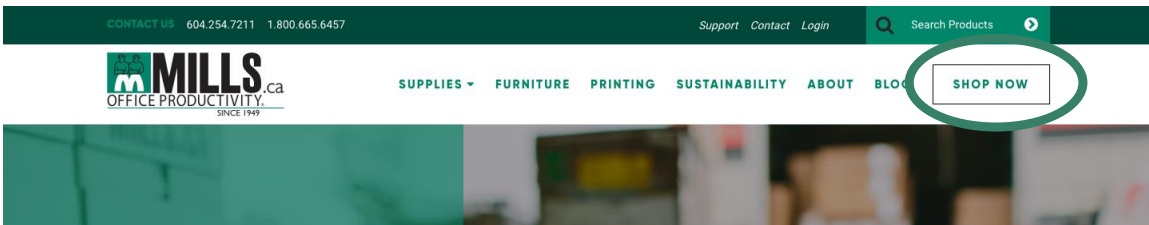
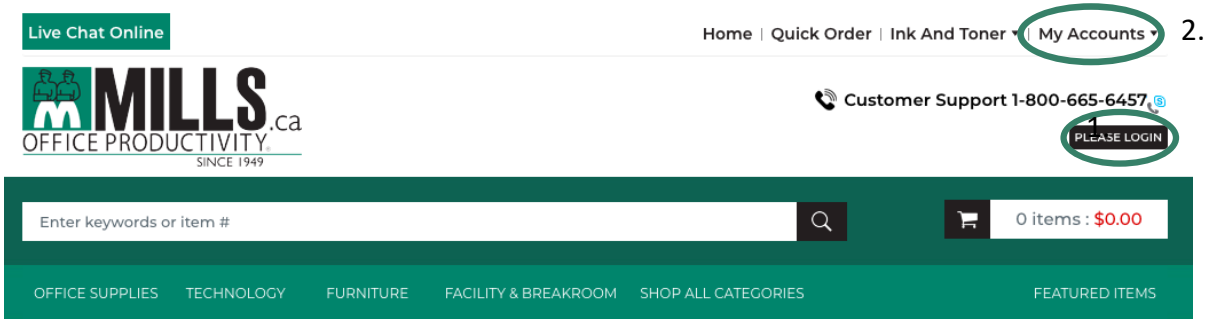


# How To Change Your Ordering Account, Check Order History & Shipping Status

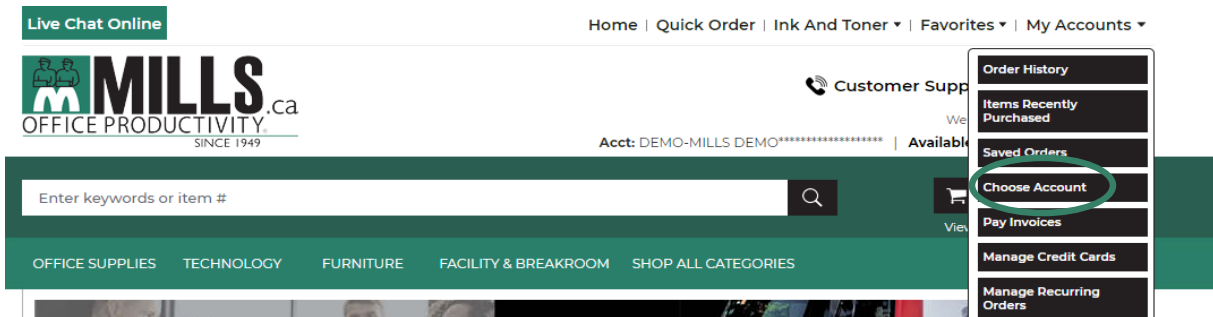
1. When you make it to our home page, click the shop now button. In the top navigation bar.



2. Welcome to our E-Commerce site. From here please log in. After logging in go to the "My Accounts" drop down in the top right corner.



3. From the drop down menu, select "Choose account".



4. Press your space bar to show all departments. From the drop down choose your department/location and select continue.

**Choose Account**

**Current Account/Department**

Account: DEMO - MILLS  
DEMO\*\*\*\*\*

Department: Blank Department

Attention: Blank Attention

**Select Different Account/Department**

Account: DEMO - MILLS  
DEMO\*\*\*\*\*

Department: Blank Department

Attention:

Blank Department

FORT-FORT ST JOHN


SMIT-SMITTERS


**Continue**

5. Return to the drop down menu and select "Order History".

Live Chat Online

Home | Quick Order | Ink And Toner ▾ | My Accounts ▾



 Customer Support
 

Order History

Saved Orders

Choose Account

Pay Invoices

Manage Credit Cards

Edit Budget


🔍
🛒

OFFICE SUPPLIES
TECHNOLOGY
FURNITURE
FACILITY & BREAKROOM
SHOP ALL CATEGORIES

6. You can look at the items included in the order by selecting the plus sign

Search
History

Clicking the **Print** button produces an Adobe Acrobat document. You will need Adobe Reader (a free download) to view this document.


Show legend

Expand
Print
Add To Favorites

Credit Return
Add To Cart

View	Order #	Dept	Total	Status	PO	Order Date	Invoice Date	Ordered By	Attention
<div style="display: flex; align-items: center; gap: 5px;"> <input type="checkbox"/> <span style="border: 1px solid green; border-radius: 50%; padding: 2px;">+</span> </div>	538889-0	SMIT	\$942.75	00	PEB-DALE	2/8/2019			
<div style="display: flex; align-items: center; gap: 5px;"> <input type="checkbox"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> </div>	537555-0	SMIT	\$598.00	00	CRYSTAL	2/7/2019		CHAIR FOR SHANE	
<div style="display: flex; align-items: center; gap: 5px;"> <input type="checkbox"/> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">+</span> </div>	533266-0	SMIT	\$629.00	00	FOIDART	2/1/2019		JOCELYN FOIDART 850-9092	
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Expand
Print
Add To Favorites

Credit Return
Add To Cart

7. From here you can select an item to add to your current cart or to request a return.

		View	Order #	Dept	Total	Status	PO	Order Date	Invoice Date	Ordered By	Attention																																				
<input type="checkbox"/>	-		538889-0	SMIT	\$942.75	00	PEB-DALE	2/8/2019																																							
<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Line</th> <th>Item #</th> <th>Description</th> <th>Qty</th> <th>UOM</th> <th>Sell Price</th> <th>Tracking #</th> <th>Add To Cart</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>00</td> <td><a href="#">ERG33397085</a></td> <td>27526-01 Ergotron® WorkFit-T Sit-Stand Desktop Workstation</td> <td>1</td> <td>Each</td> <td>\$699.00</td> <td></td> <td><input type="button" value="Add"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>105</td> <td><a href="#">SPEF-SHIP</a></td> <td>DELIVERY &amp; INSTALL</td> <td>1</td> <td>Each</td> <td>\$10.00</td> <td></td> <td><input type="button" value="Add"/></td> </tr> <tr> <td><input type="checkbox"/></td> <td>110</td> <td><a href="#">ERG97904</a></td> <td>WorkFit-T and WorkFit-PD Conversion Kit, Dual Monitor Kit, Black</td> <td>1</td> <td>Each</td> <td>\$233.75</td> <td></td> <td><input type="button" value="Add"/></td> </tr> </tbody> </table>												<input type="checkbox"/>	Line	Item #	Description	Qty	UOM	Sell Price	Tracking #	Add To Cart	<input checked="" type="checkbox"/>	00	<a href="#">ERG33397085</a>	27526-01 Ergotron® WorkFit-T Sit-Stand Desktop Workstation	1	Each	\$699.00		<input type="button" value="Add"/>	<input type="checkbox"/>	105	<a href="#">SPEF-SHIP</a>	DELIVERY & INSTALL	1	Each	\$10.00		<input type="button" value="Add"/>	<input type="checkbox"/>	110	<a href="#">ERG97904</a>	WorkFit-T and WorkFit-PD Conversion Kit, Dual Monitor Kit, Black	1	Each	\$233.75		<input type="button" value="Add"/>
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*If you have any questions regarding order history or need assistance requesting a return our customer care team would love to help. Give us a call 1-888-254-728 or send us an email at [mills@mills.ca](mailto:mills@mills.ca).*