sent to your e-mail address by clicking on “Forgot Password?” in box #4.
- **Quick inventory checks without the need to log on,** click on “QuickCheck” in box #1.
- **Not a registered user and would like full access to our e-store,** click on “Sign Up Now” in box #3. Fill in the registration form and quickly receive a password.



- **Start shopping or begin inventory searches** by clicking on “Stock check” or “place Order”.
- **View your order history** by clicking on “View your order history”.
- **Request account information changes** by clicking on “Edit your account information”. Store and edit as many shipping addresses as you need in “modify your address book entries”.



- **Start a product search** by selecting a manufacturer from box #1 labeled “Enter Manufacturer” or leave at “ALL” to see all manufacturers. Enter your catalog number without dashes or spaces in box #2 and click on “Search”. Your search results will display a list of all items for the catalog number entered.



- **Select the item you would like to add to your shopping cart** by clicking on its catalog number. This item will be added to your cart. You may then proceed to update the quantity, continue shopping, or checkout on this page.
- **Ready to place an order?** Click on “Checkout” and proceed to complete the following “Checkout Address” and “Shipping and Payment” pages. You will arrive at a “Checkout Confirmation” page. To process and submit your order, simply accept the terms and conditions and click on “Send Order”. You will receive an order confirmation via e-mail.