

YOUR NEW GREEN CIRCLE SOLUTION: THE HAIRMAIL HUB

STEP BY STEP GUIDE

Your Green Circle Solution is finally here - The Hairmail Hub!

Follow the steps below to learn how to order supplies, schedule pick ups, view your billing history and much much more!



Logging in

A screenshot of the "Hairmail Hub" login page. The page has a dark background. At the top center is the Greencircle Salons logo. Below the logo, the text "Hairmail Hub" is displayed in a white, sans-serif font. There are two input fields: "Username" and "Password", both with light gray borders and placeholder text. Below the "Username" field is a checkbox labeled "Remember me". To the right of the "Remember me" checkbox is a link that says "Forgot password?". At the bottom center is a green button with the word "Login" in white text.

Step 1: Go to hairmailhub.greencirclesalons.com

Step 2: Enter the username and password that were emailed to you on by info@greencirclesalons.com.

Step 4: When you login for the first time you will be able to update your password to something easy for you and your team to remember.

Ordering More Boxes and Supplies

A screenshot of the Greencircle Salons dashboard. On the left is a dark sidebar with navigation items: Dashboard, News, Order and Pickup (highlighted with a green box), Store, Invoice History, and Account details. The main content area has a white background. At the top, it says "Welcome to your dashboard!". Below that is a section titled "Order and pickup" with a sub-header "Order and pickup" and a note: "If you need to cancel or change a pickup or box request, please contact info@greencirclesalons.com". There are two prominent buttons: a purple one labeled "Get New Boxes" with the subtext "Need more supplies?" and a green one labeled "Schedule a Pickup & Print Labels" with the subtext "Have boxes full and ready to go?". Below these is a "Recent news" section with a placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt" and two news post cards. The first card is dated "November 30, 2019" and the second is dated "October 31, 2019". Both are labeled "NEWS POST". There are navigation arrows on the right side of the news section.

Step 1: On the dashboard or the 'Order and Pickup' section click 'Get New Boxes'


Ordering More Boxes and Supplies



Get New Boxes


Order your boxes

Shipping Address

 *Your shipping Address*


If you need to change your address, contact Customer Care at 1-877-424-3327

Your Default Box Order

 *Your default box order*

If you need to change your default order please call Customer Care at 1-877-424-3327

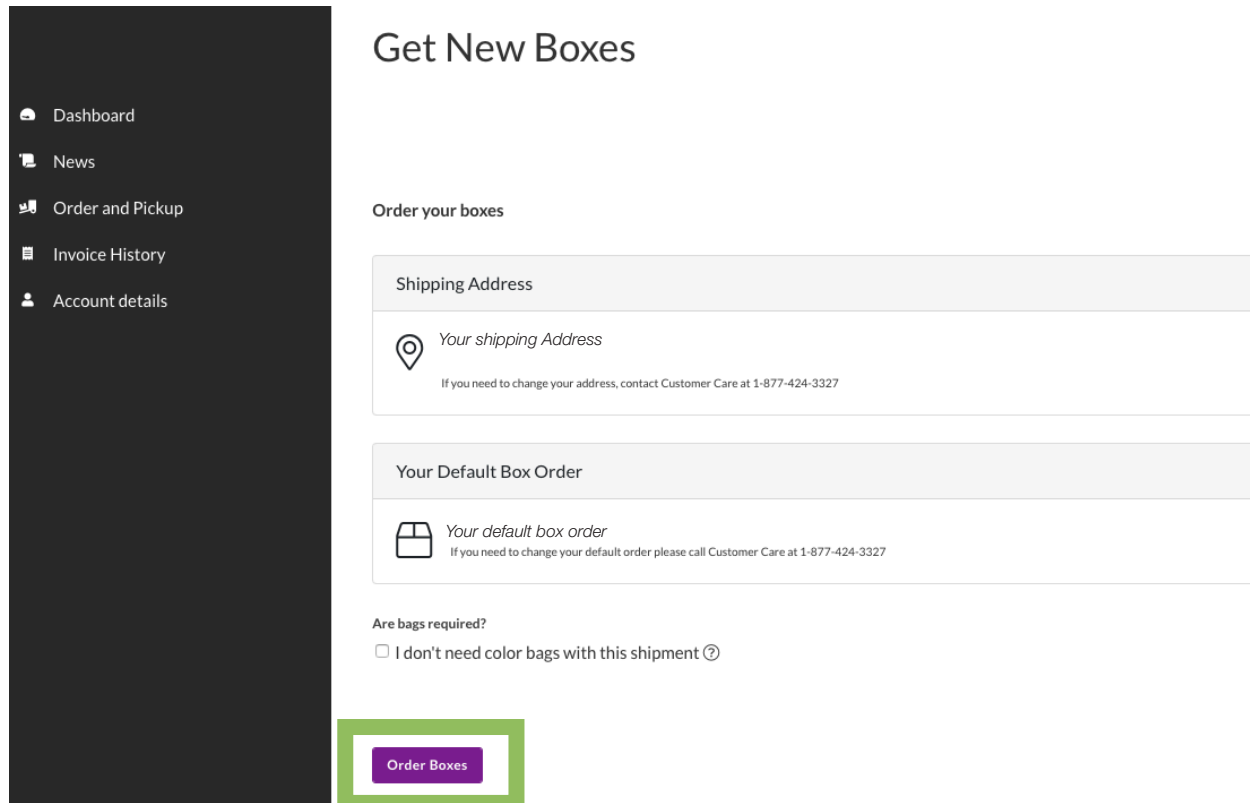
Are bags required?

I don't need color bags with this shipment 

Order Boxes

Step 2: Your mailing address and default box order will be pre-populated! If you see that your mailing address is incorrect please contact our Customer Care team at info@greencirclesalons.com

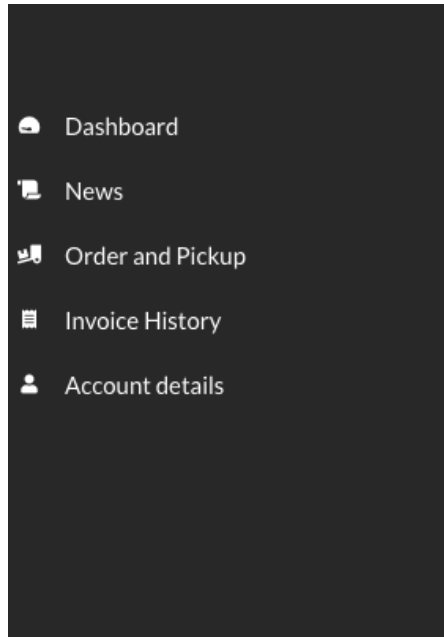
Ordering More Boxes and Supplies



The screenshot shows a user interface for ordering boxes and supplies. On the left is a dark sidebar with navigation links: Dashboard, News, Order and Pickup, Invoice History, and Account details. The main content area is titled "Get New Boxes" and contains a section "Order your boxes". This section has two main panels: "Shipping Address" and "Your Default Box Order". The "Shipping Address" panel includes a location pin icon, the text "Your shipping Address", and a note: "If you need to change your address, contact Customer Care at 1-877-424-3327". The "Your Default Box Order" panel includes a box icon, the text "Your default box order", and a note: "If you need to change your default order please call Customer Care at 1-877-424-3327". Below these panels is a question "Are bags required?" with a checkbox and the text "I don't need color bags with this shipment" followed by a help icon. At the bottom left of the main content area, there is a purple button labeled "Order Boxes" which is highlighted with a green rectangular border.

Step 3: To order all you need to do is click 'Order boxes'

Ordering More Boxes and Supplies



Get New Boxes

Thank You

We are processing your box request. Your order will arrive in 3-5 business days.

Confirmation number: **90334106**

[Schedule A Pickup & Print Labels](#)

Step 4: That's it! You can find your GCS confirmation number and date of order in the 'Order and Pickup' section

Scheduling a Pickup and Printing Your Labels

A screenshot of the Greencircle Salons dashboard. On the left is a dark sidebar with navigation options: Dashboard, News, Order and Pickup (highlighted with a green box), Store, Invoice History, and Account details. The main content area has a white background. At the top, it says "Welcome to your dashboard!". Below that is a section titled "Order and pickup" with a sub-header "If you need to cancel or change a pickup or box request, please contact info@greencirclesalons.com". There are two prominent buttons: a purple one labeled "Get New Boxes" with the text "Need more supplies?" and a green one labeled "Schedule a Pickup & Print Labels" with the text "Have boxes full and ready to go?". The green button is highlighted with a green box. Below these buttons is a "Recent news" section with a placeholder text "Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt" and two news post cards. The first card is dated "November 30, 2019" and the second is dated "October 31, 2019".

Step 1: Scheduling a pickup on the Hairmail Hub is easy! On the dashboard or the 'Order and Pickup' section click 'Schedule a Pickup & Print Labels'

Scheduling a Pickup and Printing Your Labels



Schedule a Pickup & Print Labels

Schedule your pickup

Contact Name*

Phone Number*

Number of boxes to ship* ②

Please enter a number from 1 to 5.

To only print labels:
 I already have a regular UPS pickup/driver scheduled, I do not need to schedule a new pickup ②

This screenshot shows the first step of the scheduling process. It includes a dark sidebar with navigation options: Dashboard, News, Order and Pickup, Store, Invoice History, and Account details. The main content area is titled "Schedule a Pickup & Print Labels" and contains a form for scheduling a pickup. The form has fields for contact name, phone number, and number of boxes to ship, along with a checkbox for existing pickups.

Pickup Location

535 Wilson Ave
Toronto, ON M3H 1V1, CA
If you need to change your address, contact Customer Care at 1-877-424-3327

Pickup Date*

Earliest preferred pick up time*

Latest preferred pick up time*

Please leave a 3 hour window between preferred earliest and latest pickup time.

Room Number

0 of 8 max characters

Floor Number

0 of 3 max characters

[Continue To Terms & Conditions](#)

This screenshot shows the second step of the scheduling process, focusing on the pickup location. The "Pickup Location" section is highlighted with a green border and contains a pre-populated address: "535 Wilson Ave, Toronto, ON M3H 1V1, CA". Below this are fields for the pickup date, earliest and latest preferred pickup times (with dropdown menus), room number, and floor number. A note indicates a 3-hour window between the earliest and latest pickup times. A purple button at the bottom says "Continue To Terms & Conditions".

Step 2: Your salon address will be pre-populated to make this as easy as possible! If you see that your address is incorrect please contact our Customer Care team at info@greencirclesalons.com

Scheduling a Pickup and Printing Your Labels



Dashboard
News
Order and Pickup
Store
Invoice History
Account details

Schedule a Pickup & Print Labels

Schedule your pickup

Contact Name*

Phone Number*

Number of boxes to ship* ①

Please enter a number from 1 to 5.

To only print labels:
 I already have a regular UPS pickup/driver scheduled, I do not need to schedule a new pickup ②

Dashboard
News
Order and Pickup
Store
Invoice History
Account details

Pickup Location

535 Wilson Ave
Toronto, ON M3H 1V1, CA
If you need to change your address, contact Customer Care at 1-877-424-3327

Pickup Date*

Earliest preferred pick up time*

Latest preferred pick up time*

Please leave a 3 hour window between preferred earliest and latest pickup time.

Room Number

0 of 8 max characters

Floor Number

0 of 3 max characters

[Continue To Terms & Conditions](#)

Step 3: Let us know how many boxes you have ready to ship so we know how many labels to create for you

Scheduling a Pickup and Printing Your Labels

A screenshot of a web application interface for scheduling a pickup. The page is titled "Schedule a Pickup & Print Labels". On the left is a dark sidebar with navigation links: Dashboard, News, Order and Pickup, Store, Invoice History, and Account details. The main content area is divided into two columns. The left column, titled "Schedule your pickup", contains form fields for "Contact Name*" (placeholder: "Your Contact Name"), "Phone Number*" (placeholder: "Your Phone Number"), and "Number of boxes to ship*" (placeholder: "Please enter a number from 1 to 5."). Below these is a section "To only print labels:" with a checkbox and the text "I already have a regular UPS pickup/driver scheduled, I do not need to schedule a new pickup". The right column, titled "Pickup Location", shows a location pin icon and the address "535 Wilson Ave, Toronto, ON M3H 1V1, CA" with a note to contact Customer Care at 1-877-424-3327 if the address needs to be changed. Below this are fields for "Pickup Date*", "Earliest preferred pick up time*" (dropdown menu showing "10:00 AM"), and "Latest preferred pick up time*" (dropdown menu showing "4:00 PM"). A note states "Please leave a 3 hour window between preferred earliest and latest pickup time." There are also fields for "Room Number" (0 of 8 max characters) and "Floor Number" (0 of 3 max characters). At the bottom right is a purple button labeled "Continue To Terms & Conditions".

Step 4: If you have already scheduled a pickup, or have a regular UPS driver who comes to your salon, click the checkbox beside 'I already have a regular UPS pickup/driver scheduled. I do not need to schedule a new pickup'

Scheduling a Pickup and Printing Your Labels



Schedule a Pickup & Print Labels

Schedule your pickup

Contact Name*

Phone Number*

Number of boxes to ship* ⓘ

Please enter a number from 1 to 5.

To only print labels:
 I already have a regular UPS pickup/driver scheduled. I do not need to schedule a new pickup ⓘ

Pickup Location

535 Wilson Ave
Toronto, ON M3H 1V1, CA
If you need to change your address, contact Customer Care at 1-877-424-3327

Pickup Date*

Earliest preferred pick up time*
10:00 AM

Latest preferred pick up time*
4:00 PM

Please leave a 3 hour window between preferred earliest and latest pickup time.

Room Number

0 of 8 max characters

Floor Number

0 of 3 max characters

[Continue To Terms & Conditions](#)

Step 5: Then select your desired pickup date and your preferred pick-up window

Scheduling a Pickup and Printing Your Labels



Schedule a Pickup & Print Labels

Schedule your pickup

Contact Name*

Phone Number*

Number of boxes to ship* ⓘ

Please enter a number from 1 to 5.

To only print labels:
 I already have a regular UPS pickup/driver scheduled. I do not need to schedule a new pickup ⓘ

Navigation: Dashboard, News, Order and Pickup, Store, Invoice History, Account details

Pickup Location

If you need to change your address, contact Customer Care at 1-877-424-3327

Pickup Date*

Earliest preferred pick up time*

Latest preferred pick up time*

Please leave a 3 hour window between preferred earliest and latest pickup time.

Room Number

0 of 8 max characters

Floor Number

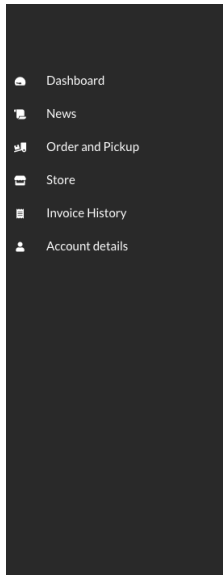
0 of 3 max characters

Continue To Terms & Conditions

Navigation: Dashboard, News, Order and Pickup, Store, Invoice History, Account details

Step 6: Click 'Continue to terms and conditions'

Scheduling a Pickup and Printing Your Labels



Schedule a Pickup & Print Labels

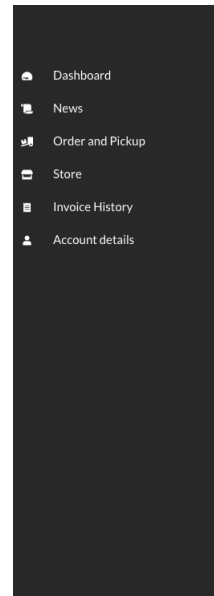
Schedule your pickup

Terms of Service

By agreeing to these terms and conditions, you agree to:

Engage with Green Circle Salons to provide you with recycling collections services for human hair and used hair salon products such as foil, colour tubes, product containers, paper and plastics (collectively "Materials"). You will build an Environmental Stewardship Fee or "ESF" into the cost of each client visit at the rate mutually agreed upon by you and Green Circle Salons. You will report to Green Circle Salons the number of ESF charges you have made to your clients in that calendar month. By the (15th) day of the following calendar month, Green Circle Salons will charge you for its recycling services you have used in an amount equal to the ESF charges you reported (OR your agreed upon average monthly payment), plus all applicable taxes due on that charge. We will charge you for our services only the ESF amount reported by you, plus all applicable taxes. Prices are subject to change within 60 days of receiving a written notice from Green Circle Salons.

You will send your collections of Materials to Green Circle Salons either by (i) "handpick" (collection of Materials via Green Circle logistics staff) or (ii) "hAIRmail" (collections services via 3rd party courier) in shipping boxes provided by Green Circle Salons. For hAIRmail pick up, the Materials must be boxed by you and ready for pick up by the courier service during your usual hours of operation of your salon. Green Circle Salons will set the frequency of pickup based on your reported client volume (which pickup frequency you may ask to change at any time by contacting Green Circle Salons). Green Circle Salons reserves the right to change the method or frequency of pickup of the Materials at any time, with a one month notice given prior to the frequency changes going into effect. A reduction in frequency of collection occurs in cases that the ESF amount being remitted by your salon decreases.



Green Circle Salons will be your exclusive service provider for the materials selected above on this registration form. You will not landfill, dispose of, or send these materials to any other party, recycling company, waste management company or environmental company, unless you are currently in a contractual relationship with a 3rd party waste hauler (directly or inside a binding lease agreement) or the municipality you are located in. Once the aforementioned contractual relationships expire or come up for renewal, Green Circle will at that point become your sole provider for the management of the materials selected above.

You may choose to omit the ESF charges for your clients purchasing only hair products but not services, or for your clients receiving complementary services, or such services discussed with your Green Circle Educator that are mutually agreed upon with us in writing, or for clients who specifically ask to have the fee removed.

You may cancel your service at any time upon giving Green Circle Salons ten business days prior notice, by email to info@greencirclesalons.com, to allow us to stop collection scheduling and to account for offboarding procedures, at the discretion of Green Circle Salons. No refund will be given for services rendered prior to the effective date of your cancellation notice.

Should your account be delinquent in payment by 60 days, Green Circle Salons reserves the right to discontinue your service until payment is received. Should you wish to discontinue your service, the charges for services rendered to date are still payable up to the end of the cancellation notice period.

You are solely responsible for ensuring that you are in compliance with all consumer protection legislation in effect in your jurisdiction and that that any ESF that you charge is included in your communications or advertisements stating your pricing, such as (but not limited to) flyers, service menus, your website, coupons, price quotations given verbally, signage, or any listing of any kind which lists pricing for your services, in accordance with local law.

You give permission to Green Circle Salons to use the images, photos, artwork, logo designs and other visual files that you have submitted to Green Circle Salons. Green Circle Salons agrees not to use these visual files for any other purpose than promoting your salon in the green salon directory, unless otherwise agreed upon and expressed in writing.

You agree to pay Green Circle Salons for our services by credit card or electronic funds transfer. Green Circle Salons will send you a receipt for all payments to the email address set out above. I understand and accept these terms and conditions.

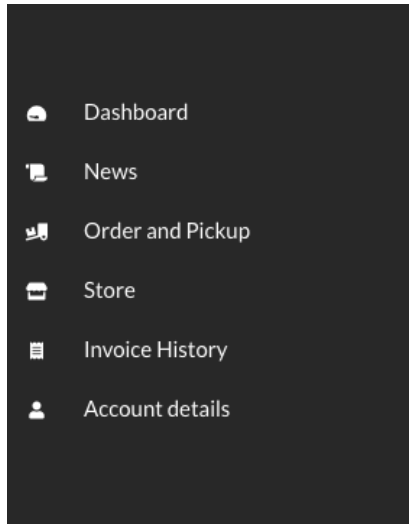
Agree to our terms*

Agree to terms and conditions

Previous Continue

Step 7: Read and accept the terms and conditions, and then click the button 'Continue'

Scheduling a Pickup and Printing Your Labels



Schedule a Pickup & Print Labels

Thank You

Please print your labels and place one on each box making sure to remove/cover the old shipping label.

UPS Pickup confirmation number (PRN): *Your UPS confirmation number*



Step 8: A window will appear with your UPS confirmation code, and a button to print your labels. You can find the labels for your most recent order, on the 'Order and Pickup' page.

Resetting Your Password

A screenshot of the Greencircle Salons Hairmail Hub login page. The page has a dark grey background. At the top center is the Greencircle Salons logo. Below the logo is the text "Hairmail Hub" in white. There are two input fields: "Username" and "Password", both with light grey borders. Below the "Password" field is a checkbox labeled "Remember me" and a link labeled "Forgot password?". The "Forgot password?" link is highlighted with a green rectangular border. At the bottom center is a green button labeled "Login".

If you have lost or forgot your password:
Step 1: Before logging in, click 'Lost your password?'

Resetting Your Password



Reset Password

✉ Reset by Email

📞 Reset by Phone

Lost your password?

Please enter your username

Username

Reset Password

Reset Password

✉ Reset by Email

📞 Reset by Phone

Phone password reset

Enter Your Username

Username

Next

Step 2: Choose if you want to reset your password by email or by phone

Step 3: Follow the instructions that come in your email or phone call

If you have any questions, please contact our customer care team by phone at 1-877-424-3327, or by email at info@greencirclesalons.com.