

To use Lands End online Business system to order items with **SBCC Logo**

**0 8 4 1 4 3 6 S B C C**

**Logo Size:** 2.48"W x 1.33"H

**Decoration Method:**

Embroidery

This was created over 4 years ago and the actual creation of an account may now be different. The Process in 2019.

1.

Go to Business site NOT the retail site

<https://business.landsend.com/>

Register into their system.

Create an id for your self and remember to save it some where

Create a password and save it some where

Enter the rest of the information for your address and email address.

The screenshot shows a web browser window titled "Registration - Contact Information - Mozilla Firefox". The address bar displays "https://ocs.landsend.com/cgi-bin/ecommerce3/EvadMacro/corpsales/CSM\_ACCT\_REG.d2w/report". The page content includes a "or Canada: 1-800-400-5845" link. The registration process is divided into two steps:

**Step One: Create a user name and password.**  
You will use this to shop when you visit the site. Pick something you'll remember easily.

Fields for Step One:

- User name:  (don't forget to write it down for future reference!) (User name can be up to 31 characters.)
- Password:  (case sensitive)
- Confirm Password:  (case sensitive)
- Reminder Question:  (suggestions: maiden name, a pet's name, or a favorite sports team)
- Reminder Answer:  (one word answers only)
- Confirm Reminder Answer:

**Step Two: Enter your basic business contact info.**  
Tell us about yourself - fill out work-related contact information below, click Submit, and your account will be ready!

Fields for Step Two:

- Company:
- Customer Number:  Optional
- First Name:
- Last Name:

You are advanced to the next screen

The screenshot shows a Mozilla Firefox browser window with the address bar displaying [https://ocs.landsend.com/cgi-bin/hcommerce3/ExecMacro/corpsales/CSM\\_ACCT\\_REG.d2w?report1](https://ocs.landsend.com/cgi-bin/hcommerce3/ExecMacro/corpsales/CSM_ACCT_REG.d2w?report1). The page title is "Registration - Contact Information".

At the top, there is a "Confirm Reminder Answer" section with a masked input field (four dots).

Below this, the main heading is "Step Two: Enter your basic business contact info." followed by the instruction: "Tell us about yourself - fill out work-related contact information below, click Submit, and your account will be ready!"

The form contains the following fields:

- Company:
- Customer Number:  (Optional)
- First Name:
- Last Name:
- Address 1:
- Address 2:  (Optional)
- City:
- State: - Zip/Postal Code:
- Country: - Phone:
- Fax:  (Optional)
- Email:  (Optional)

A note at the bottom of the form states: "Note: Providing your email address allows us to email confirmation on your order."

A "Submit" button is located at the bottom right of the form.

2.

On the top right side of the screen you will see the words

“ What Else Can I do “

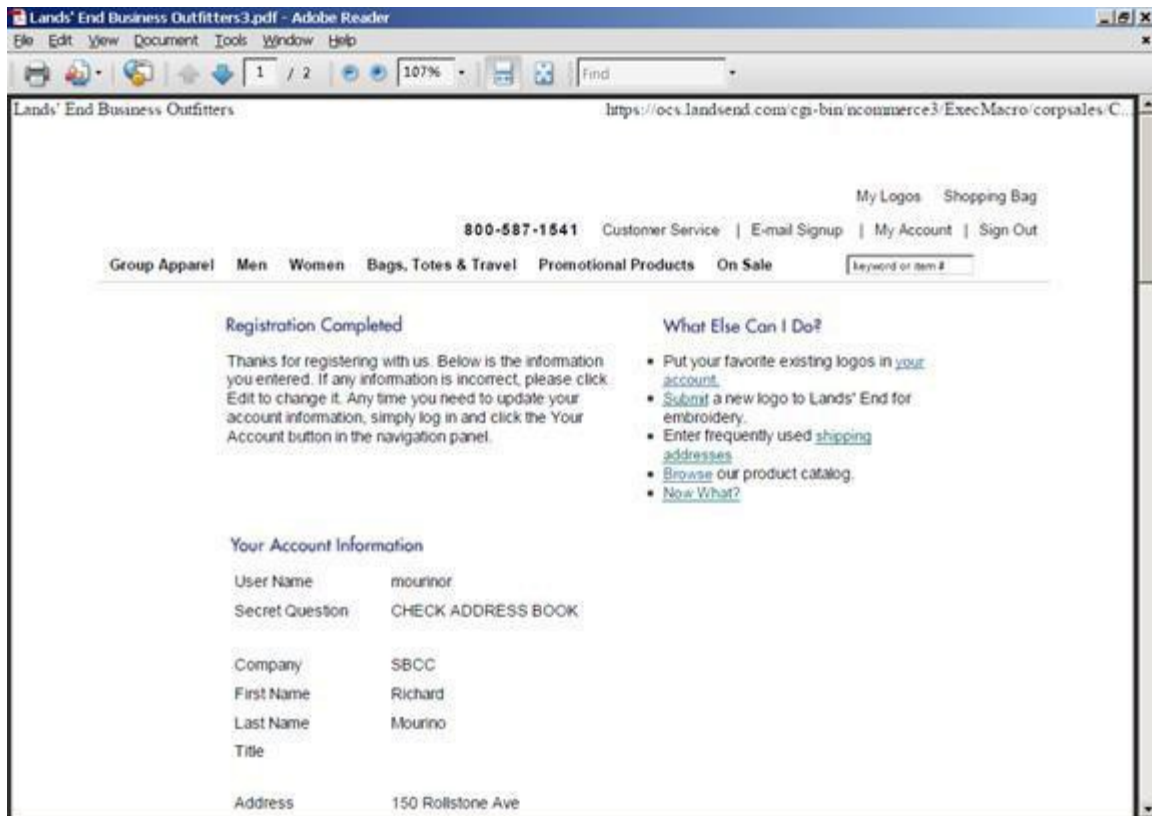
“Put your favorite Logo into your account”

Select this

If this next screen does not have this anymore or

has changed proceed to the sign in screen after you

registration. Then edit your account for Logo's.



3.

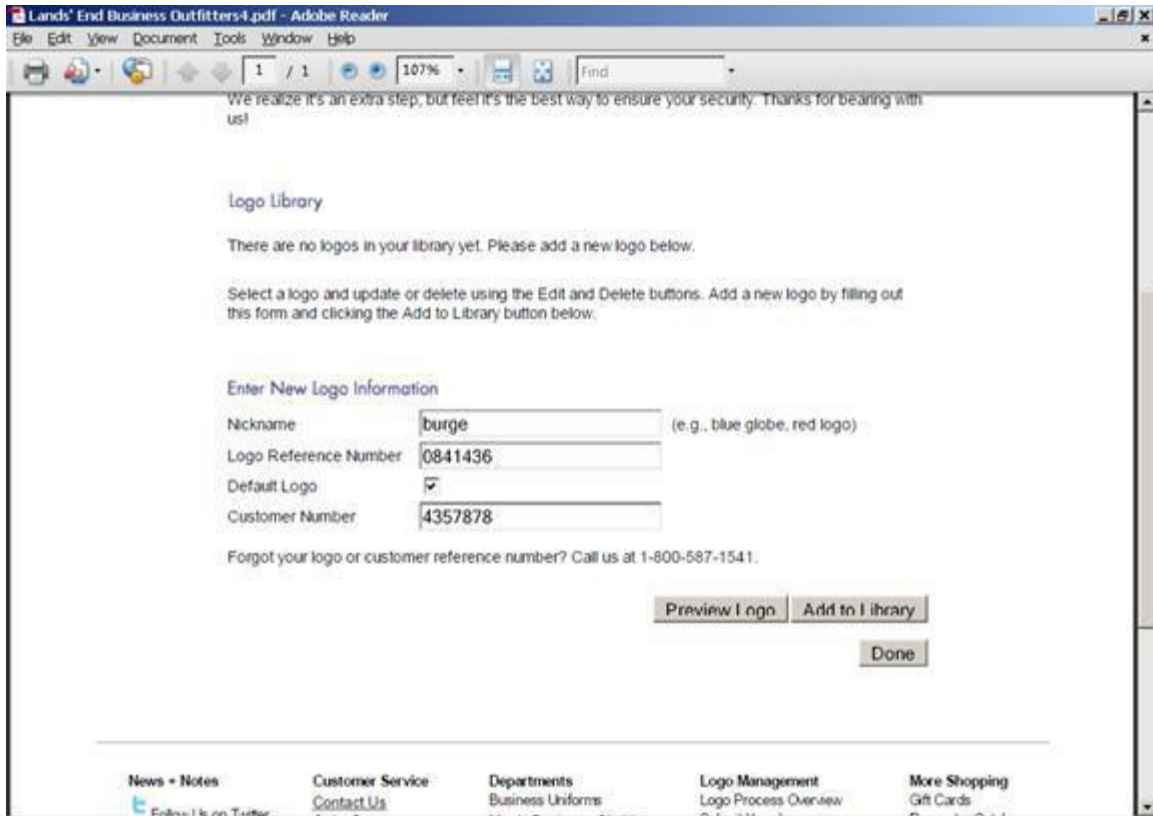
Enter the information as it is shown

Nickname Burgee or SBCC whatever you want.

Logo Number 0841436

Check Default

Customer number 4357878



4

At this point every thing should be setup correctly

You can go back to the business starting page to find the item you want

To buy with the logo. Remember you must login first before buying something.

Purchase Sample

1

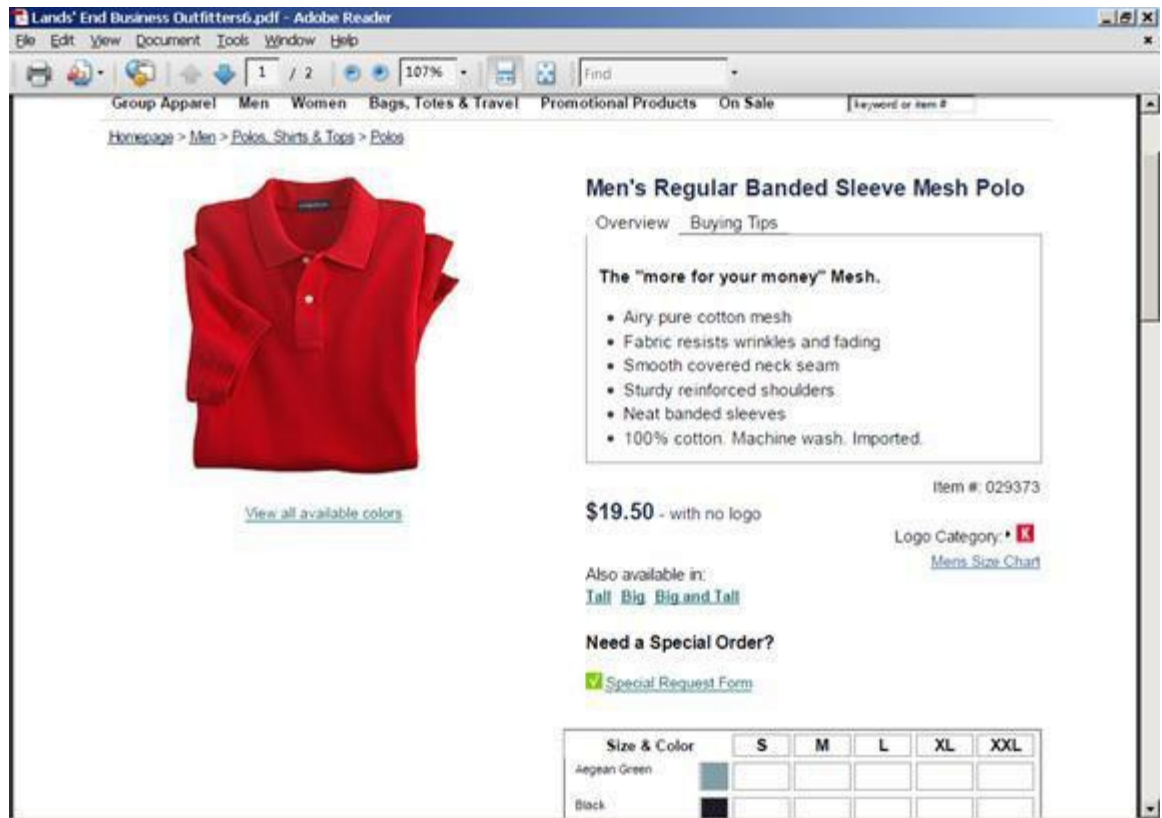
Sample of screen selecting a Polo Shirt

Place the number you want into the size column and column

color that you need and hit the continue button. In sample

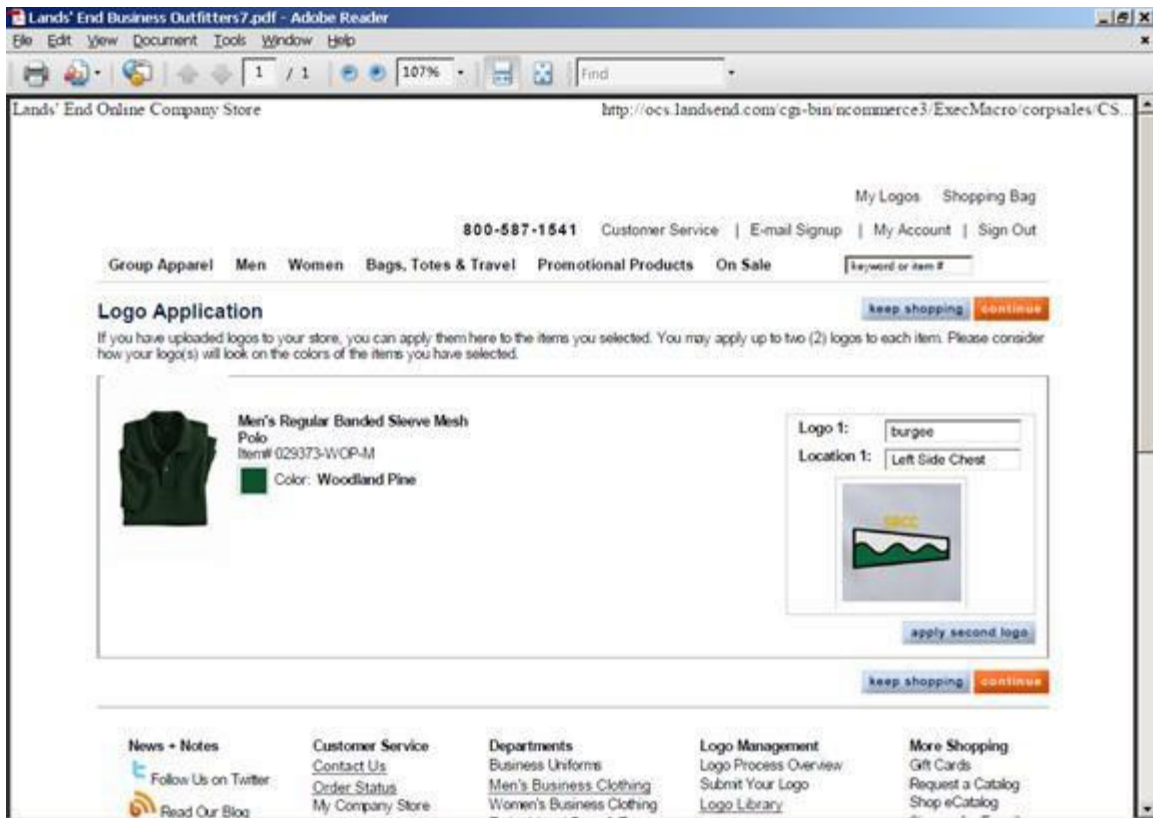
I selected 1 Green medium size so I had a 1 in that color

and size column. This is not shown in this sample.



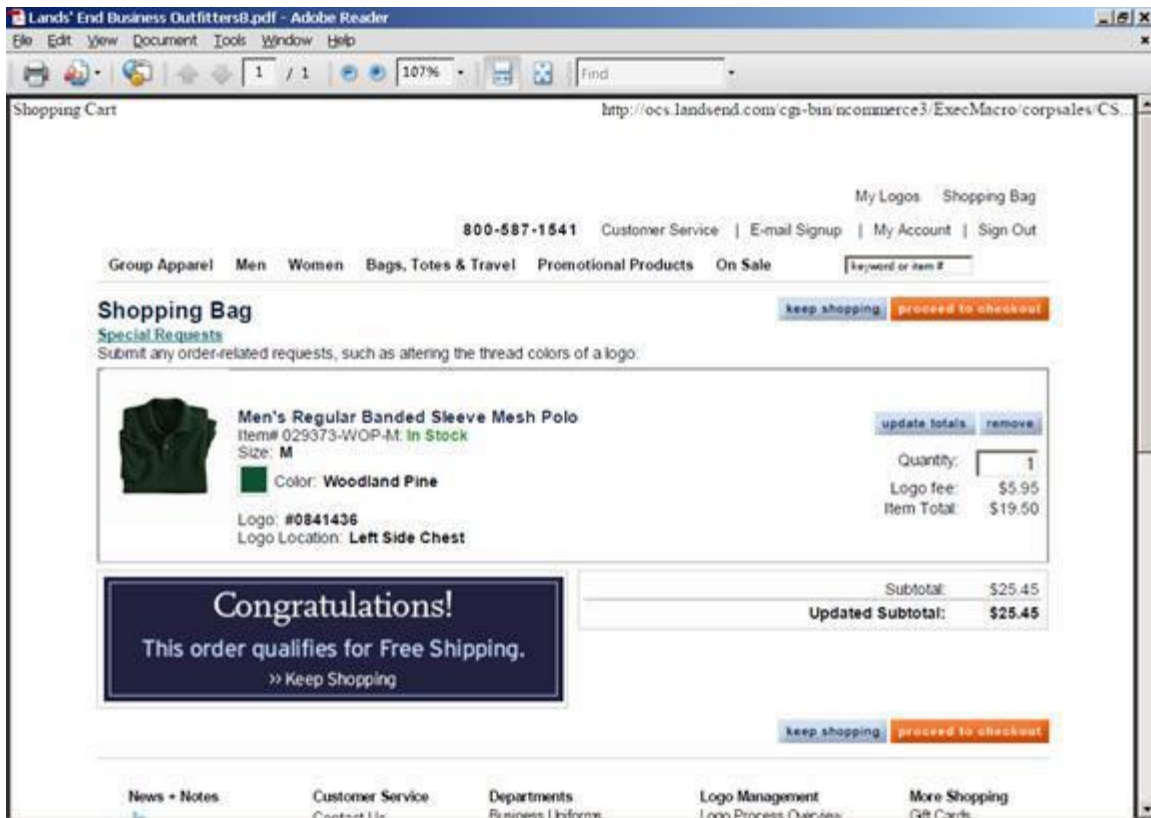
2

This sample screen shows the pull downs to select the logo and where it is  
To go. Note Left side is your physical left not the side on the picture.



3

Next screen is a verification screen.



4

Select the continue button on the left side which is your default information on your account. Else use the right side to use another shipping address. UPS Ground is the cheapest and slowest shipping and may be free.



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800-587-1541 Customer Service | E-mail Signup | My Account | Sign Out

Group Apparel Men Women Bags, Totes & Travel Promotional Products On Sale

1. Shipping Information 2. Shopping Bag Review 3. Billing Information 4. Order Confirmation

[< return to shopping bag](#) [continue](#)

### Shipping Information

**Ship to a Single Location**  
Select one shipping location and one shipping method for all items in your order.

**Shipping Location:**

**US Shipping:**

[continue](#)

**Ship Items to Multiple Locations**  
Select different shipping locations and/or shipping methods for each line of your order.

[continue](#)

**Manage Address Book**  
Look-up, add, modify or delete locations in your address book.

[address book](#)

**Ship to New Location**  
Select a shipping method and enter a new shipping location for all items in your order.

**US Shipping :**

**Company:**

**Title (Optional):**

**First Name:**

**Middle Initial (Optional):**

**Last Name:**

**Address:**

**Line 2 (Optional):**

**City:**

**State:**

**Zip/Postal Code:**

**Country:**

5

The final screen is your credit card information that you will have to fill in.