

Quick Reference Guide



<https://outdoorbank.shop-engage.com>



Click here for quick access to the webpage

AUTHENTICATION

CREATE AN ACCOUNT

Please enter your User name to create an account.

User name

1

2

CREATE AN ACCOUNT

ALREADY REGISTERED?

User name

Password

[Forgot your password?](#)

5

SIGN IN

4

New User Registration

First time users begin by entering [1] the desired username and click [2] Create An Account. This will take you to a new page to enter your personal information. Click [3] Register upon completion and you will return to the Authentication Page.

To Login:

Enter your Username and Password then click [4] Sign In. *Returning Pop-Up Users can enter their username but will need to choose [5] Forgot Your Password to reset your password.* You can also use this link if you forgot your login credentials.

YOUR PERSONAL INFORMATION

First name *

Last name *

Phone number

E-mail address *

User name *

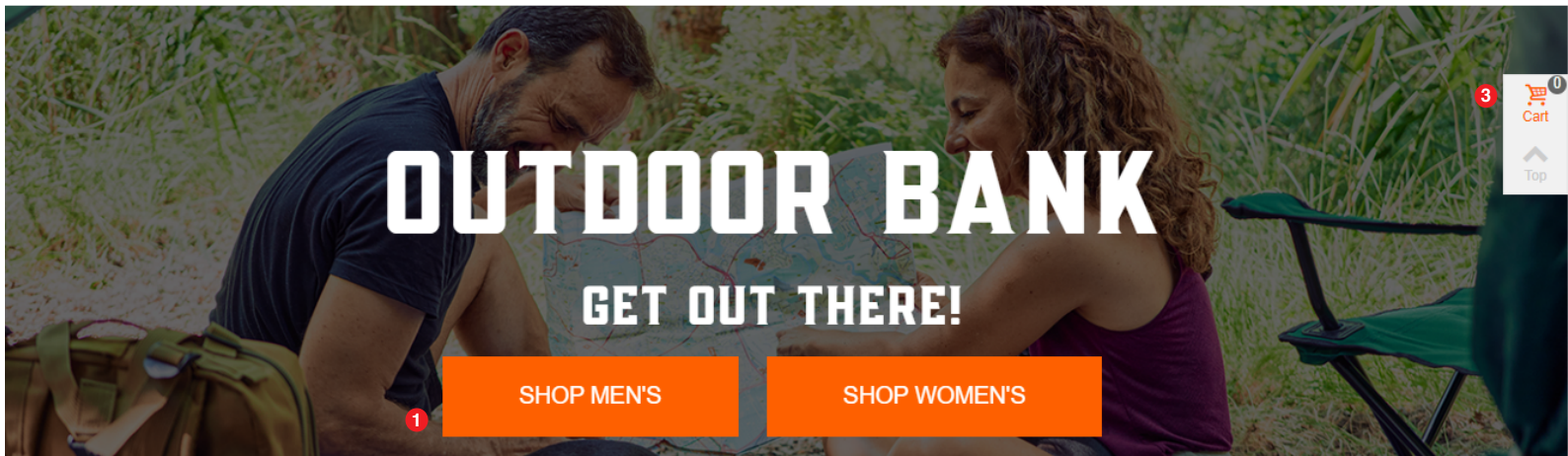
Password *

Confirmation *

*Required field

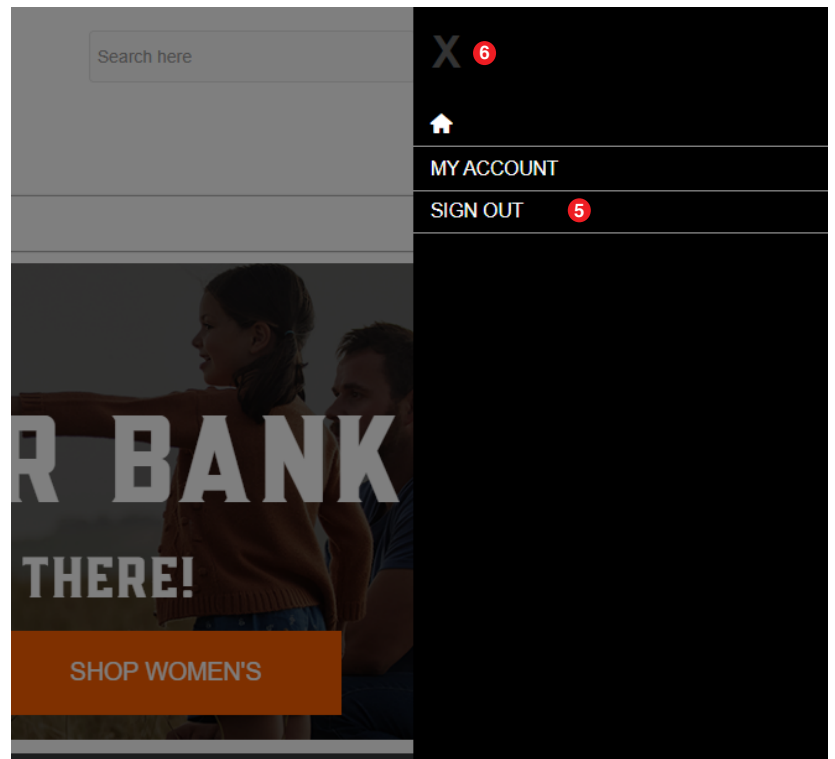
3

REGISTER [Back](#)



Home Page

You can begin shopping by choosing the desired category [1]. If you know the item number, you can enter the it in the search bar [2]. You can visit your shopping cart by clicking [3] the Cart icon which is available in 2 positions. Click [4] the Side Menu to access your [5] account settings, other categories (if applicable) and to sign out. Close the Side Menu by clicking the [6]X



MEN'S

Men's

Showing 1 - 10 of 17 items



Page

1

Next

Page Size

10

Sort by

--



Port Authority Fine Pique Blend
Polo

OUT-K830

4

VIEW PRODUCT



TravisMathew Oceanside Solid
Polo

OUT-TM1MU411

4

VIEW PRODUCT



Eddie Bauer Stretch Soft Shell
Jacket

OUT-EB544

4

VIEW PRODUCT



Carhartt Crowley Soft Shell Jacket

OUT-CT102199

4

VIEW PRODUCT

Category Page

The items available in a category will be listed. You can adjust your view by clicking [1] the desired format. Choose from either a grid or line or line item view. You can adjust the number of items viewed at a time by clicking [2] the Page Size dropdown and choosing the desired quantity. The default is 10. You can choose how it is sorted by clicking [3] the Sort By dropdown. Once you have chosen your selection click [4] View Product to see garment details, available colors and pricing. You can return to your cart by clicking [5] Cart Icon.

Garment Details

View a description of the garment in area [1]. Description includes fabric composition, garment features and logo position. Logo will be decorated in colors reflected in the photo. All sales are final on decorated apparel. Make sure to review the garment size chart by clicking [2] View Size Chart. The default price is listed [3]. Price can be impacted by Color and Size. Choose the color from [4] the drop-down menu. Choose the size from the [5] Size dropdown menu.



PORT AUTHORITY FINE PIQUE BLEND POLO

OUT-K830

With its fine cotton-rich blend, this moisture-wicking performance polo is as at home on the course as it is in the office.

- 4.3-ounce, 57/43 cotton/poly pique
- Moisture-wicking
- Self-fabric collar with collar stand
- Forward shoulder
- 3-button placket
- Dyed-to-match buttons (Dark Smoke buttons on Charcoal Heather and Black Heather)
- Straight hem
- Tag-free label
- Embroidered with Outdoor Bank Logo on Left Chest as pictured
- There may be an additional charge for sizes above XL
- **Please reference the Size Chart below before choosing your size. Sizes vary between brand to brand.**
- **Due to custom logo apparel, all sales are FINAL with no exchanges.**

[View Size Chart](#)

\$42.80

Total: \$42.80

Color *

Size *

[View Size Chart](#)

\$44.45

Total: \$133.35

Color *

Size *

Qty

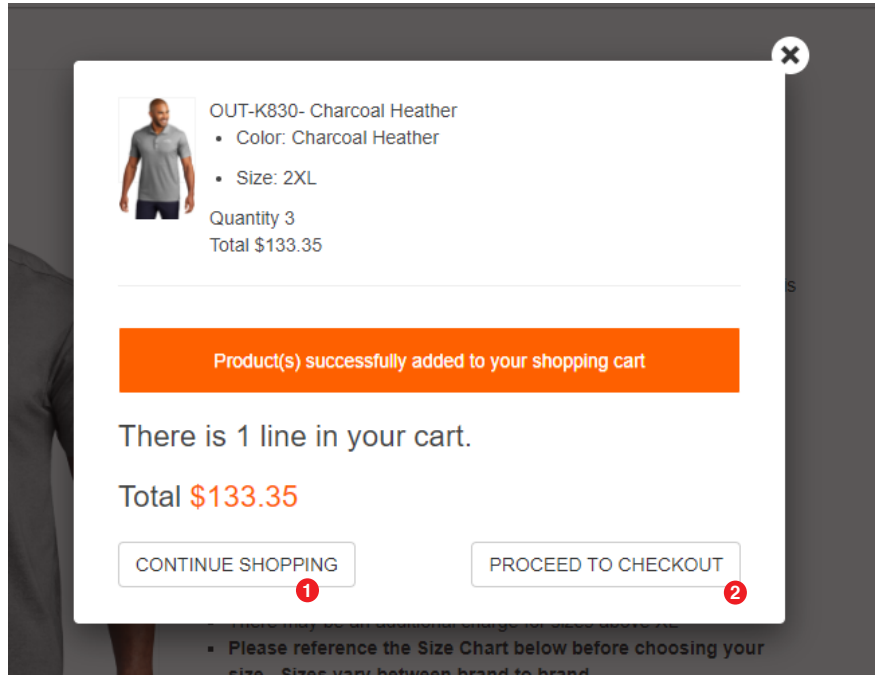
[ADD TO CART](#)

Garment Details Cont.

Once the Color [4] and the size [5] is chosen, the garment price [3] is updated. Enter the number of garments in the [6] Qty box. Total Price [7] will be updated by the number of garments chosen. Click [8] Add To Cart you are ready to proceed.

Adding to Cart

A Pop-Up window will appear once you have successfully added an item into your cart. You can either click [1] to continue shopping and choose more garments. If you are finished shopping, you can click [2] Proceed to Checkout. Proceeding To Checkout will bring you to the Shopping Cart. This will give you a summary of the items in your cart. You can adjust by modifying the [3] quantity or removing the item by clicking the [4] X. You can apply a Promo Code in the box and click [5] Apply Promo. The Promo Code, shipping charges and taxes will not be applied until you [6] Proceed to Checkout and choose your shipping method and address. If you return to cart after choosing the shipping address and method, the [7] Grand Total will be include shipping and taxes.



SHOPPING-CART SUMMARY

1. SUMMARY



2. SIGN IN

3. ADDRESS

4. SHIPPING

5. PAYMENT

Your shopping cart contains: 2 Products

PRODUCT	ID	DETAILS	UNIT PRICE	QTY	TOTAL	REMOVE
 Port Authority Fine Pique Blend Polo	OUT-K830-Charcoal Heather	Color: Charcoal Heather Size: 2XL	\$44.45	3 ³	\$133.35	X ⁴
 Brooks Brothers Women's Open-Neck Satin Blouse	OUT-BB18009-Shadow Grey	Color: Shadow Grey Size: 3XL	\$65.84	1 ³	\$65.84	X ⁴

 ⁵

*****PROMO CODES APPLIED HERE*****

Subtotal	\$199.19
Shipping & Handling	\$0.00
Tax	\$0.00
GRAND TOTAL	\$199.19 ⁷

⁶

ADDRESSES

1. SUMMARY

2. SIGN IN

3. ADDRESS

4. SHIPPING

5. PAYMENT

Choose a delivery address: 9370 E Hwy 24 2

Choose a billing address: Overland Park 3

YOUR DELIVERY ADDRESS

Outdoor Bank
9370 E Hwy 24

ATTN: 4

Manhattan, KS 66502
US

YOUR BILLING ADDRESS

Outdoor Bank
7835 W 151st Street

ATTN: 4

Overland Park, KS 66223
US

ADD A NEW ADDRESS 1

If you would like to add a comment about your order, please write it in the field below.

5

6

CONTINUE SHOPPING

PROCEED TO CHECKOUT

Shipping Address

If is your first time using this site, click [1] Add A New Address to be directed to a new page to enter you address. Enter the information and click [7] SAVE. This address will now be available to choose in the [2] Choose a Delivery Address dropdown menu. You will need to choose a Billing address [3]. You may need to Add a New address if it differs from your shipping address. It will default to Outdoor Banks billing address. Enter your name in the [4] Attn box for both shipping and billing. Add any comments or notes about your order in [5] Comment box. Click [6] Proceed to Checkout once billing and shipping addresses have been confirmed.

YOUR ADDRESSES

To add a new address, please fill out the form below.

*Required field

Address Label *

Name

Address Classification

Company *

Address *

Address (Line 2)

City *

State/Province *

Zip/Postal Code *

Country *

Phone *

SAVE 7

Shipping Method

Choose the shipping method for your package by clicking the [1] field beside the desired option. Click [2] Proceed To Checkout to continue.

SHIPPING

1. SUMMARY
2. SIGN IN
3. ADDRESS
4. SHIPPING
5. PAYMENT

Choose a shipping option for this address: 9370 E Hwy 24



1	<input checked="" type="radio"/>	UPS Ground	\$14.61
	<input type="radio"/>	UPS 2nd Day Air	\$36.87
	<input type="radio"/>	UPS Next Day Air	\$106.07

CONTINUE SHOPPING

2 PROCEED TO CHECKOUT

CONFIRM YOUR ORDER AND PAYMENT METHOD

1. SUMMARY
2. SIGN IN
3. ADDRESS
4. SHIPPING
5. PAYMENT

	PRODUCT	ID	DETAILS	UNIT PRICE	QTY	TOTAL
3	 Port Authority Fine Pique Blend Polo	OUT-K830-Charcoal Heather	Color: Charcoal Heather Size: 2XL	\$44.45	3	\$133.35
	 Brooks Brothers Women's Open-Neck Satin Blouse	OUT-BB18009-Shadow Grey	Color: Shadow Grey Size: 3XL	\$65.84	1	\$65.84
	Subtotal					\$199.19
	Shipping & Handling					\$14.61
	Tax					\$16.04
	Grand Total					\$229.84




Final Checkout Review

The [3] final view before entering payment at the bottom of the page. Your Grand Total [4] will reflect the garments you added to your cart, Shipping & Handling, Tax and any Promo Codes applied. You will enter your payment information at the bottom of this web-page (continued on Page 8) if there is a balance due after Promo Codes are applied.

Payment Method

Choose the Payment method for the Balance Due by choosing from the [1] dropdown. Default is Credit Card. Purchase Order is only available to approved accounts. The Credit Card entered will be charged for the [2] Grand Total. Click [3] Submit Order to place your order.

Women's Open-Neck Satin Blouse				
			Subtotal	\$199.19
			Shipping & Handling	\$14.61
			Tax	\$16.04
			Grand Total	\$229.84

 Please Select your Payment Method

Credit Card 1

Pay by Credit Card:

Card Type

Card Number

CVV Number

Card Expiration Date
 /



3

Order Confirmation

If your order is Successfully placed, you will be provided an Order Confirmation Page [4]. An email receipt will be sent to the Email address provided in your Account Settings.

ORDER CONFIRMATION FOR ORDER: ODB-2

- 1. SUMMARY
- 2. SIGN IN
- 3. ADDRESS
- 4. SHIPPING
- 5. PAYMENT

Product	Id	Details	Shipping Address	Unit Price	Qty	Total	Status	Actions
 Port Authority Fine Pique Blend Polo	OUT-K830- Charcoal Heather	Color: Charcoal Size: 2XL Heather	9370 E Hwy 24	\$44.45	3	\$133.35	Open	
 Brooks Brothers Women's Open-Neck Satin Blouse	OUT-BB18009- Shadow Grey	Color: Shadow Size: 3XL Grey	9370 E Hwy 24	\$65.84	1	\$65.84	Open	

Payment Method:
Purchase Order - (\$229.84) - Purchase Order Testing again

Subtotal	\$199.19
Shipping & Handling	\$14.61
Tax	\$16.04
GRAND TOTAL	\$229.84

Don't hesitate to reach out to Go2 at 913-432-4333 or CSR-KansasCity@go2partners.com with any changes or questions about your order!