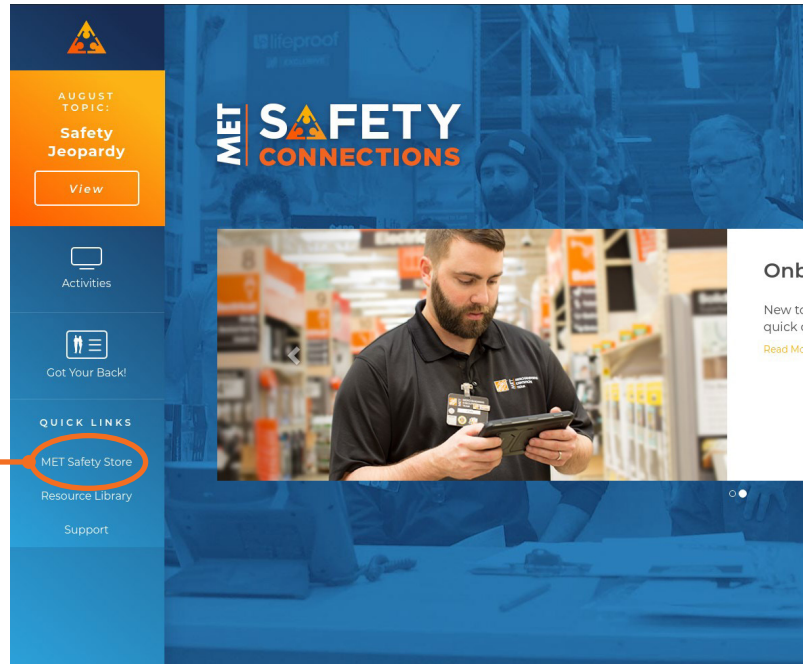




MET Store Instructions

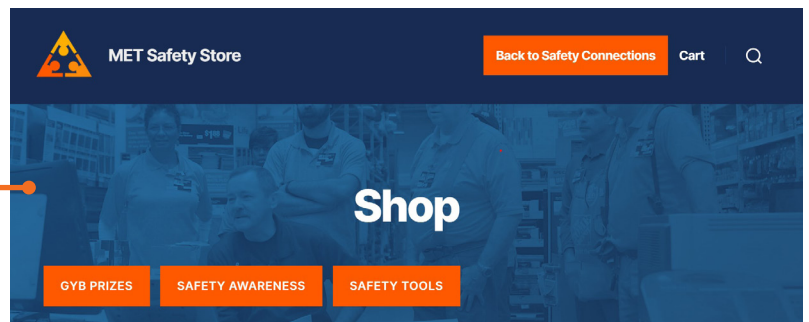
1. Sign into Safety Connections and go to the link for the MET Safety Store on the left side of the page.
 - Once you sign in with your LDAP, it will auto-fill in your location information.
 - If you are part of a travel team (not assigned to a single specific store) it will prompt you to pick a store from the drop-down list.
 - If you are a new associate or you have recently transferred from another store and your information is incorrect, please send an email to orders@metsafety.com.
 - If you have special instructions for delivery, you will be able to enter this at checkout (see Step 10).

1



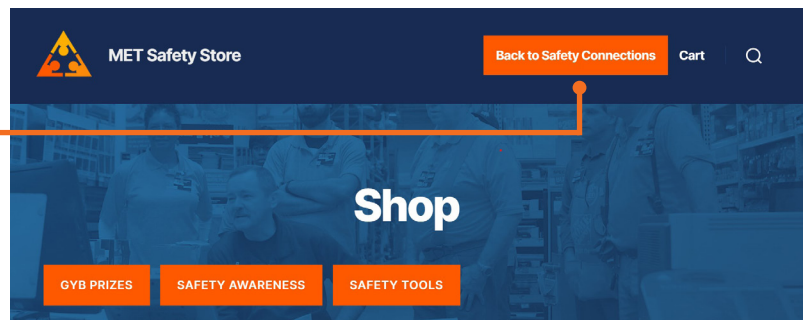
2. Click on the link to view the products listed in the MET Safety Store.

2

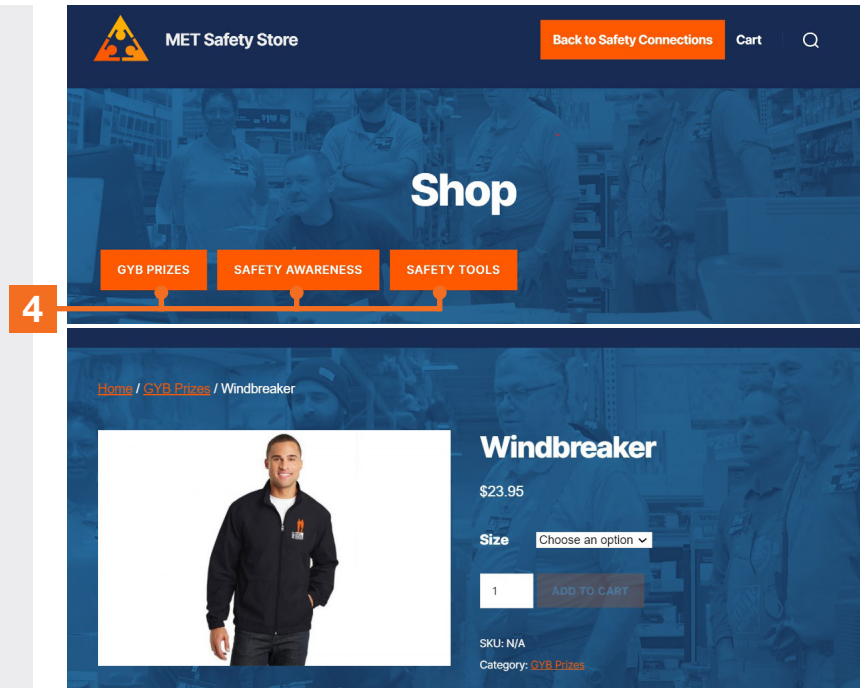


3. If you wish to return to Safety Connections, press the orange "Back to Safety Connections" button in the top right corner next to the cart and search buttons.

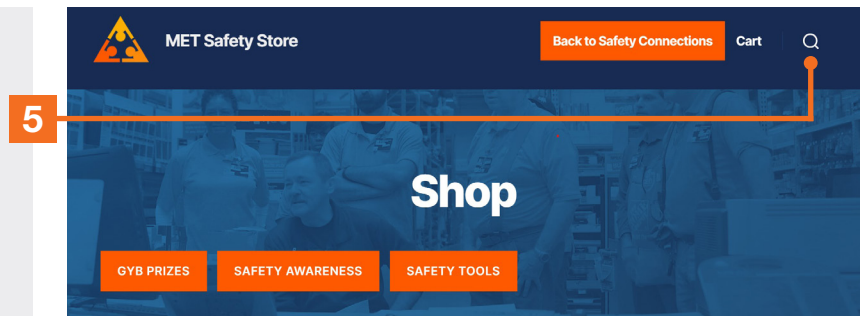
3



4. To browse through the store, you can scroll up and down the page to view all available products or you can click on the orange product category boxes directly under “SHOP” to view the various merchandise categories.
- When you click on a particular merchandise category, you will only see products associated with that category.
 - By clicking on a specific product, you will be taken to a new page with that product’s details and image.
 - If you would like to continue with the order process, skip to Step 7.

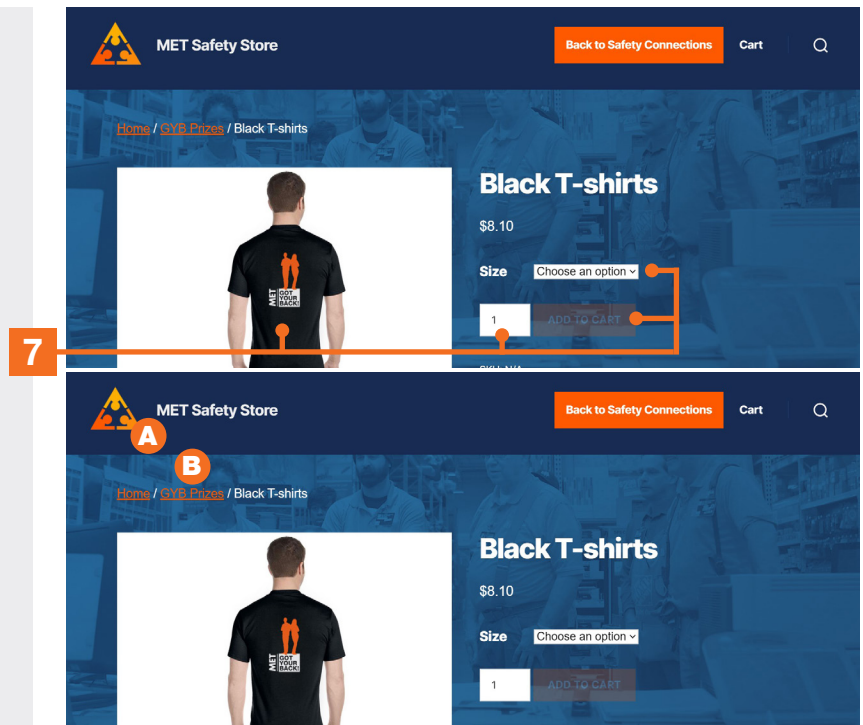


5. If you would like to search for a specific item, click on the magnifying glass in the top right corner of the page and type in criteria for the product. You can type in the color, item number, or product name. Press enter after you type in your criteria.
6. You will then see a list of items based on your search criteria. If you would like to go back, simply press back in your browser.

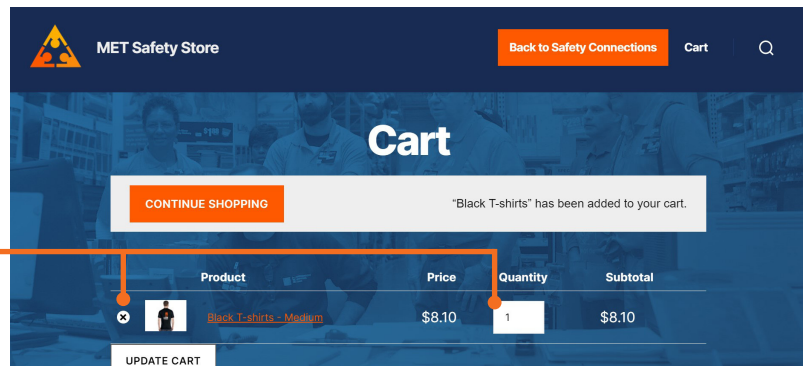


7. After clicking on a specific product, a new page will open that shows a picture and more details about the product. If you would like to magnify the item, you can click on the image. To go back to the previous page, click away from the magnified image. If you want to order the item, select a size if applicable, select your desired quantity, and then press the orange “ADD TO CART” button.

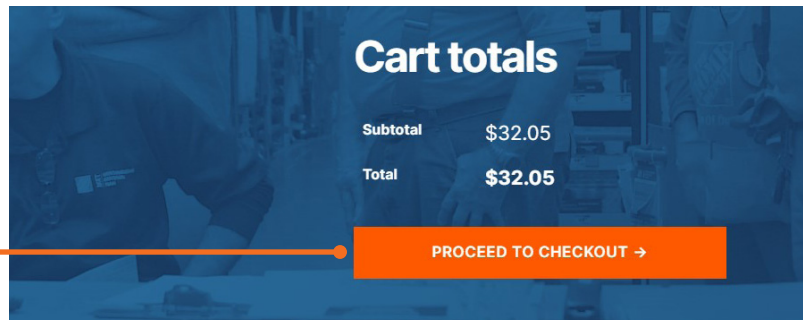
- A** • If you would like to return to the homepage, press the orange and yellow triangle in the top left of the page.
- B** • If you would like to view the category you were just under, you can click the direct links in orange under the orange and yellow triangle.



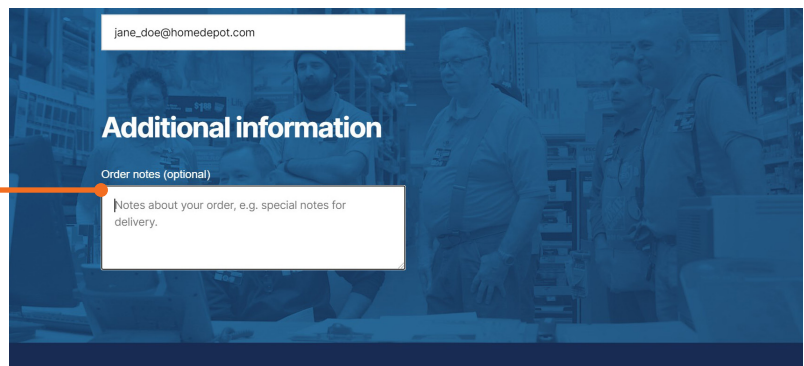
8. If you add an item to your cart, the website will automatically take you to a new page where you can view your cart. On this page, you can review the products, their prices, and the quantities you have selected. If you need to adjust the quantity of a product you can do so by clicking on the quantity box and using the arrows to change the quantity. If you would like to remove a product from your cart, press the white "X" button on the left side of the product.

8

9. When you are ready to checkout, scroll down and click the orange "PROCEED TO CHECKOUT" button. This will take you to a new page where you will need to fill in your billing information. If you have any additional information you would like to add, you can do so at the bottom of the page in the comment section.

9

10. If you have special instructions or if your package needs to be sent to the attention of someone other than yourself, please enter the information in the "Other notes (optional)" section.

10

11. Press the "PLACE ORDER" button to finalize your order.

11