



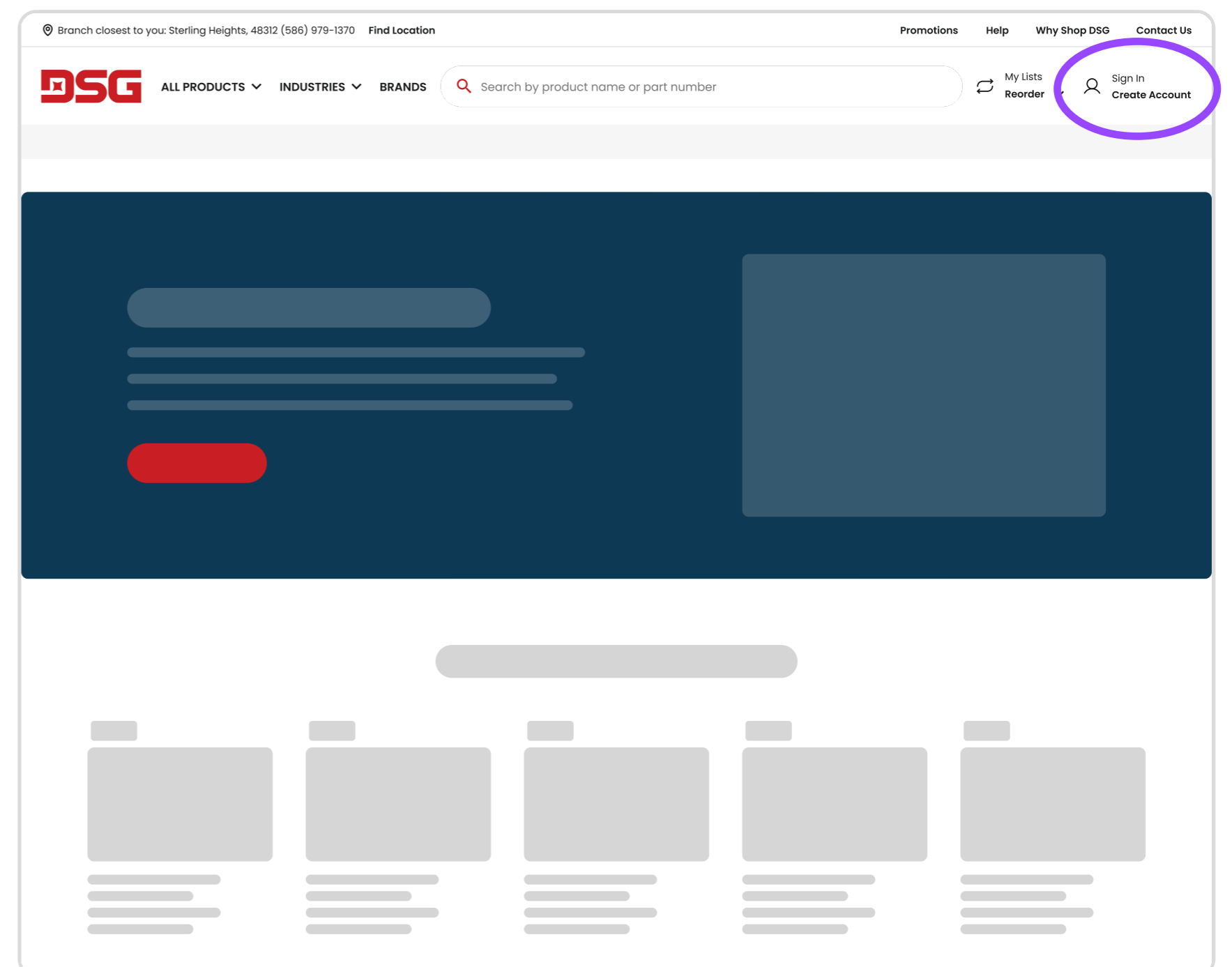
## Website Training Video

Release 1.0

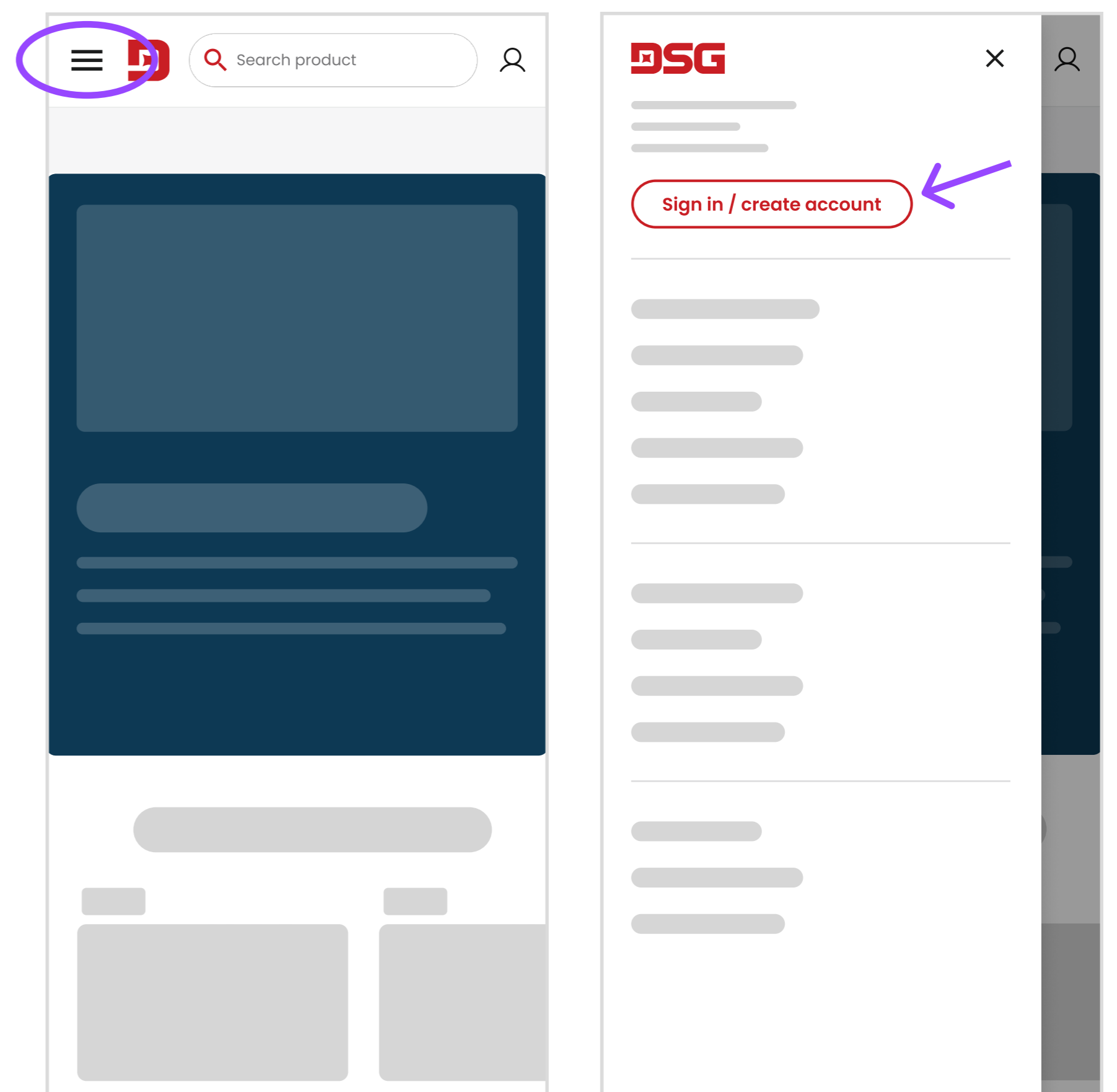
# Signing In for the First Time

The first time you sign in to DSG, you'll be asked to provide additional information regarding your fulfillment preferences. This will streamline your shopping experience and only needs to be filled out one time.

1. First, go to [dsgsupply.com](https://dsgsupply.com) and navigate to the 'Sign In' that is in the top right-hand corner.

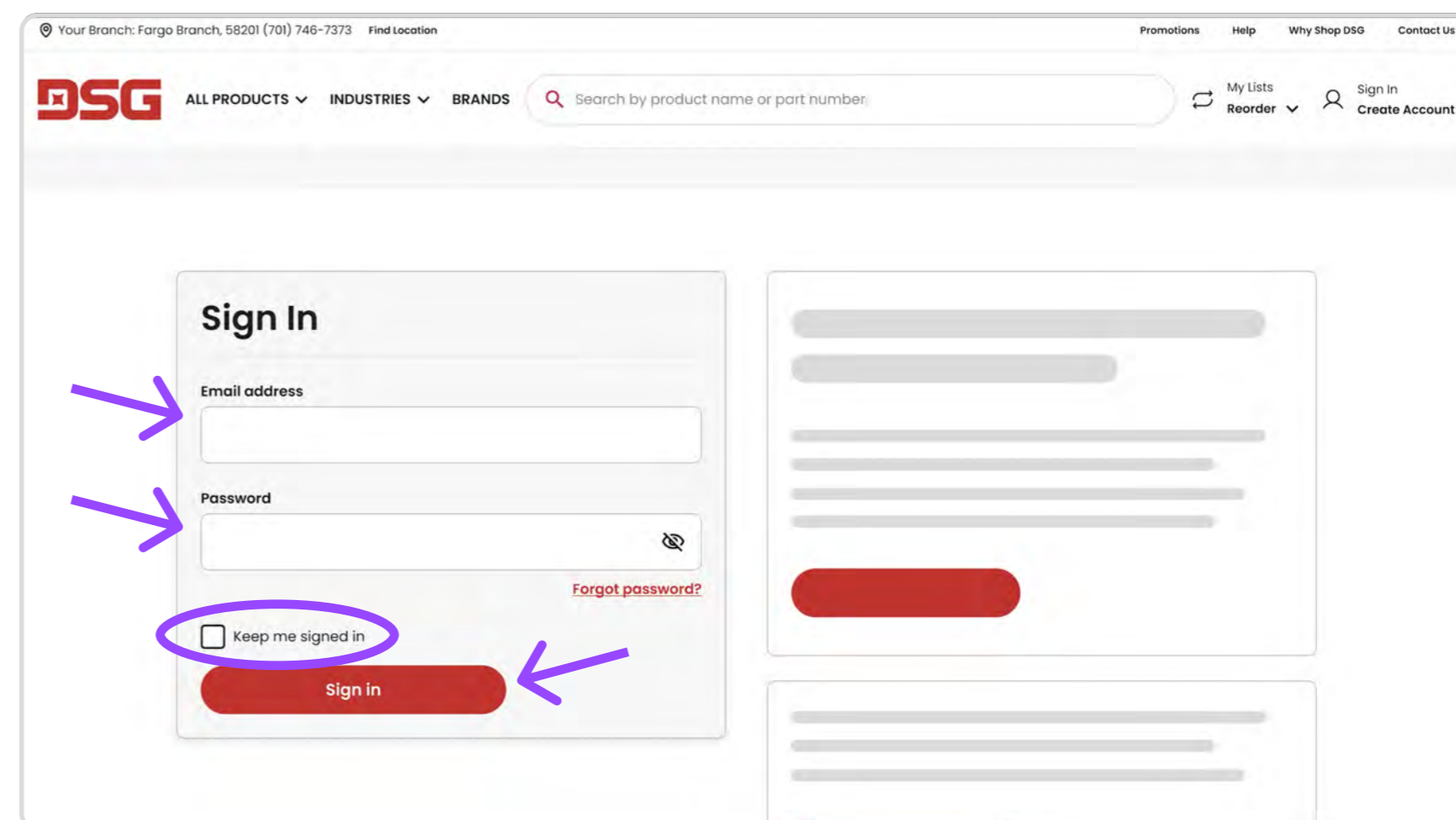


- a. If you're on a mobile device, click on the hamburger menu in the top left and then click "Sign in/create account."



2. Next, enter your email address and password. If you'd like us to save your sign in credentials for future use, be sure to click on "Keep me signed in."

3. When you're ready, click "Sign in."



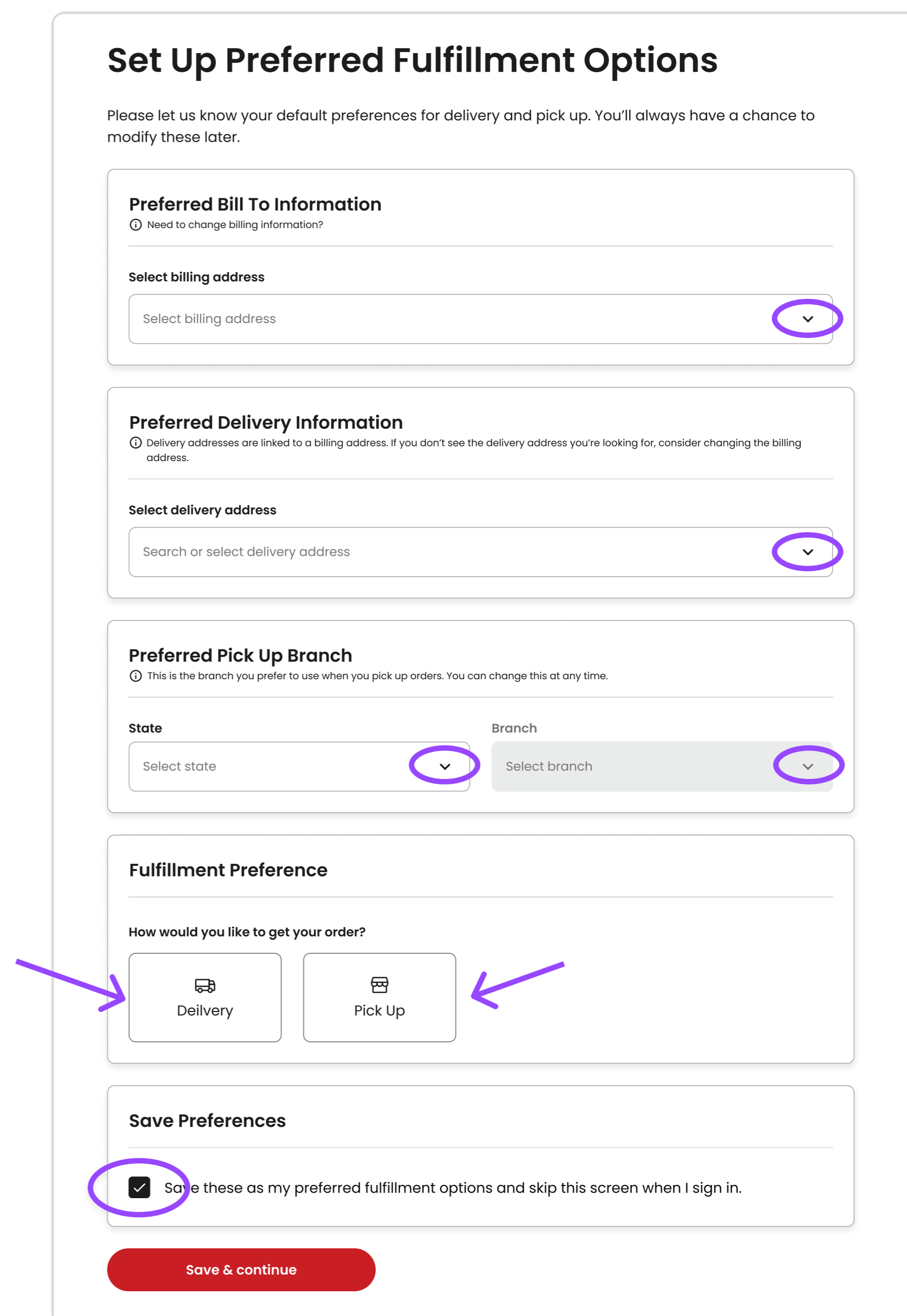
4. Because this is the first time you're signing in, you'll be taken to a screen to set your fulfillment preferences. On this screen, select your default preferences for delivery and pick up. You'll always have a chance to modify these later.

5. Select your billing address, then your preferred delivery address and preferred pickup branch. You do this by first selecting the state. This narrows down branches and only displays locations within that state.

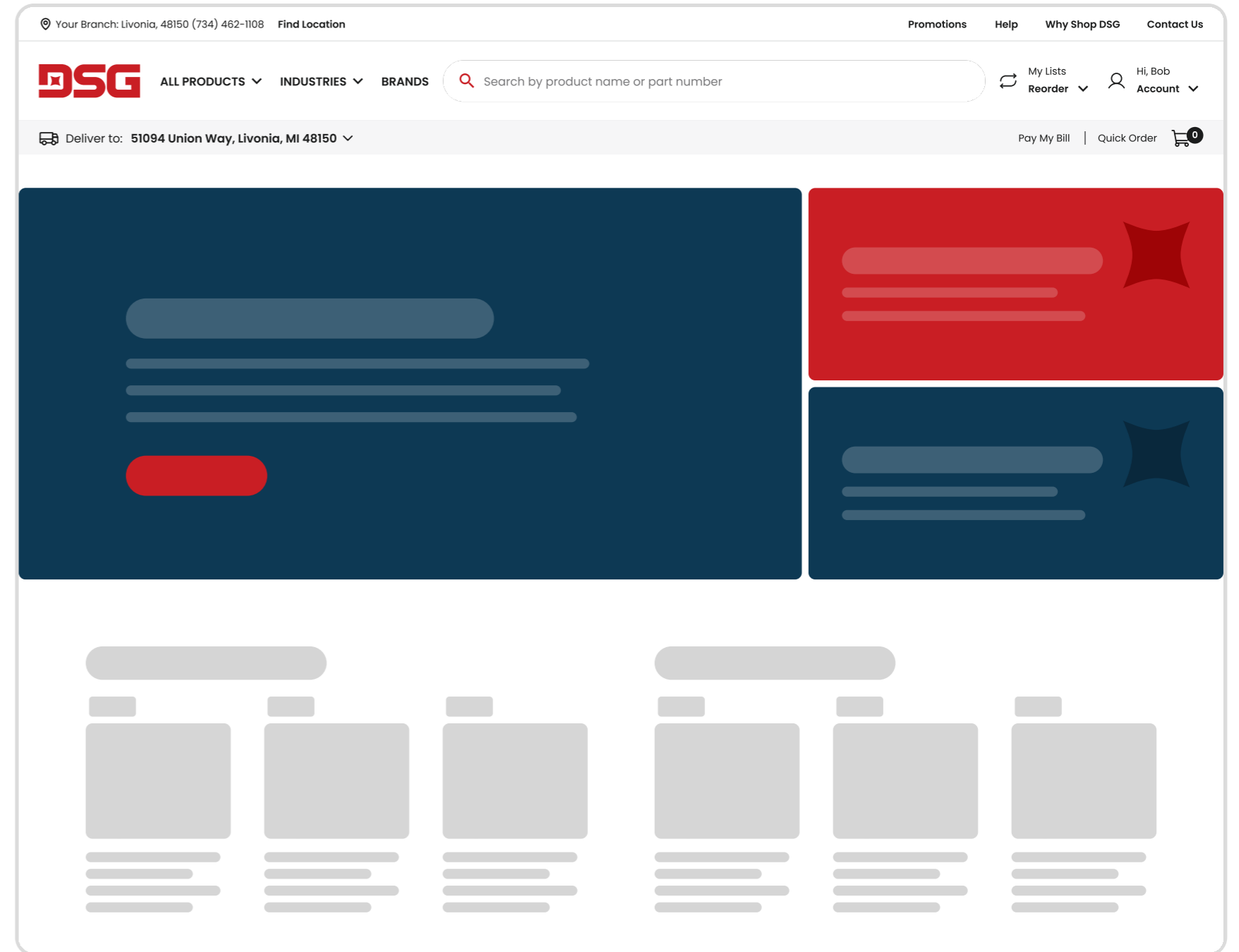
6. After you choose your preferred branch, you can set if you'd to have orders delivered or if you'd like to pick up orders. Again, you'll be able to easily change this once you're shopping or even checking out.

7. Finally, if you'd like to save these preferences to your account and skip this screen when you sign in again, simply keep the box in 'Save Preferences' checked.

8. Tap "Save & continue" when you're done.



9. Now you're signed in. You now are able to view product information and pricing, check inventory availability, manage your account and more!



Note: If you don't already have an online login but do have a DSG account, click on "Request online login" to start that process.

