



Dealer Portal Management Guidelines

My Username Is: _____

1. Log in to your account at www.leisurecraft.com by clicking on the Dealer Login button on upper right hand side.
2. Once signed in, you can click on the products tab to choose which product you would like to order.
3. If you have Product Numbers you can find them directly using the Search Bar at the Top.

Please Enter one Sauna per Order Only!

(Accessories, Showers, Furniture or other items can be ordered with a sauna that are intended to ship at the same time, to the same end user.)

4. Choose Style of Sauna and Heater Option.
5. Choose size of Sauna .
6. Choose options from drop down menus, when finished hit the calculate price button. *(The view images button is helpful to confirm details on the options)*
7. If ready to place your order Click Add to Cart.
8. Go to your Shopping Cart and enter the Applicable Discount Code, (Above Quick Order) then proceed to the checkout.
9. Enter Shipping Information of customer or if Shipping to your Business click the Ship to Billing Address check box.
10. Please Enter a PO Number.
11. Any Customizations, Special Delivery Dates or other notes please use the Questions & Comments Section.
12. Scroll down and select your Shipping Option.
13. Scroll down and select your Payment Option and Proceed to Payment> Confirm Order Details and Process.
14. **Please do not leave items in your Shopping Cart for extended period, this will slow down your login and prices will not be properly calculated.**

You will receive a confirming email within minutes of your order being placed and a Sales Order Confirmation will automatically be sent out within 24 hours.

See next page 2 for guidelines on checking order status and other account management.

Dundalk LeisureCraft Inc.

318448 8th Line NE, Melancthon Ontario Canada L9V 2K3

Order History & Scheduled Ship Dates

1. Go to Order History on the Left Menu in My Account.
2. If the order has been scheduled, the estimated build date will be displayed here. If there is no date (N/A), the order has not been scheduled for production.
3. If the Order has shipped a live tracking number will show on here, you can track the order directly from here.
4. If You want to see open Sales Orders only Check off the box beside "Only Sales Orders" This will hide all orders that are already invoiced.
5. If you want to Pay Orders by Credit Card from the portal go to Pay Orders.
6. You can see a current statement of your account by clicking on "View Statement"
7. Use The Lead Times Button at the top to get Estimated Build Dates on new orders. The Lead Times page is for new or pending orders, not for orders already in the system and placed in line.
8. If you are finished working in the Dealer Portal, please use the Sign Out Button to avoid your account from locking or slowing down in the future.

The screenshot shows the Leisurecraft Dealer Portal interface. At the top, there is a navigation bar with the Leisurecraft logo and menu items: HOME, PRODUCTS, LEAD TIMES 7., MY ACCOUNT, and CART (0). The page is titled "Order History" and displays a list of orders. The left sidebar contains navigation links: My Account, Easy Reorder, Order History 1., Pay Orders 5., Cart, View Statement 6., Contact Us, and Sign Out 8. The main content area shows three orders with columns for ORDER PLACED, SCHEDULED SHIP DATE, SHIP TO, and TOTAL. The second order is highlighted with a red box around the SCHEDULED SHIP DATE (05/04/2022) and a "Track Shipment: 778653248" link, both labeled with a red "3.". The first order has a "Only Sales Orders" checkbox labeled with a red "4.". The page also includes a "Pay Orders" button and a "Reorder" button for each order.

ORDER PLACED	SCHEDULED SHIP DATE	SHIP TO	TOTAL	SALES ORDER #	PO Number
05/05/2022	N/A	Joe Smith	\$240.35	W1607	6543
03/04/2022	05/04/2022	John Henry	\$18,069.40	W1606	9876
04/11/2022	05/03/2022	David Martin	\$1,375.21	W1605	1234

Please contact your Account Manager or our office directly if you have any questions or concerns.

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