



## I. Logging In

Launch your web browser and navigate to [www.paxtonco.com](http://www.paxtonco.com). Enter your Username and Password. Click the “Login for Orders” button.

### First Time Log In’s

Within 24 hours of requesting an on-line ordering account you will receive an email confirming your account set up. Your initial Username and password is:

Default Username: Paxton Company Account Number

Password: password

Keep in mind your Username and Passwords are case sensitive.

Following initial log in, click **Edit Account** to change your Username and password.

## II. Placing Orders

Once you have logged in, you can begin an order by entering an item number and quantity, searching for an item or browsing the item catalog.

- If you know the part number, you can enter it in the **Line Item Add**
- Use these options to view current **Specials**, to enter a list of items on the **Order Pad**, go back to the **Home/Browse** screen which displays a list of categories
- Search by product **Keyword**, Item Number, Order Number or PO Number



## III. Browsing the Catalog

From the Home/Browse Pages, you can view a listing of categories. Click on a category to view items associated with the category. To order items from this page enter a **QTY** and click **Add to Cart**



## IV. Item Detail Page


You can click on any line from the Browse Listing to view a more detailed description of item or obtain additional images, links to the manufacturer with important information such as MSDS sheets, Application Guides, etc.





## V. Reviewing Your Shopping Cart

Your shopping cart contains all the items you've added to your order. The number of items in the cart and the total order value always displays in the upper right corner of every page.

- Click on the  button or **View** to go to the cart
- Change the quantity values or remove an item from the cart. Click **Update Cart** if you make changes to your order.



## VI. Checking Out

- Click **Save Order** if you are not ready to send your order for fulfillment, otherwise click **Submit Order**
- Contact Information** is pre-populated and can be edited from the Browse page, under the My Account Tab on the right side of your page
- The **Sold-To Address / Ship-To Address** information is pre-populated and can not be changed on-line. Contact Paxton Company to make any address changes
- Enter order comments, if applicable
- Click **Submit Order** when ready to send your order to Paxton

