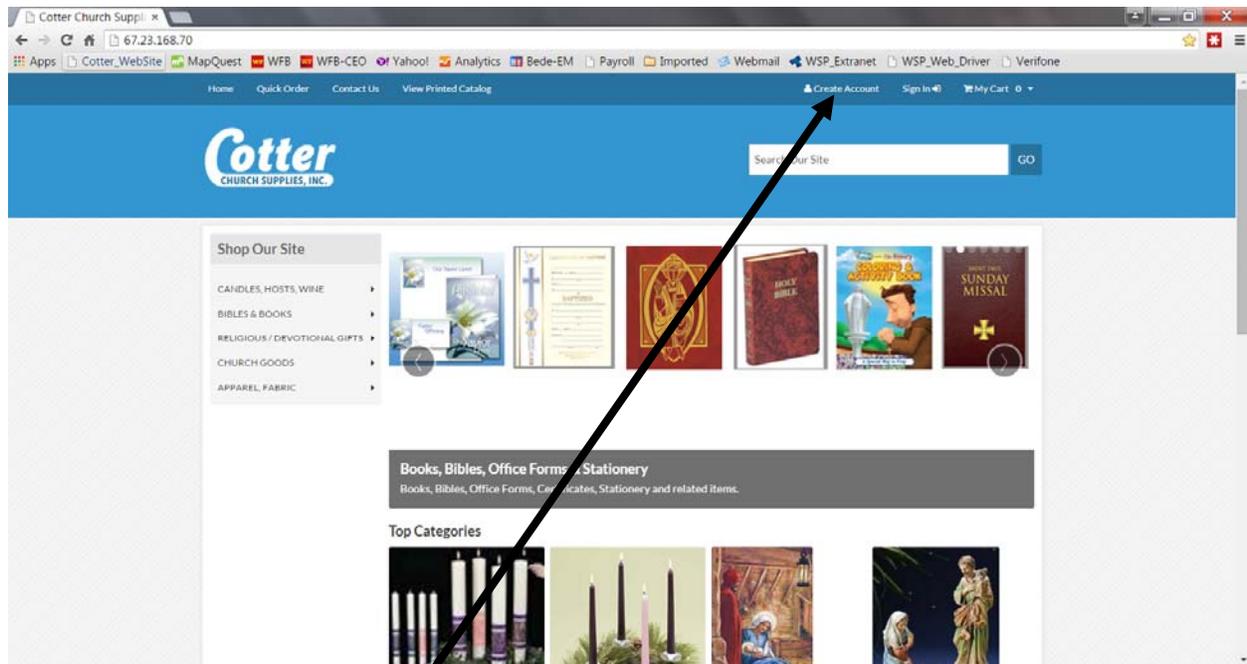


## How to Create a User ID Associated with Existing Account

**Important – You will need a recent invoice or statement from Cotter Church Supplies, Inc.**  
If you don't have an invoice or statement, call 800-446-3366. We'll be happy to help you.

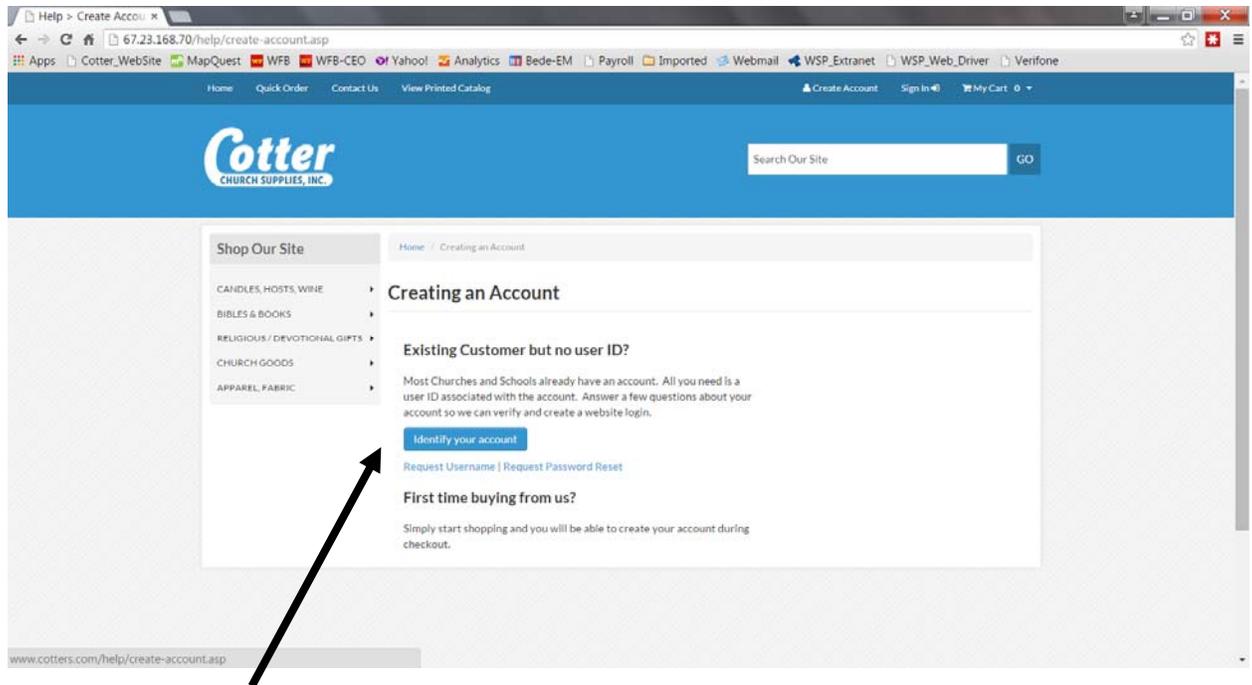
Start your browser and go to [www.cotters.com](http://www.cotters.com).

The new home page looks something like this

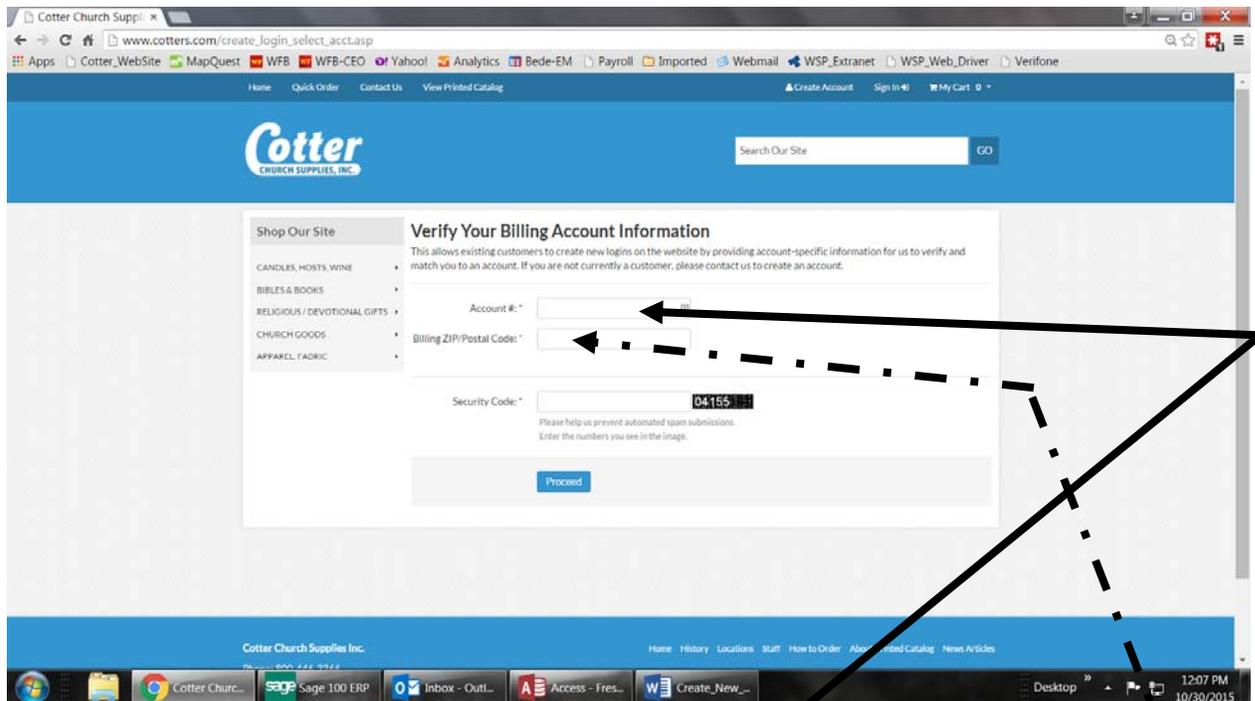


➤ Create Account – Click Here.

A new screen will display as shown on the next page.

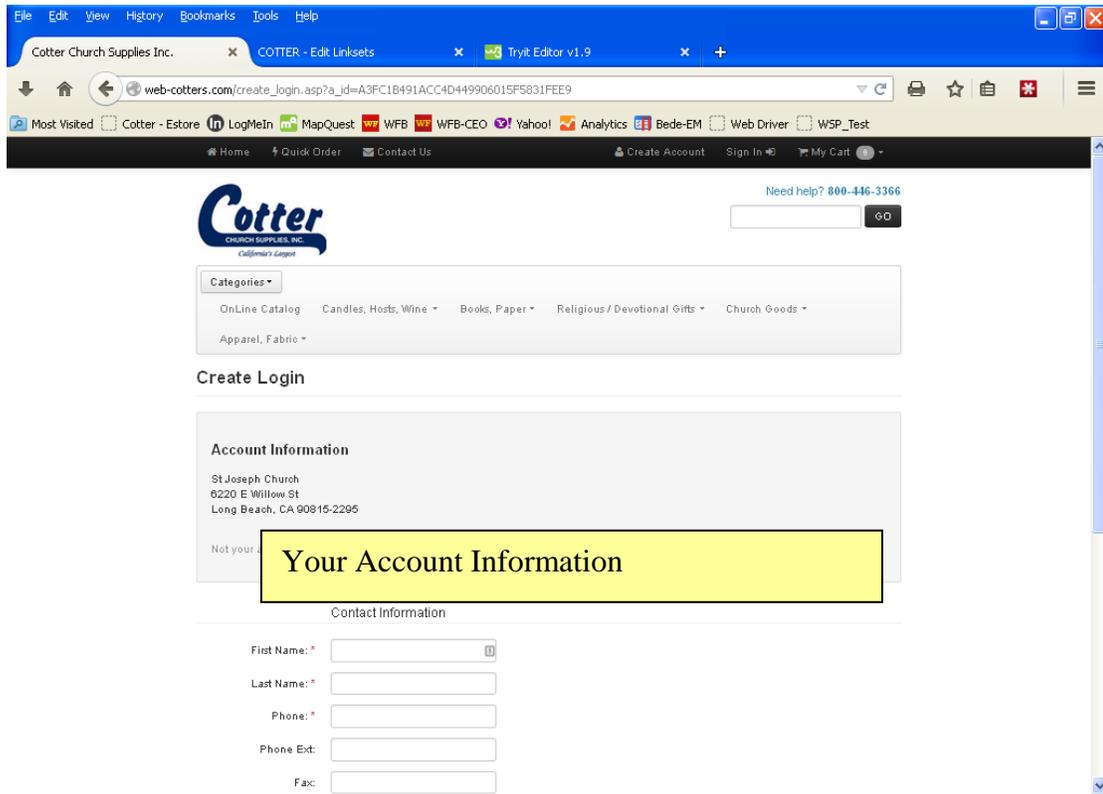


- Click on “Identify your Account” to bring up another new screen as shown below.



- Enter your account number  
(**EXACTLY** as shown on an invoice or statement – 7 digits long).
- Enter your zip code  
(**EXACTLY** as shown on an invoice or statement – it may be 5 or 10 digits).
- Enter the security code that is displayed.
- Click 'Proceed'.

Another screen will then display as follows.



- Complete the form with your name, phone number, email address, etc.
- You will also need to create a user name.

***Create a simple but unique user name using a variant of you name or position (e.g. Jean\_Smith or Jean\_M\_Smith or Secretary\_St\_Joe\_90026). User Names must be at least 6 characters of letters, numbers and only these special characters Dash (-) Underscore (\_) period (.) at sign (@)***

- Enter and confirm your password.  
***Please follow the password rules***
  - ✓ ***8 to 20 characters,***
  - ✓ ***Letters (At least one capital letter, at least one lower case letter),***
  - ✓ ***Numbers (At least one number),***
  - ✓ ***Special Characters (At least one and may NOT be dash (-); left arrow (<); right arrow (>);pipe (|);tilde (~);exclamation point (!) or semicolon (;).***

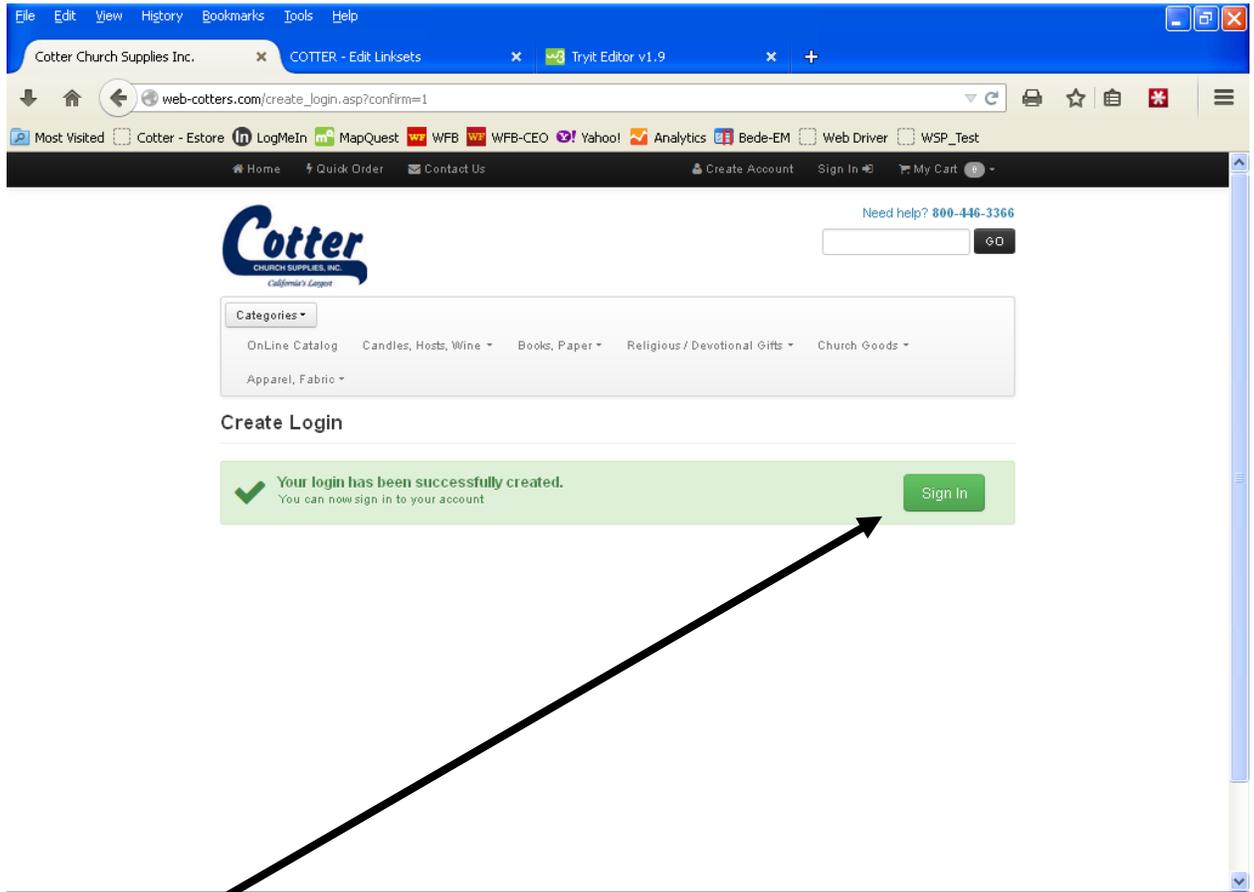
***You can use the following template example as a guide. Substitute letters, numbers and special characters to suit you.***

Template example \$PASSword2018  
Modified example jane\$MARIE1983

- You are done!

The following screen will display.

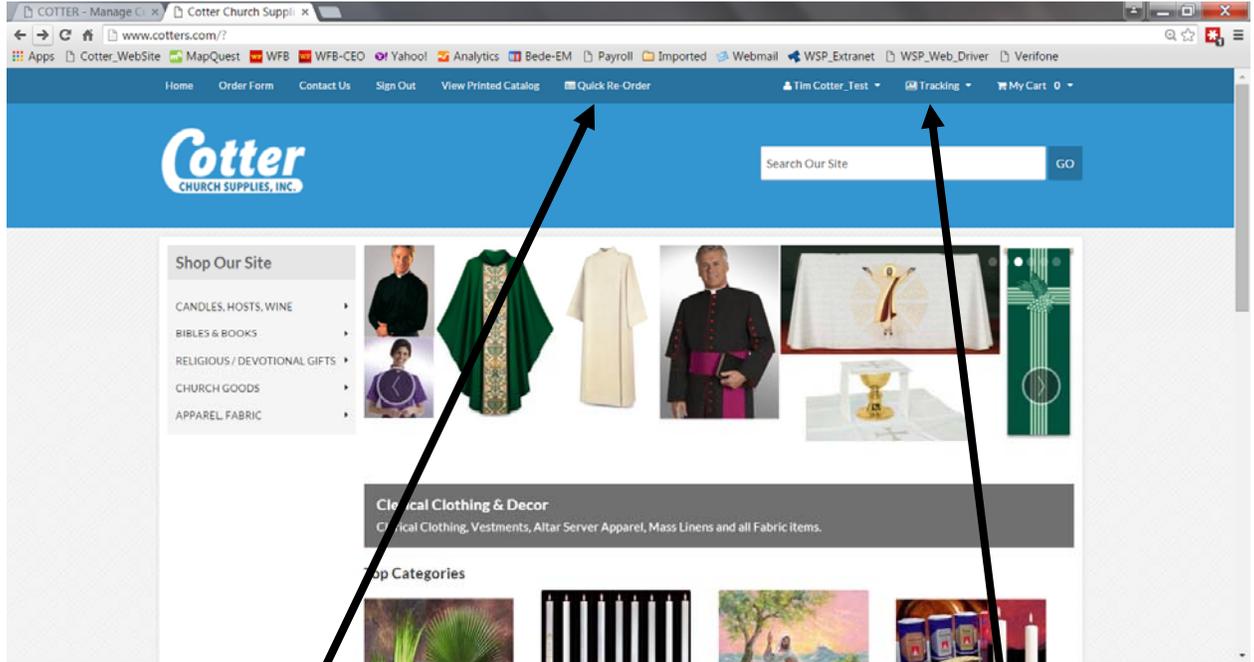
**Note – Additional web users can be added to the same account so that others (e.g. the Pastor, Business Manager, Sacristan etc.) can all have access to the same information.**



- Click “SIGN IN” and then actually sign in.

A new home screen appears with Advanced Functions.

# Cotter Church Supplies, Inc



Click on QUICK RE-ORDER to see all items purchased in the last 5 years.

Click on TRACKING for the advanced functions of

- ❖ Sales Orders – See Open or Closed Orders, Print Orders.
- ❖ Open Invoices – See Open Invoices, Print Invoices, Track Shipments.
- ❖ Invoice History – See closed invoices, Print Invoices.
- ❖ Product History – See the items that have been ordered in the past 5 years.
- ❖ Shipment Tracking – Track your shipment.