Welcome to the new PLS eCommerce site! PLS has partnered with InnerWorkings to provide an online shopping experience for store materials. User accounts will be given to Store Managers and above, and the site does not contain wearable items.

**Using VALO Commerce**

**Step One: Log In to Your Commerce Site**

Access the login page at [https://pls.inwk.com](https://pls.inwk.com). If this is your first time logging in, you should reset your default password by clicking the *Reset Password* link.

You'll be prompted to enter your username, which is your email address. You will then receive an email with a link to the password...
reset page. Enter and confirm your new password, then click the **Home Page** button to enter VALO Commerce.

**Step Two: Browse the Catalog**

To find a particular item, you can browse through the categories on the left side of the screen, or you can enter a keyword in the search field at the top of the screen. If you are a store manager/district manager, you will be able to see items in your state only, while if you are a director, you will be able to view items in all states.

Because item names tend to be long, it is recommended you click the list icon to switch from the default grid view to a list view when browsing the catalog.
Step Three: Add Items to Your Shopping Cart

There are three ways to add an item to your shopping cart:
1. From the product list, enter the desired quantity in the field provided and click the shopping cart button.

2. If you know the item code/SKU, enter it in the Quick Entry field at the top of the product list, enter the desired quantity, and click the shopping cart button.

3. You can also add the item within the Add to Cart section of product detail.

When you have added all the necessary items to your shopping cart, hover over the cart icon in the upper right corner of the screen and select Checkout.

**Step Four: Place Your Order**

Clicking Checkout launches the checkout screen, which consists of five simple steps.

After completing each step, click the Next button in order to proceed.

**Review Your Items**
On the Items screen, you can modify item quantities or remove items from your shopping cart before continuing.

Review or Enter Shipping Address

If you are a store manager, you can modify your name and phone number, but cannot update the shipping address to ship to a location other than your store. If your store’s address is incorrect, please contact support.pls@inwk.com.

If you are a district manager or director, you can ship to any store location. Click Open Address Book to access the corporate address book.

To narrow the list of displayed addresses, enter the desired criteria in the Search By area and click Search.

Select the correct shipping address and click the check mark to add it to your order.
Review Shipping Estimate

On the following screen, a shipping estimate displays based on the order’s shipping method and shipping location.

Choose Shipping Method

FedEx Ground  USD $6.97

Enter Payment Information

*Bill to My Account* is the only available payment method, but you are required to enter your store number (or approved cost center if you have it). If you do not enter the correct store number, your order will not be processed and you will be sent back to this page to correct it.
Finalize Your Order

On the final screen, you have the opportunity to review and change all your order information before clicking *Checkout*.

![Shipping Address](image)

**Shipping Address**
Tx Store Mgr PLS - Store Manager 900 E
Pioneer Pkwy United States Arlington TX 76010 555-555-5555

**Delivery Information**
FedEx Ground

**Payment Information**
Bill to My Account
Store Number CC036

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>BROCHURE - Auto Title Loans/2,500 - TX - Bilingual - 250/pk</td>
<td>2</td>
<td>USD $11.50</td>
<td>USD $23.00</td>
</tr>
</tbody>
</table>

When you click *Checkout*, if you have typed the wrong store number, your order will not process and you will need to return to the *Payment* step to correct it. If everything is accurate, you will see an Order Confirmation screen.

You will receive a notification email when your order has been shipped.

Orders that have been placed in the past are accessible via the *Order History* menu option.

Here you can review details on each of your placed orders, including the order status. Click the *View Details* link to see further information, including shipment information if applicable.

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Order Date</th>
<th>Order Total</th>
<th>Order Status</th>
<th>Order Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>#P071002437</td>
<td>10/27/2015</td>
<td>USD $831.16</td>
<td>In Progress</td>
<td>View Details</td>
</tr>
<tr>
<td>#P004282833</td>
<td>10/21/2015</td>
<td>USD $43.53</td>
<td>In Progress</td>
<td>View Details</td>
</tr>
</tbody>
</table>

Contact Support

To contact InnerWorkings Support with questions or requests regarding your site, please send an email to support.pls@inwk.com.

Alternatively, you can call our toll-free number at 1-800-825-2706.