goSafe

goSafe's Response to COVID-19

goSafe

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MORE THAN JUST EQUIPMENT

www.goSafe.com

This document details the process for registering with goSafe.com, options associated with a Standard User Account, and setting up and utilizing a Customer Hot List.

If you have any questions regarding this process, please contact Customer Service at 800.330.9240 or email us at sales@gosafe.com.
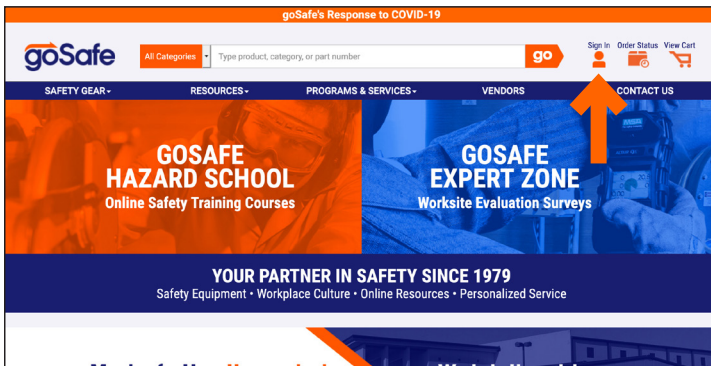
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goSafe.com • Site Registration and Customer Hot List Guide

The following instructions detail the process for registering with goSafe.com, options associated with your account, and for setting up and utilizing a Customer Hot List. If you have any questions regarding this process, please contact us at 800.330.9240 or sales@gosafe.com.

Registering a goSafe.com Account

- Navigate to goSafe.com
- Click "Sign In" located at the top of the page

- In the Grey Box, click "Click here to register" under the login boxes.

- Registration is a three-step process. You must provide your name and a valid email address. You can choose your own password for site access. You will also need to provide Company information (if relevant), as well as Shipping and Billing addresses.
- When the registration process is complete, you will receive a confirmation email at the address you indicated, confirming your login ID.

Accessing your goSafe.com Account

- Navigate to goSafe.com
- Click the 'Sign In' link located at the top of the page.
- At the 'Customer Login' window, enter your Username and Password and click the 'Login' button.

Account Options - Standard User

- Once you have successfully logged in, you can manage all of your account options from this area, including Order Status and Account History. Simply enter the PO or Order Number and click the arrow to the right. Alternatively, you can search for an order using a date range.

- Using the 'Edit My Account' button, you can make changes to the basic information associated with your account. To make these changes, you will have to confirm your name, email address, and password. Click 'Continue'.

- If you are a Standard User and do not have a corporate account, click 'No' on the following screen, and then click 'Continue'.
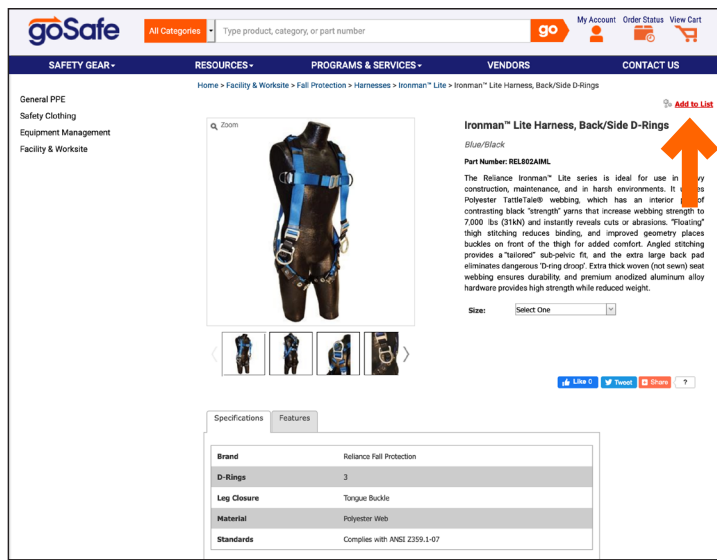
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Account Options - Standard User

- Use this screen to update the Shipping and Billing information associated with your account. When the information is complete, click 'Save Registration'.
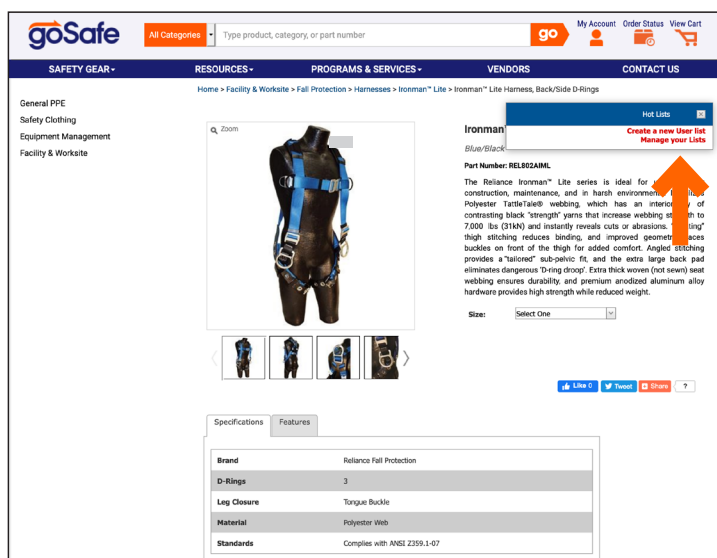

- The 'Shopping Cart' button allows you to view the current contents of your cart.
- The 'View Catalog' button is linked to the Products section of the website
- The 'Logout' button will log you completely out of your account.

Customer Hot List Creation

- Navigate to a product in the goSafe.com product database.
- In the top right hand corner of the product detail page is a link for adding the item to a Hot List. Please Note - if this is a sized item and you have not yet selected a size, the link will read 'Make a Hot List Item'. If a size has been selected, the link will read 'Add to List'.
- Click the 'Add to List' link.
- Please Note - You can add either Master Items (without a size indicated) or specific SKU's (sized items) to your Hot List. If no size is indicated, the item will appear in your Hot List, but you can not add it to your cart until you visit that item's page and select a size.

- A popup window will prompt you to 'Create a New User List'.
- Click the 'Create a New User List' link.

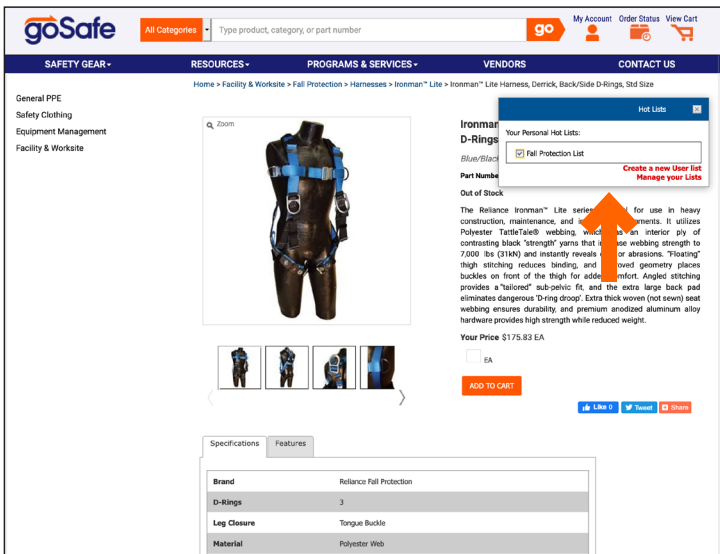# Customer Hot List Creation

- You will be prompted to enter a name for the new list.
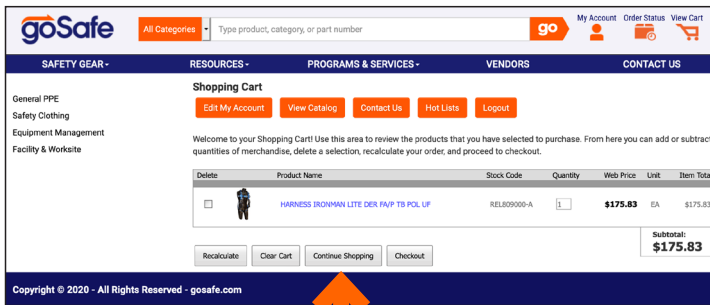- Enter a name, and click the 'Create' button'.

- Once the list has been created and named, check the box next to the list name to add this product to your Hot List.
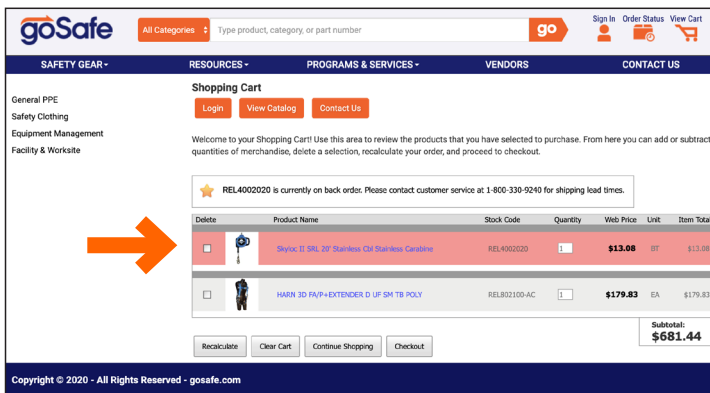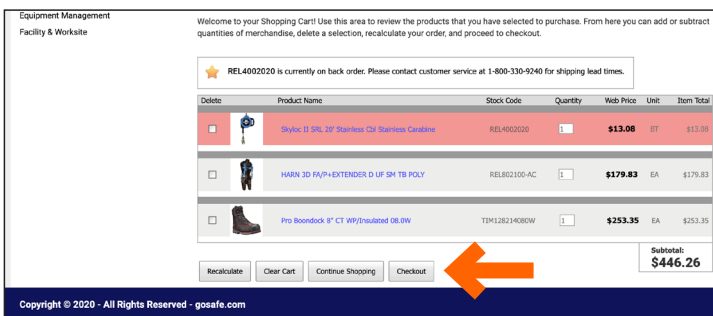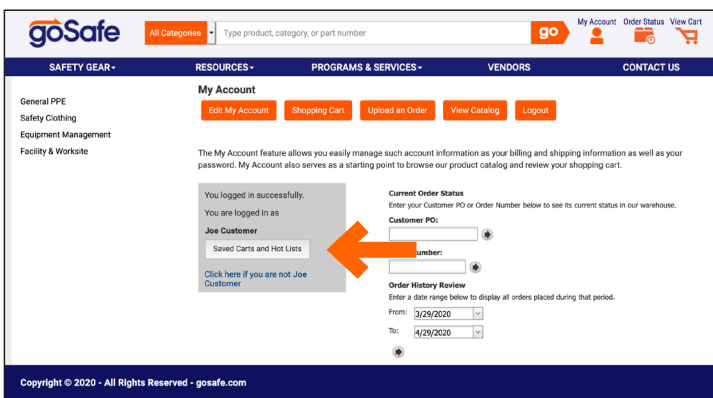
Placing Your Order

- After adding an item to a Hot List to use for future orders, indicate a quantity, and then add the item to your Shopping Cart.
- To continue shopping, click the 'Continue Shopping' button.

- If an item is out of stock or on back order, it will be highlighted in red in your Shopping Cart.
- Lead times are not provided for out of stock items. In addition, when an item shows as 'In Stock', this refers to stock overall, not stock by location.
- Contact Customer Service to inquire about the details of an Out of Stock item by calling 800.330.9240
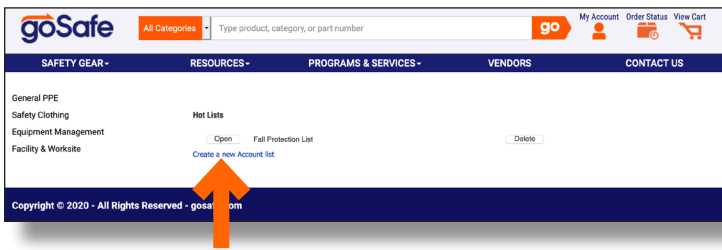

- Continue adding items to your cart until your order is complete. Use the 'Checkout' button to complete the order process.

- To view your Customer Hotlist(s), navigate to the 'My Account' section of the website using the link at the top of the page (must be logged in).
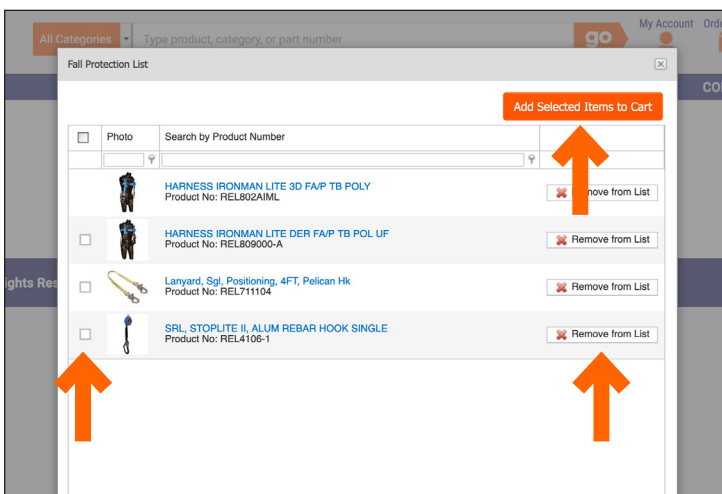- Click the 'Saved Carts and Hot Lists' button.

Accessing Customer Hotlists

- The Hot Lists you have created will be displayed. To open and edit existing lists, click the 'Open' button. To delete a list, click the 'Delete' button.

Editing & Using Customer Hotlists

Editing & Using Customer Hotlists

- To remove items from a Hot List, check the box next to the item, and click 'Remove from List'. To add Hot List items to your cart, check the box beside the items you wish to add, and click 'Add Selected Items to Cart'. When you are ready to check out, select 'View Cart' and proceed from there.

If you need help creating or using your account or hotlists, please contact us at

800.330.9240 or sales@gosafe.com