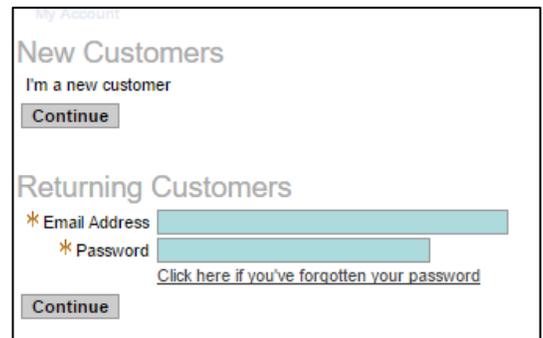# How to Log In:

1. Go to www.paradigmgrp.net
2. Click on **My Account** in the top toolbar.

   Your Login Credentials:

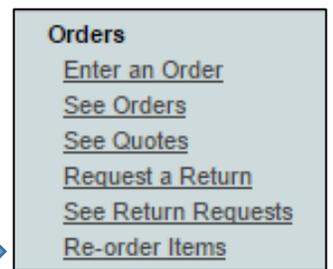3. Under *Returning Customers* enter your login credentials.

   Login: Your email address
   Password: Your Paradigm Customer Number

How to Enter an Order:

1. Go to **My Account** > **Orders** > **Re-order Items**
2. A list of items you have previously ordered will appear.
3. Enter the quantities for each item you want to re-order.
4. You must click **Buy** on the right-hand column for the item to appear in your shopping cart.
5. When all of the items you wish to order have been added to your cart, Click on **Shopping Cart** on the top toolbar.
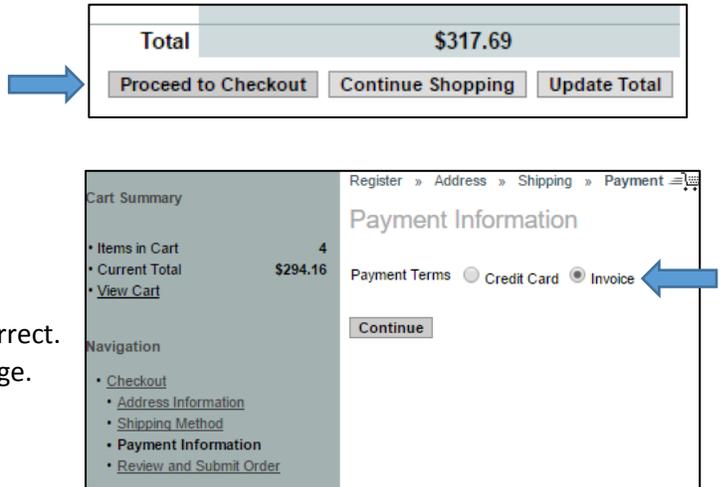6. The list of items you wish to order will appear in your shopping cart.

7. Click **Proceed to Checkout** on the bottom right side of the page.

   You are now at the Payment Information stage of your checkout.

8. Select the **Invoice** payment option.
9. Click **Continue**.
10. Enter your PO #.
11. Review your order to ensure all information is correct.
12. Click **Submit Order** on the bottom right of the page.

How To Copy Your Last Order

1. Go to **My Account** > **Order** > **Enter an Order.**
2. Click **Copy Previous** at the top left of the order page.
   This will copy the items and quantities of your last order.
3. From here, you may make adjustments to your PO#, Memo, Items, Quantities, Delivery Instructions, etc.

How To View Our Catalogue

1. Go to **Catalogue** > **Item List**
2. Use the **Search** tool on the left hand side to search keywords (i.e. cup, tissue, corrugated, etc.)
3. From here, you may add items to your shopping cart by typing the quantity you wish to purchase and clicking the **Buy** button