

# **Step 1:** Login to Landis Web Portal using credentials provided in E-Mail.



If you have not received your portal credentials or are unable to login contact your account manager for assistance..

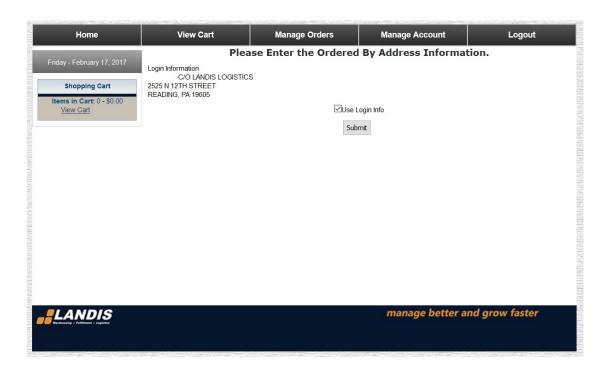
#### Step 2:

Click the "Enter Orders" button located in your main navigation bar.



## Step 3:

Make sure the "Use Login Info" button is checked and submit your login credentials.



#### Step 4:

When it prompts you for the shipping address, click on the **EDIT** button to the right of the screen under "My account information".

Home	View Cart	Manage Orders	Manage Account	Logout
Friday - February 17, 2017  Shopping Cart  Items in Cart: 0 - \$0.00  View Cart	Please Ento	orthe Shipping Address Ordered By C/O LANDIS LOGISTICS 2525 N 12TH STREET READING, PA 19805 Edit Clear	Information.	My Account Information -  COLT  COLANDIS  LOGISTICS
	Name Company Title Address 1 Address 2 Address 3 City State Zip/Postal Code Country Phone Fax Email	Search Submit		
LANDIS	manage better and grow		nd grow faster	

## Step 5:

The Name & Address Information screen shows credentials that you signed in with the first time you used Veracore. You can alter the address information and "submit" your changes.

Home	View Cart	Manage Orders	Manage Account	Logout
		В	ack	'
Friday - February 17, 2017		Name & Address Information		
		Clear (Alt-R)		
Shopping Cart		Name C/O LA	NDIS LOGISTICS	
Items in Cart: 0 - \$0.00		Company		
<u>View Cart</u>		Title		
		Address 1 2525 N 12TH ST	REET	
Find an Item		Address 2		
Search		Address 3		
Categories		City READING		
Categories		State PA		
		Zip/Postal Code 19605		
		Country		
		Phone		
		Fax		
		Email		
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