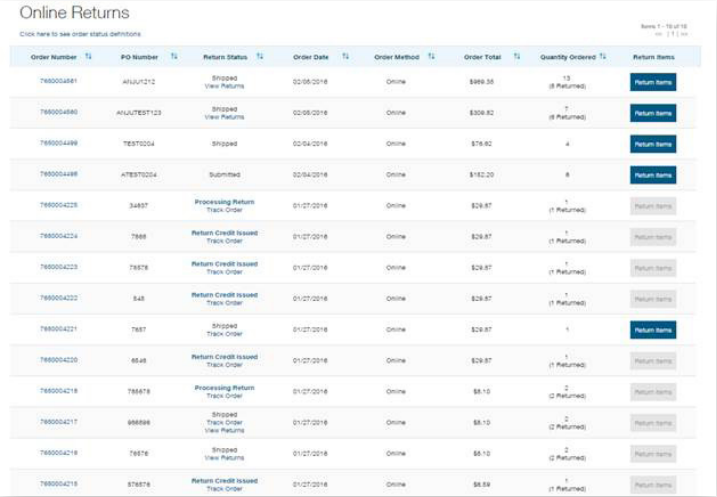
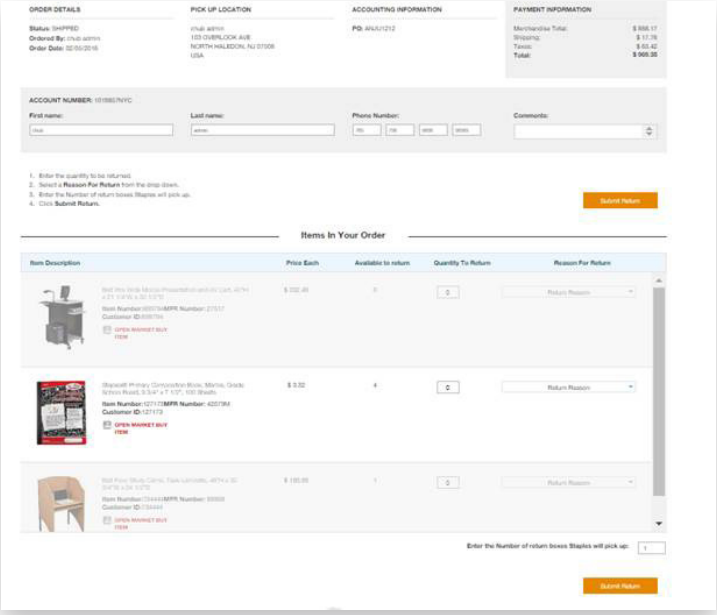
Save time on your next return.

It's easy…just follow this Quick Guide.

Returns: My Shipped Orders

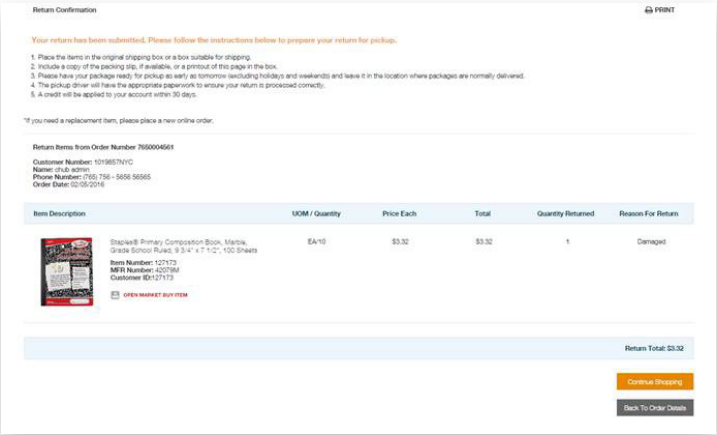
- Returns can be initiated by choosing the **Return An Item** option on the dashboard through the **Return Item** drop down
- **My Shipped Orders** page displays orders that have been shipped.
- Click on **Order #** to review line item detail.
- Click on **Returns** to process a return for an order.





Return Items: Order Information

- Your user and shipping information automatically populates
- **Enter Quantity** of specific item(s) to be returned.
- Select **Reason for Return.**
- Click **Submit** to complete online return.

Returns Confirmation Page

- **Print a copy** of this page and include one in each box being returned.