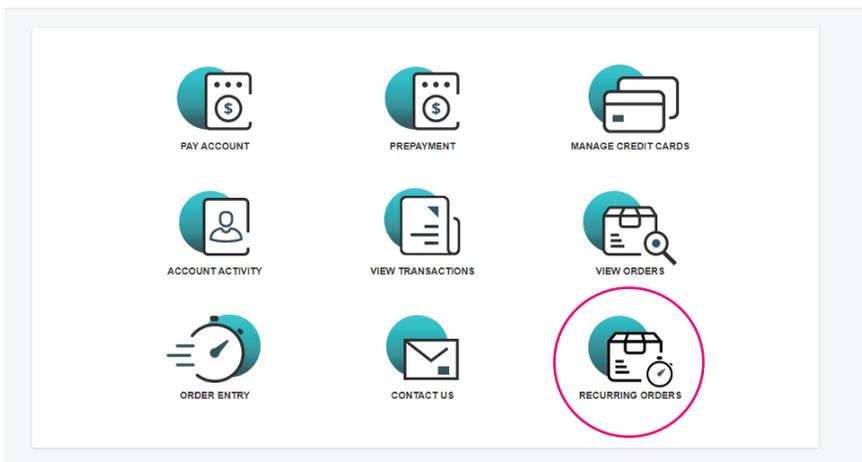


CGM Customer Portal Navigation for AutoShip Orders



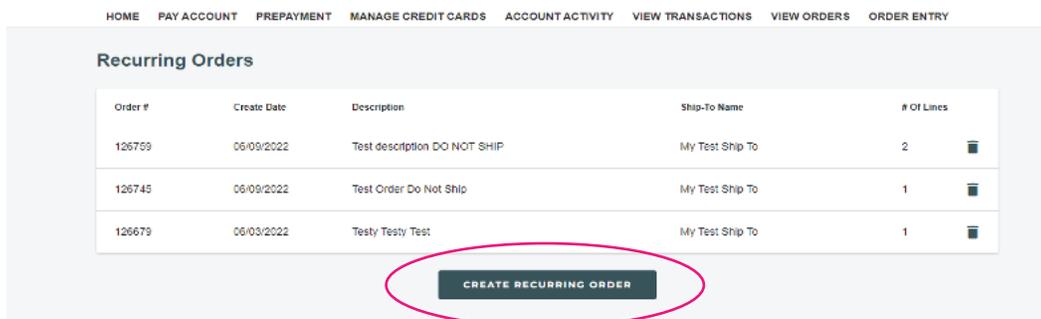
1. Once you are logged into the customer portal there will be nine options to choose from.
2. Click on the "Recurring Order" button to begin your autoShip order.



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Customer Portal
Powered By North49

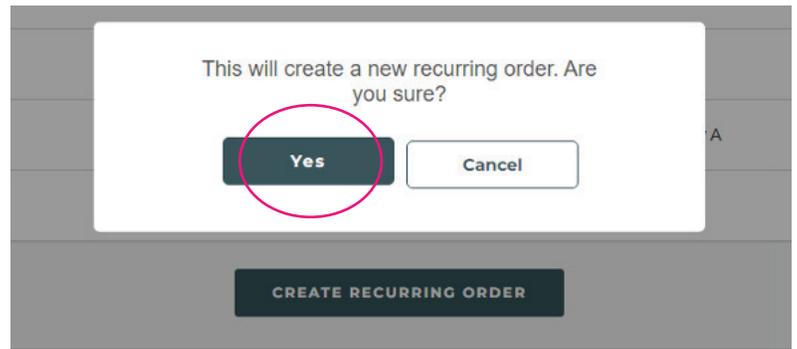
3. Click the "Create Recurring Order" button.



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4. A window will pop-up that says, "This will create a new recurring order. Are you sure?" Click the "Yes" button.



5. You are ready to create your first recurring order. Fill-in the form.

HOME PAY ACCOUNT PREPAYMENT MANAGE CREDIT CARDS ACCOUNT ACTIVITY VIEW TRANSACTIONS VIEW ORDERS ORDER ENTRY

Recurring Order

Order Number 127916	Date Created 09/08/2022	Description	
PO #	Last Ship N/A	Delivery Every	Next Ship by N/A
Ship To Name — NEW —			
Ship-to Name		Phone	
Address 1		Email	
Address 2		Comment/Shipping Instructions	
Country	City		
State / Province	Zip / Postal Code		

Item #	Description	QTY	UOM	Price	Ext. Price
ADD ITEM					
Search for an item... <input type="button" value="Q"/>					

Back Save

6. Once your order is complete and all appropriate boxes filled out click "SAVE". You have created your first order.

If you have any questions, please contact us at orders@chicagoglue.com.