

# ONLINE ORDERING LOGIN/SETUP

## REQUEST A LOGIN



1. Go to our website: [www.hajocalancaster.com](http://www.hajocalancaster.com)
2. In the menu bar click on “Contractor Services”
3. A menu will drop down, select “Place an Order”
4. This will take you to a new page, under the login area there will be a “Request a login” button
5. Fill in all of the information and click submit
6. We will email you, on the email you had supplied, with your Username and Password
7. Once you have your login information you now have access to our Online Ordering **Login**

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2. In the menu bar click on “Contractor Services”
3. A menu will drop down, select “Place an Order”
4. Fill in your Username and Password and click “Login”
5. This will take you into our Online Ordering
6. There is a blue ribbon that has many options like “Fixtures” “Faucets” Water Heaters” and more
  - a. All of these are drop down menus that have our products separated into groups
  - b. Each drop down menu separates the items into even smaller groups that make it easier to find each item we have
7. There is also a search button above the blue ribbon that says “What are you shopping for?” and a blue magnified glass
  - a. This search bar is there so that you can look up specific items
  - b. You can also search pretty broad and general items as well if you do not know exactly what you are looking for
  - c. If you create your own item numbers, this search bar will find that too
8. Our home page is also setup so that you can browse broad groupings of items
  - a. If you click on anything under the picture it’ll bring up a group of items
9. There is also a menu that goes across the top of the page that begins with “Home, My Account, My Group...”
10. These are all settings that you can review your account information
  - a. Home- this will always bring you back to our Home Page
  - b. My Account- this will take you into quotes, tag and holds and invoices. You can check the status on the orders and also the pricing

- i. Settings-(under my account tab) - will let you personalize some parts of the website.
  - ii. Edit Users-Shipping Information- you can edit these according to your account
- c. My Groups- this will give you an option to create a new group.
  - i. Creating a new group- this is when you know that you order certain items together, order to fill stock or organizing the way you want.
  - ii. This is to create ease and to let you personalize this website even more
  - iii. I suggest trying this tab out!
- d. Favorites- this is filled with items that you have gone along and clicked on the red heart that's next to them.
  - i. This is an easy way to create a list of your favorite items and not putting much time into it
- e. My Carts- this has your saved carts and current cart
  - i. When you have items in a cart and you are actively in the cart you have an option at the bottom of the cart page to save the cart
  - ii. This creates a saved cart that you can come back to and check out later
  - iii. We suggest to use this if you are quoting a customer BUT know that your pricing will automatically change with any of our price changes. **YOUR PRICING WILL NOT HOLD!** Do not keep that cart sitting in this tab for awhile
  - iv. View Current Cart- You can also see your current cart
- f. Order Tools- this is a drop down that has many options on how to order
  - i. Reorder Pad- this gives you a list of items that you have ordered in the past year and in order from most frequent
  - ii. Quick Pad- this gives you a list setup that you can quickly input the product information ( This is if you already know the product information)
  - iii. Upload Order File- **DO NOT USE**
  - iv. Special Order Item- this is for you to special request an item
- g. Ship To- this has your shipping information and you can also edit it from here too
- h. Help- This gives you basic information along with Conestoga's Contact Information
- i. Logout- Click this and you will logout

\*This is a quick over view on how to use the Online Ordering.  
If you have questions, concerns or feedback please  
contact us at:

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