

## Company Store Orders – Staff

**NOTE: Only clothing can be purchased through the Land's End catalog at this time. Baseball caps, coffee mugs and tote bags will be available for purchase at the Fitness Zone.**

The ERH store web site is [ces.landsend.com/episcopal\\_retirement](https://ces.landsend.com/episcopal_retirement) (type this address exactly – do not type “www:” before the address). You may want to save it as a favorite on your web browser.

### Suggestions for logo color:

- i. If the clothing item is a dark color, the white embroidered logo is suggested.
- ii. If the clothing item is a lighter color, the black or color logos are suggested.
- iii. A complete list of logo numbers for each ERH community is provided in the front of this book.

### NOTE:

- Purchases may be paid for via payroll deduction. Please complete a Payroll Deduction Authorization Form, sign and leave with your completed order form at the Fitness Zone.
- Orders purchased with Payroll Deduction will be processed through the ERH office. Since merchandise will be shipped to the ERH office and not to the employee's home, orders may take longer to arrive.

**The following procedure is for ERH community staff wishing to place orders on their own through the ERH Company Store:**

1. Access the ERH store one of two ways:
  - a. enter store web site into browser: [ces.landsend.com/episcopal\\_retirement](http://ces.landsend.com/episcopal_retirement)
  - b. via ERH website ([episcopalretirement.com](http://episcopalretirement.com)), MPL website ([marjorieplee.com](http://marjorieplee.com)) or DH website ([deupreehouse.com](http://deupreehouse.com)) and click on “Company Store” on the right side menu.
2. Click on the words “Buy here” under Company store, or click on the words “Land’s End” located in the menu on the right side of the screen. **This will open a new browser window to the ERH Store at Land’s End.**
3. Click on Men or Women, depending on the clothing items the resident is seeking.
4. Click on the “Categories” links to find various clothing items.
5. When you find an item you like, double-click on the photo. More detail about that item will appear, including sizes and colors.
6. Enter the number desired under the appropriate color and size.
  - a. For example, if you would like to order a Medium Men’s Banded Sleeve Hearty Mesh Polo in True Blue, place a “1” in the second box to the right of the color “True Blue”.
  - b. If a size is not available, the box will be gray and “N/A” will show inside the box.
7. Click the orange “continue” button.
8. In the first box on the right side, select which logo you wish to place on the shirt.
  - a. 2-color means the logo has two colors: your community blossom color and black lettering for the community name. For example, the St. Paul Village 2-color logo will have a grayish blossom and black stitching spelling out “St. Paul Village”. A picture of the logo will appear below the boxes.
  - b. Should you need a logo number, a list is provided at the front desk of your community.

9. In the second box, select where you wish the logo to be placed on the shirt. Usually logos are placed on the left side chest.
10. Click the orange “continue” button. This will bring up your “shopping bag”. Check to be sure the item you wish to purchase is listed correctly with your desired logo number and location.
11. If you wish to continue shopping for more items, click on the white “keep shopping” button.
12. When you are done shopping, click on the orange “proceed to checkout” button.
13. Continue to check out process by entering the required information (desired shipping method, your name, your address, etc.).
14. The shopping bag will appear again with an updated total that includes any shipping charges and taxes applicable. Click “continue”.
15. Complete the credit card and email address information. Click “submit”.
16. You are finished!! Check your email for a confirmation of your order.
17. Wait for your order to arrive!

## **Placing orders to be paid through Payroll Deduction**

1. Review items on the Company Store web site and complete a resident order form with item numbers, logo number and name, desired logo placement and pricing.
2. Include your name and the name of the community where you work.
3. Complete a Payroll Deduction Authorization Form.
4. Staple both forms together and leave in the Fitness Zone for pick-up.
5. Orders will be processed through ERH offices and delivered to the community’s front desk upon arrival.

Staff will receive an email notifying them that their order is being delivered to the front desk and should be picked up there.