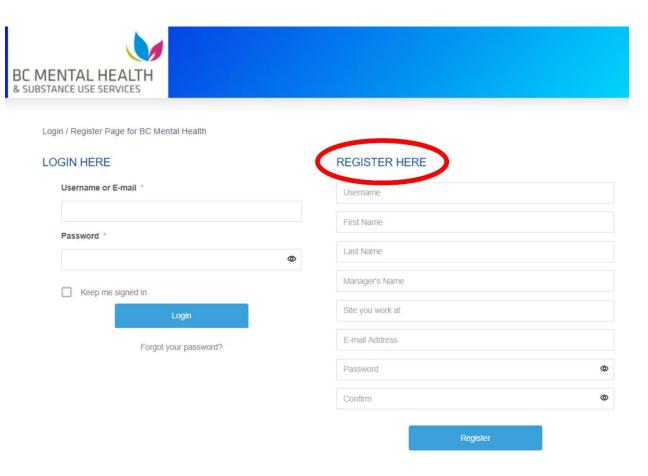
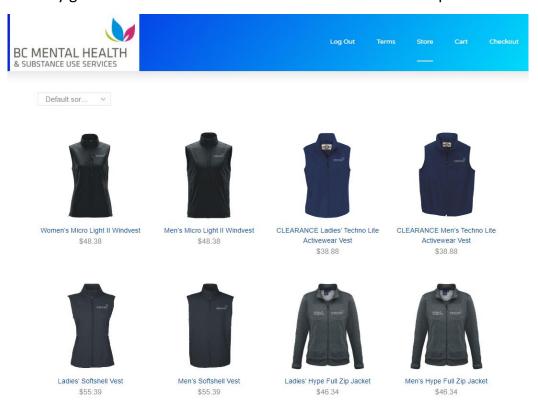
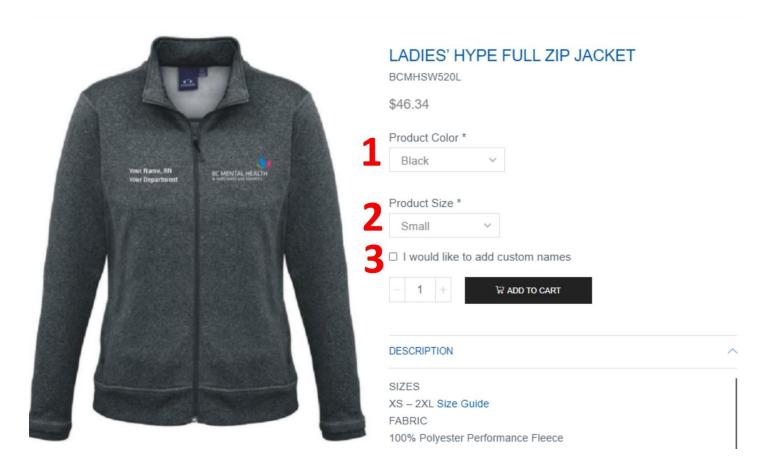
- 1. Access e-store through: <a href="https://bcmh.keyinnovations.ca/">https://bcmh.keyinnovations.ca/</a>
- 2. Register for access:



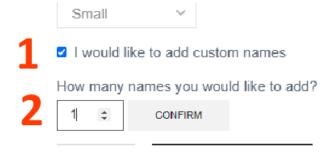
3. You are immediately granted access to the store. No email verification required.



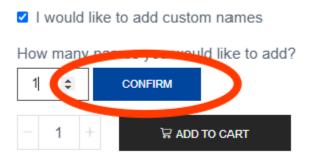
4. Select the items you wish to purchase. Enter (1) colour and (2) size. Optional (3) add personalization on up to two lines. Maximum of 20 characters per line. Personalization adds \$12 to price. Example: Line 1: "Name, RN" Line 2: "Psychiatry"



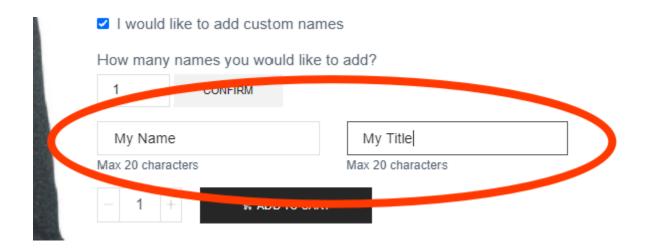
To add personalization: (1) check the box (2) enter quantity of items to be personalized:



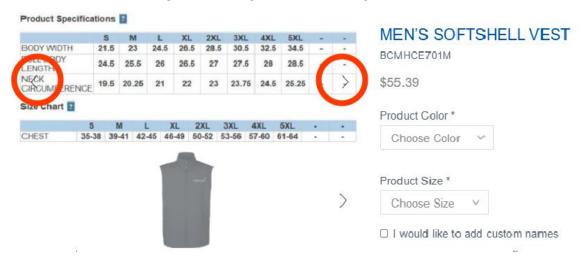
## Personalization: Click confirm:



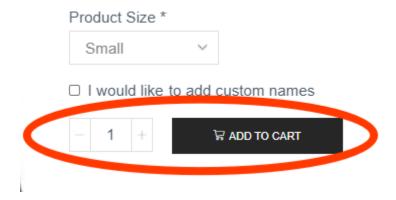
Personalization: Enter details for line one and line two personalization. Your item will be personalized **EXACTLY** how you type it. Consider uppercase, lowercase, commas, and spacing. Personalization is done in white or black based on the item's colour.



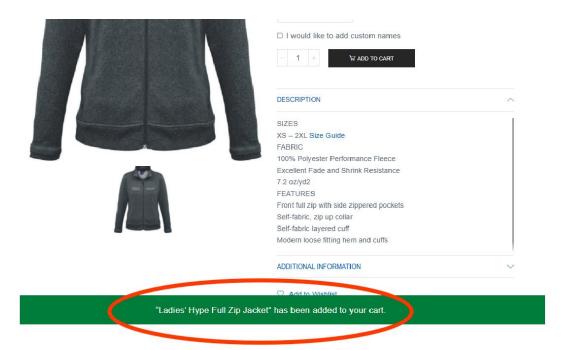
5. To see a size chart, scroll through item images to view sizing.



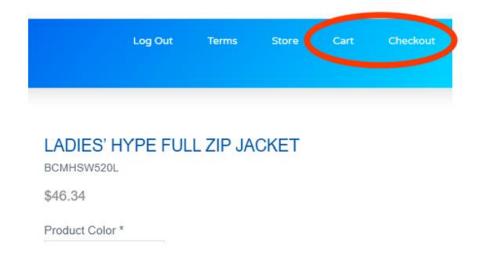
6. Click add to cart:



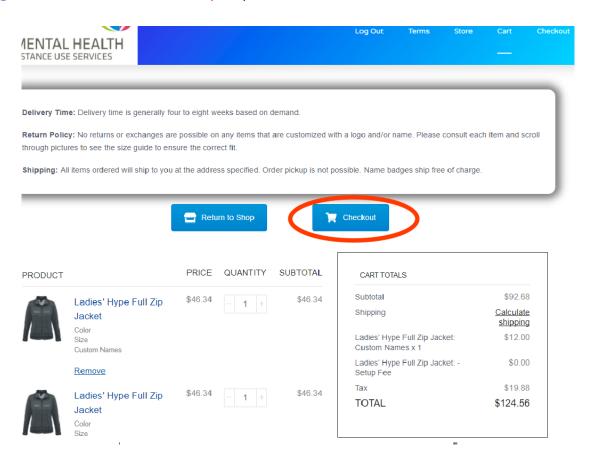
7. You'll see a green notification at bottom that item was added to your cart:



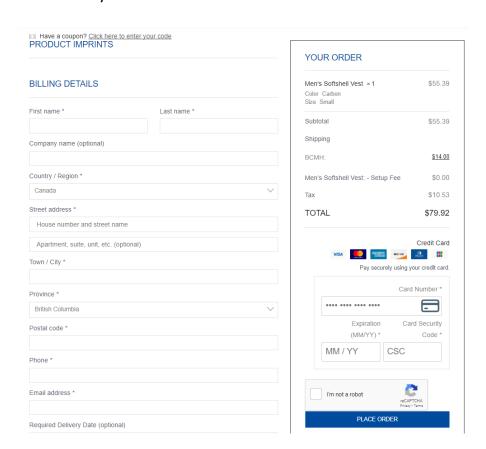
8. You can modify your order in the Cart or go directly to Checkout to review and pay.



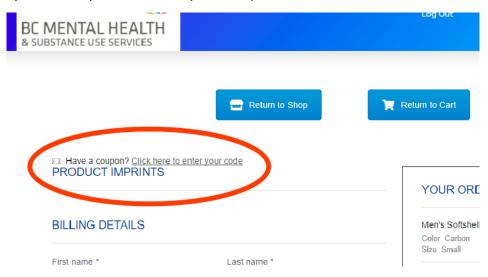
## 9. Viewing CART: You can return to shop or proceed to checkout.



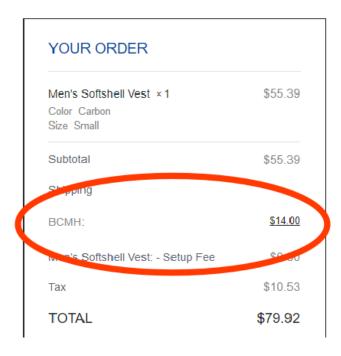
## 10. Viewing CHECKOUT: Fill-in your details



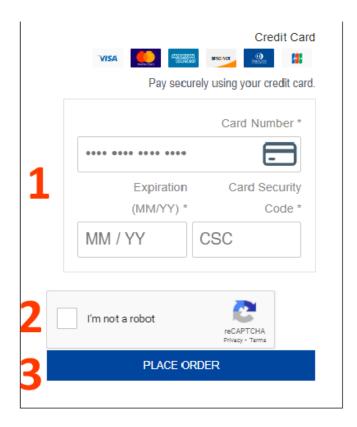
11. If you have a coupon code, you can enter your coupon code here.



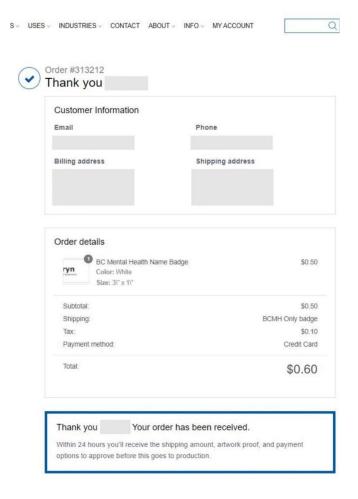
- 12. Shipping is a flat fee of \$14 and ships to the address you enter\*.
  - \*When a coupon code is entered your order will ship to your place of work and not the address you enter.
  - Name badges have no shipping charge.



13. Enter (1) payment details, (2) confirm reCAPTCHA, and (3) place order



14. Upon completing order, you will see the "Thank you" and taken outside of the store.



15. Questions regarding products and ordering please email <a href="mailto:cs@keyinnovations.ca">cs@keyinnovations.ca</a>
16. Please see terms and conditions: <a href="https://bcmh.keyinnovations.ca/terms">https://bcmh.keyinnovations.ca/terms</a> and conditions/