

# Jack Cooper Company Store

<https://jct.go2partners.com/login>

1. Go to [jct.go2partners.com](https://jct.go2partners.com)
2. If this is your first time visiting select by moving the curser over the link and single click the left mouse button. "Create an Account" in the lower right hand corner of the login box. If you have visited before please skip to step 5.

Jack Cooper logo and navigation bar (Home, Login). Login form with fields for Email or Username and Password. A blue Login button is present. Links for Reset password and Create an account are circled in red. A Create an account button is also visible.

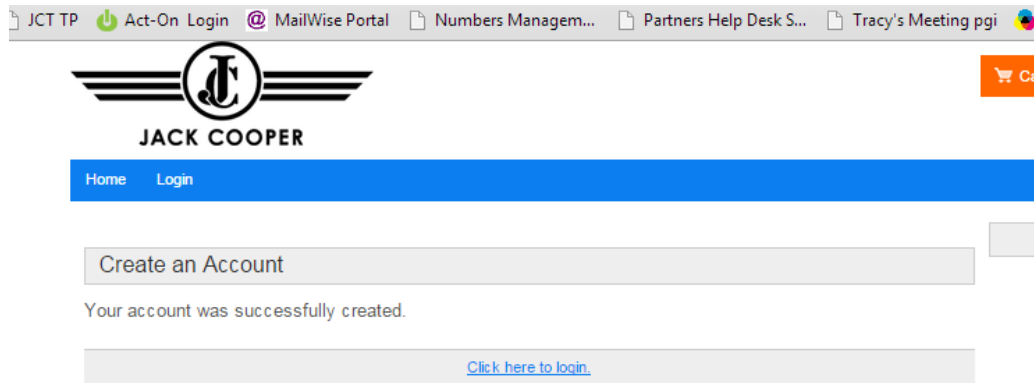
3. Complete the form. All fields with the red astric (\*) are required. Click the **Create Account** Button in the lower right hand side.

General Information form with fields for First Name, Last Name, Title, Email, User Name, Phone, Fax, Time Zone, Website, and Location. All required fields are marked with a red asterisk (\*).

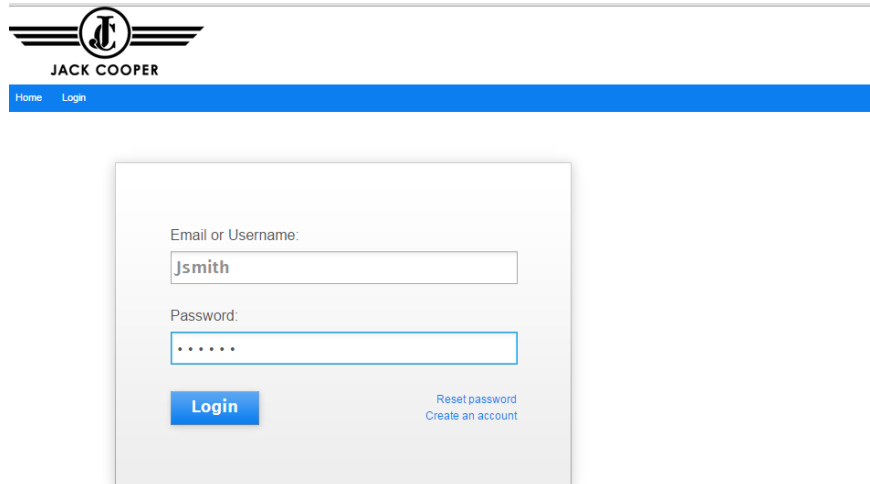
Password form with fields for Password and Confirm Password. Both fields are marked with a red asterisk (\*).

[Create Account](#)

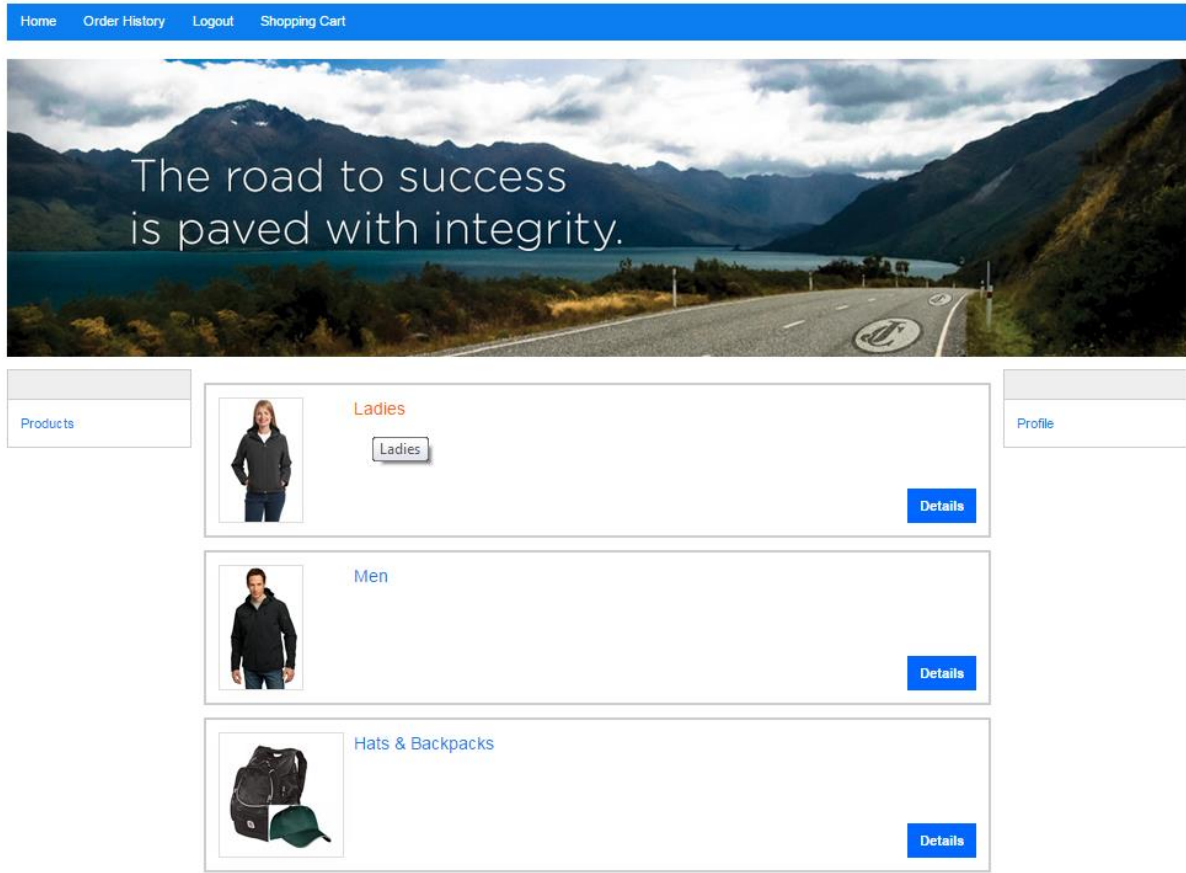
4. This screen will appear. Select by moving the cursor over the link and single click the left mouse button “Click here to login”



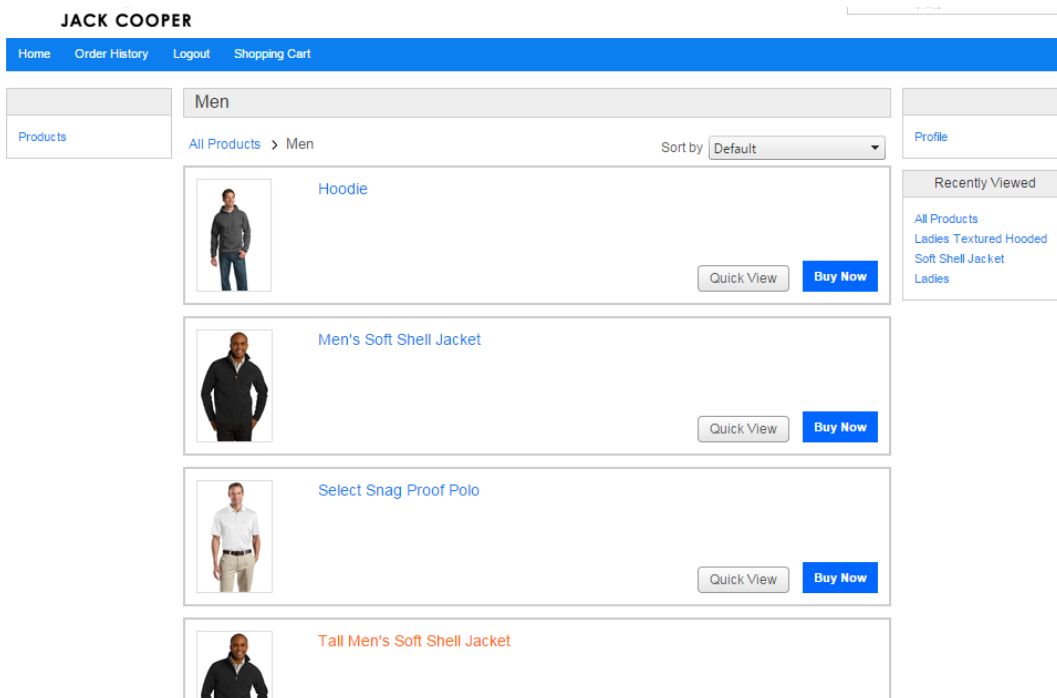
5. Enter your user name and password and click **Login** button in the lower left hand side.



6. Once you login you will see 3 categories. Select the category that best describes the products you are looking for by moving the cursor over the link and single click the left mouse button.



7. Once a category is selected you will see a list of products. Select the product you are interested in purchasing by moving the cursor over the *Buy Now* button and single click the left mouse button.



8. The Product Detail Page will provide


- a. **A scalable image of garment.** To enlarge the thumbnail move the mouse over the image and single click the left mouse.
- b. **The details specifications of each garment .**
- c. **A Price List.** To review the price list move the mouse over the link and single click the left mouse button

**JACK COOPER**

Home   Order History   Logout   Shopping Cart

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Products   **Men's Soft Shell Jacket**



Item No.                      Quantity on Hand                      Version#  
J317

**Port Authority Core Soft Shell Jacket**      **B**

Item #L317  
A reliable soft shell at a real value. This go-to basic sheds wind and rain and is a perfect choice for corporate or team uniforming. The clean silhouette and traditional black color make this jacket as attractive as its price.

- 100% polyester woven shell bonded to a 100% polyester microfleece lining
- 1000MM fabric waterproof rating
- 1000G/M2 fabric breathability rating
- Zip-through cadet collar with chin guard
- Reverse coil zippers
- Front zippered pockets
- Open cuffs and hem

[Click To View Price List](#)      **C**

Quantity:

Size:

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**Total:                      \$46.98**

Each:                      \$46.98

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**Ship To**

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**Additional Instructions**

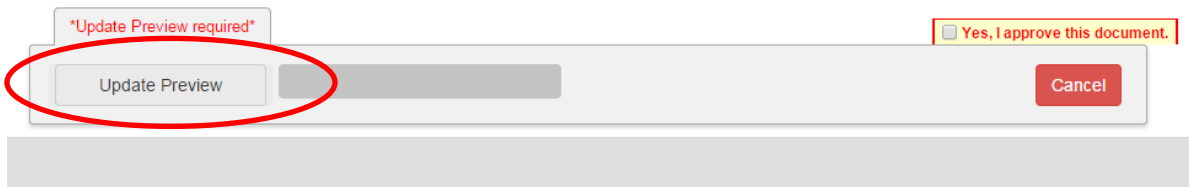
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**Customize Order**

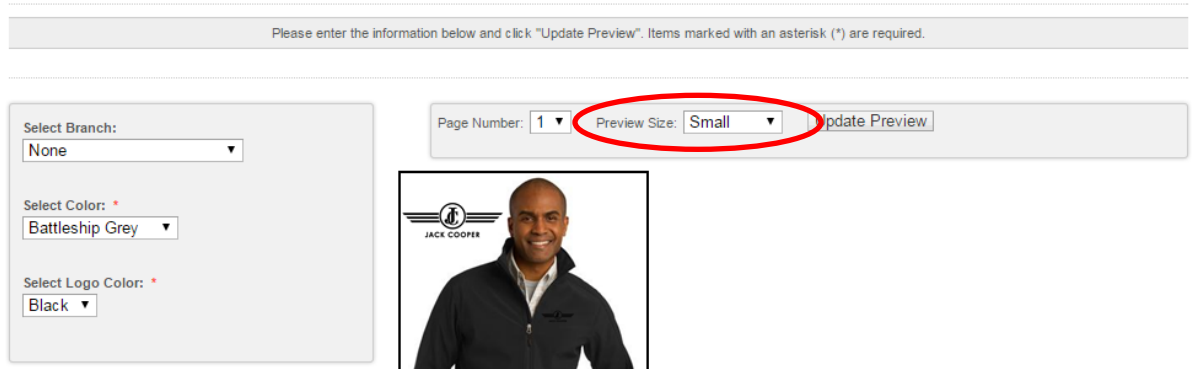
9. To place an order

- a. Enter the Quantity on the right hand menu.
- b. Select a Size on the right hand menu
- c. Select a Ship to Location. (You will have the opportunity to change the ship to later in the ordering process if necessary)
- d. Move the mouse over the *Customize Order* button and single click the left mouse button.

10. On the Customize Page you will see three fields used to personalize your order.
- a. **Select Branch.** Allows you to add your terminal location under the Jack Cooper Logo. If you do not want to include the terminal location select “None”
  - b. **Select Color.** Allows you to choose the color of the garment. You will be able to view the color once you update the preview.
  - c. **Select Logo Color.** Allows you to choose whether the decoration is in black or white. You will be able to view the decoration once you update the preview.
11. Once you have selected the field you will need to update the preview. To update the preview move the mouse to the bottom right hand corner over the “Update Preview” button and single click the left mouse button.

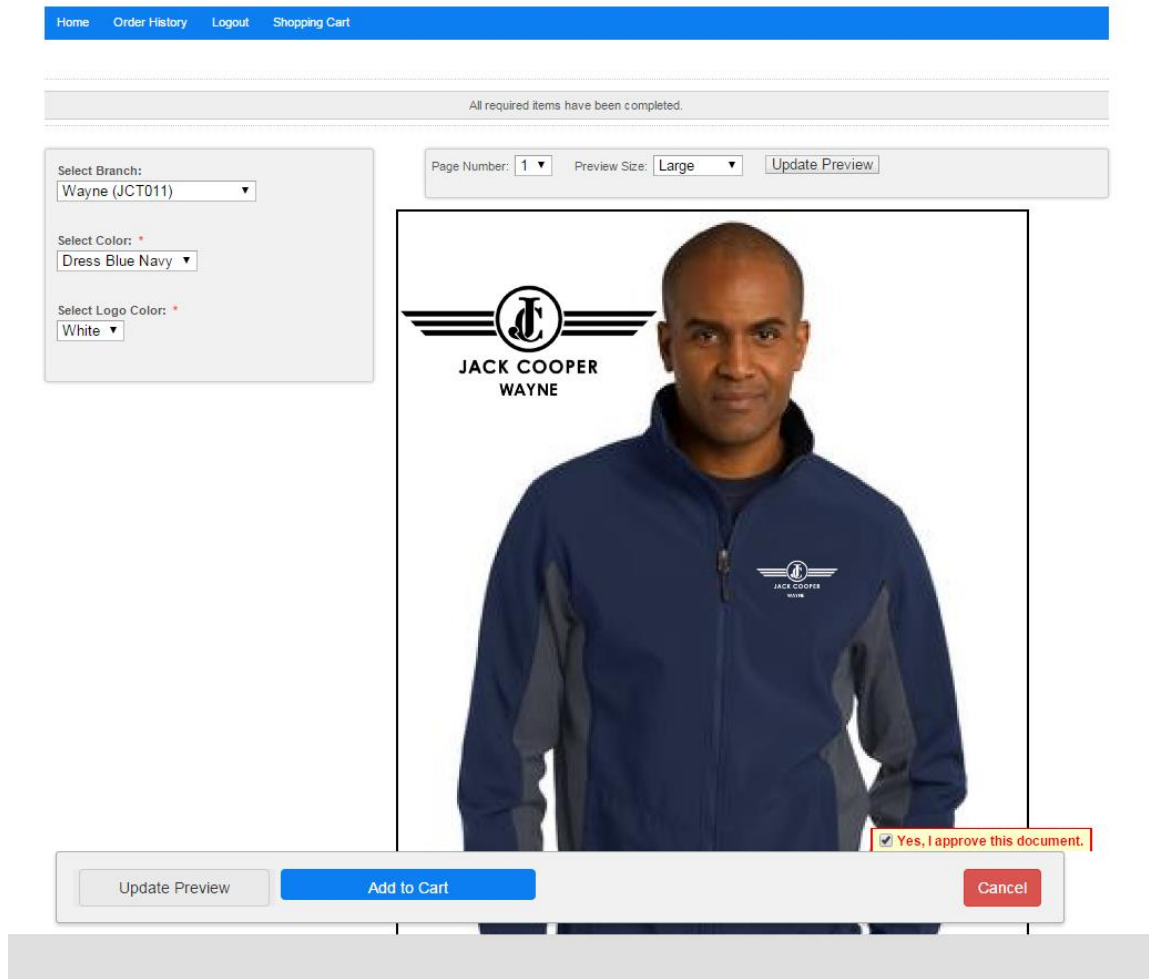


- a. To resize the preview select a size from the **Preview Size** field found at the center top of the page.  
**\*\*\* This will not affect change size of the garment you are ordering.**



12. Once your preview is update, review your order.

- a. If everything looks as you would like, than approve the order by checking the “Yes, I approve this document” box in the lower right hand corner and move the mouse over the *Add to Cart* button in the lower left corner and single click the left mouse button.



- b. If your order is not how you would like it, than modify your selections and repeat step 11.

13. On the shopping cart page you can review your order.

- a. To **Edit** your order move the mouse over the Edit link and single click the left mouse button. You will arrive back on the Product Detail page seen in step 8
- b. To **Remove an item** from your cart mouse over the Remove link and single click the left mouse button.
- c. To **Change your ship to location** select a new location from the drop down.
- d. To **Continue shopping** move the mouse over the grey *Continue Shopping* button and single click the left mouse button. You will arrive on the Category page seen in step 6.
- e. To **proceed to check out** move the mouse over the blue *Proceed to Checkout* button and single click the left mouse button.


The screenshot shows a shopping cart interface. At the top, a blue navigation bar contains links for Home, Order History, Logout, and Shopping Cart. Below this is a grey header for the Shopping Cart. The main content area is divided into two columns. The left column shows shipping information for one item, including the address and a shipping options dropdown set to 'FREE \$0.00'. Below this is a table with columns for Item, Description, Quantity, and Price. The table contains one row for 'Men's Soft Shell Jacket' with a quantity of 1 and a price of \$46.98. To the left of the item name is a small image of the jacket. Below the item name is a 'Ship To:' dropdown menu currently showing 'Jack Cooper Flint (JCT010)'. To the right of the item name are 'Edit' and 'Remove' links. Below the shipping information is a 'Details' box showing 'Quantity =1' and 'Size =XS'. The right column contains an 'Order Summary' box with a table of charges: Items (\$46.98), Shipping (\$0.00), Total Before Tax (\$46.98), and Estimated Tax (\$0.00). The 'Order Total' is \$46.98. At the bottom of the right column are two buttons: a grey 'Continue Shopping' button and a blue 'Proceed to Checkout' button. Red circles with letters A through E are overlaid on the page: A is over the quantity '1', B is over the 'Remove' link, C is over the item image, D is over the 'Continue Shopping' button, and E is over the 'Proceed to Checkout' button.

Home Order History Logout Shopping Cart

Shopping Cart

1 Item Shipping To: Jack Cooper Flint  
4103 Holiday Drive  
Flint, MI 48507  
(810) 424-3296  
(810) 238-3945  
rgroth@jackcooper.com

Shipping options: FREE \$0.00

Item	Description	Quantity	Price
	Men's Soft Shell Jacket	1	\$46.98

Ship To: Jack Cooper Flint (JCT010)

Details  
Quantity =1  
Size =XS

Order Summary  
1 product shipping to 1 location

Items:	\$46.98
Shipping:	\$0.00
Total Before Tax:	\$46.98
Estimated Tax:	\$0.00
<b>Order Total:</b>	<b>\$46.98</b>

Continue Shopping

Proceed to Checkout

14. When you arrive at the checkout page

- a. You will be asked to enter the first and last name of person responsible for the order. This will help ensure that they receive the product upon delivery.
- b. Enter you payment information.
- c. Select the green *Click to Pay* button. Once your orders is placed you will receive a 4 digit order number and confirmation screen. This confirmation will also be email to you for future reference.

Home   Order History   Logout   Shopping Cart

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Checkout

Please fill out the following information before completing your order.

### Additional Information

Please enter your first and last name.

**A** First Name: \*       Last Name: \*

### Payment Information

Click To Pay

**B** Credit Card

Credit Card Name  
 Credit Card Number  
 Security Code ?  
Expires  
Jan    2015

Comments or other information about this order (optional):

Please enter a purchase order code

### Order Item Summary

(1) Item Shipping To : Jack Cooper Flint		
Description	Quantity	Price
Men's Soft Shell Jacket	1	\$46.98

### Order Summary

- 1 Products
- 1 Shipping Locations

Items: \$46.98  
Shipping: \$0.00

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Before Tax: \$46.98  
Estimated Tax: \$0.00

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**Order Total: \$46.98**

[Edit quantities or shipping options.](#)

**Click To Pay** **C**

For large quantity orders or assistance with a specific item, please email [sherri.vanleiden@go2partners.com](mailto:sherri.vanleiden@go2partners.com)