

#### **Employee Registration and Purchasing Guide**

#### What is the Benefit Management System? (BenMan)

The Grainger Benefit Management System is your company's selected method for purchasing safety footwear. This system connects directly to Grainger.com to make it fast and easy for you to shop for and purchase footwear under your company's program.

The following information will help you to register and understand how to shop and make purchases. When you are logged into BenMan you are only able to purchase footwear on Grainger.com.

#### **How To Register**

To register, CLICK on this link to go to your BENEFITS MANAGEMENT SERVICE Page.

https://www.grainger.com/benefits/registration/USCPHYSICALPLANTLACA

1. On the Benefits Management Service page (below) fill out all of the required fields:

First Name

Last Name (Note: Last names were not loaded with additional info, Jr., Sr., etc.)

Employee ID #

2. Click CONTINUE to go to the next step (see next page).

https://www.grainger.com/benefits/registration	ac Grainger.com ×		
My Account   Order History   Lists   Spe	sial Order Quotes		SIGN IN   Register No
GRAINGER		Keep General Catalog Find A Branch	Stock Sign Up for Email Feedback He Services V Solutions V Worldwid
ALL PRODUCTS V Enter key	word, item, model or replacement part number.	SEARCH	BULK ORDER PAD 🔻 🗎 CART
Er	nployee Registration		
YO	UR COMPANY NAME/BMS		
You	are two steps away from joining Grainger.com. First we need to valid	date that we have your name and employee id in our records."	
		BENEFITS OF JOINING GRAINGER.COM	
First Name>	First Name Demo	With a few easy steps, you car advantage of all the benefits of registered Grainger customer.	take being a
Last Name	I ast Name	Faster ordering options	
	Employee (d	Save favorite items	io.
Employee ID>	0000	S Track order & history	0
	CONTINUE		



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The Registration screen will appear, as shown below.

- 3. Complete the required fields, then Click to Agree to Terms, and then click REGISTER.
- 4. The confirmation screen will appear (last below). Click on MY BENEFITS. Now you can login using the User ID and Password you just created. That's it, you are ready to shop.

	Sign In Preferences	
	*E-mail Address	
Required Fields Below ——	>	
	*User ID (can be your email address)	
	Create User ID	
	*Password Show Passwords	
Agree to Terms	<ul> <li>Terms of Registration</li> <li>*I acknowledge that I have read and agree to the Grainger Terms of Sale and Terms of Access, and understand that information I submit will be used as described on this page and in the Grainger Privacy Policy.</li> </ul>	
Click Register	Register	
n/content/inv My Account	rited_user_registration?regi P → C G Grainger.com × Order History   Lists   Special Order Quotes NCCXR. Find A Branct	
YOUR PE	CODUCTS V     Enter keyword, item, model or replacement part number.	
	Welcome and thank you for registering with Grainger.com You have successfully registered online and are now signed in. Your registration is now complete and you may begin ordering online.	
Click My Benefits	If you have any questions, please contact Grainger or call Customer Care at 1-844-520-6290@ or via email at bmsgrainger@grainger.com Click on the My Benefits button below to view your Benefits and proceed to Shop on Grainger.com. MY BENEFITS	
You will need the	IMPORTANT: You only need to register one time! User ID and Password you created above to login and purchase in the futur	re.
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#### How to Shop and Purchase

The My Benefits Page, directly below, is your landing page. From here you can shop by clicking SHOP NOW, or see your past purchases, or place a RE-order, by clicking VIEW ORDER HISTORY.

1.) To begin shopping click SHOP NOW. This will bring up your MY PRODUCTS PAGE.



2.) On the Your Products Page use the drop down arrow of Your Products and select Safety.



The One Item You Need + 1.5 Million More

View All Product Categories >

You are currently logged into a customer account.



3.) You will see an icon box for Safety Toe Work Boots and Shoes. If your employer allows for the purchase of insoles and/or accessories you will see an option for these here as well. Select the icon box for Safety Toe Work Boots and Shoes to begin shopping for shoes. You will be able filter the selections down on the next page.



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3.) Use the menu features on the left hand side of the screen to filter the selections. Select a style, size and width, and any additional features as needed. Once the selection has been filtered the styles that align with those features will appear in a list to the right of the filter menus.

Satety Criteria	^						
Allov Toe (1651)							
		DR. MARTENS 6" V	Vork Boot, Steel Toe,	Style Number R14403	201		
Best Slin-Resistance (5122)			Aultiple product entires	available			
			viultiple product options Brands	available			
Better Silp-Resistance (5690)	Lice these and oth		DR. MARTENS				
Chain Saw Cut-Resistant (26)	filters below to fi	nd					
Chemical-Resistant Sole (9294	the footwear feature						
View More	vou need	Safety Criteria	Footwear Width	Size	Item #	Price	
	you need.	Steel Toe, Oil-Resistant Sole	2,				~
Footwear Style	^	Non-Marking Sole, Metatars Guard, Metal Chip-Resistan Sole, Good Slip-Resistance	sal <sup>t</sup> M	Select Size	Multiple Items	\$157.06	Тор
i ootii otijio		Electrical Hazard (EH), Chemical-Resistant Sole					
	State .	KEEN Hiker Boot, S	Steel Toe. Style Numb	er 1011242			
		· · · · · · · · · · · · · · · · · · ·					
6" Work Boo 8" Work Boo	Athletic High		Multiple product options	available			
t (3040) t (1793)	TOP (420)	E E	Brands				
			KEEN				
Athletic Sho Boat Shoe	Chelsea Boo	Sofaty Oritoria	Footwoor Width	Size	ltom #	Drice	
e (2964) (196)	t (212)	Salety Ontena	Poolwear width	5126	itern #	File	
Gender	^			1011040			
		KEEN HIKER BOOT, S	teel Toe, Style Numbe	er 1011242			
Men's (12544)		Safety Criteria	Footwear Width	Size	Item #	Price	
Unisex (422)							
Women's (2274)		CAROLINA SHOE 8	" Work Boot, Compos	ite Toe, Style Number	CA9582		
Size	^		Iultiple product options	available			
Type here to refine filters			AROLINA SHOL				
		and the second sec					^
7-/1/2 (1)		SafetyCriteria	Footwear Width	Size	ltem #	Price	Тор
3 (7)		Waterproof Oil-Resistant					
3-1/2 (13)		Sole, Metatarsal Guard, Goo Slip-Resistance, Electrical	d D	Select Size	Multiple Items	\$182.15	
<b>4</b> (70)		Hazard (EH), Composite Toe	2				
<b>4-1/2</b> (63)		Sole, Metatarsal Guard, Goo Slip-Resistance, Electrical	d EE	Select Size	Multiple Items	\$182.15	
5 (170)		Hazard (EH), Composite Toe	2				
View More							
		SKECHERS Athletic	Shoe, Composite To	e, Style Number 7701	3-BLK		
		N	fultiple product options	available			
Footwear Width	^	B	rands				
<b>B</b> (228)		s s	KECHERS				
	rainger (v2)				GPA	N(cist)	

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4.) You can sort the selection by Top Sellers, Brand and Price using the drop down menu in the Sort by box at the top of the list.

#### Steel-Toe Work Boots and Shoes

#### 707 results found that include 15,240 products

Find a large selection of safety-toe work boots and shoes at Grainger for hiking, athletics, military or heavy-duty work. Choose from a selection of leather work boots that are waterproof and provide oil and slip resistance or military style work boots that offer antibacterial liners. Shop Grainger for the right pair of safety-toe work boots and shoes you need to get the job done.



5.) Once you've chosen the style you like you can click on the description of the shoe to select it.







6.) After selecting the shoes a box will pop up on the left hand side of the screen. In this box select the size needed using the drop down menu and then click Add.

6" Work Boot, 10, M, Men's, Brov Type, 1 PR	wn, Steel Toe	Viewing as List	table		Sort by	Top Sellers	~
Select Size	2	GRABBERS 6" Work	k Boot, Steel Toe, Style Nu	umber G0019			
10 Web \$157 	Price ① Click "Ad	d" Loss and a	Multiple product options avai Brands BRABBERS	lable			
1	Add	Safety Criteria	Footwear Width	Size	Item #		Price
Compare	+ Add to List	Steel Toe, Non-Marking Upper, Electrical Hazard (EH Best Slip-Resistance	4), M	Select Size	Multiple Items		\$65.25
Expected to arrive Wed. Jan 08.		Steel Toe, Non-Marking Upper, Electrical Hazard (El- Best Slip-Resistance	H), W	Select Size	Multiple Items		\$65.25
Ship To 60045 🗸 Pick Up		DR. MARTENS 6" W	Vork Boot, Steel Toe, Style	Number R14403201			
Tech Specs	Item Info	M	Multiple product options avai	lable			
Item Work I	Boot	E	Brands				
Toe Type Steel			DR. MARTENS				
View Product D	Details						

7.) After adding the shoes to your cart you can click on Continue Shopping to add additional items such as insoles or accessories or click View Cart to complete the checkout process.





8.) click PROCEED TO CHECKOUT. On the SUBMIT ORDER screen you will see the Subsidy amount paid by your company (as applicable) and the amount you owe. If your company requires a P.O. number you can use the drop down menu in the P.O. field to chose the correct P.O. number or, if there is no drop down menu you can enter the P.O. number into that field. Then Click SUBMIT ORDER and your purchase is complete.





#### **Final Steps**

9.) After placing an order you can view or print your order, shipping and subsidy details.

10.) If applicable you will also see the amount owed after Subsidy as "Payroll Deduction", OR be prompted to enter credit card information for the balance due.

11.) As a final step be sure to click to LOG OFF. under "Hello", at very top right of the screen.

			Hello, Joe E	· ^	
G https://www.grainger.com/checkout/orderconfirm ;	♀ ← ≜ ぐ 🖉 Order Confirmation 🛛 ×	Not Joe E.3	? Log Off		<u>-</u> ⊕ ☆ ☆
Edit View Lavorites Loois Help G. Grainger.com 👛 Salesforce 💱 Brainshark 🕢 Survey M	onkey 👩 Whitelist SurveyMonkey		🛗 🕶 🖾 💌	🗈 🖶 🔻 Page 🕶 Safety -	- Tools - 🔞 - 🔊
Account   Order History   Lists   Catalog Item Quotes   3	Special Order Quotes			Joe Employee   Ac	ct # 0886661900 🔺
RAINGER.			KeepStor Find A Branch	k Si Not Joe Employe Service	e? Log Off
YOUR PRODUCTS V Enter keyword, item, m	odel or replacement part number.	SEARCH		BULK ORDER PAD 🔍	₽ CART
t	Review		Complete		
Order #WEB1327725896 has successfully been subm Need Help? Call toll-tree, at 1-844-820-62802 or via	tted. To view subsidy eligibility visit My Benefits. email at bmsgrainger@grainger com anytime. We	a'ra ready to heipi		et C	Checkout Feedback
ORDER SUMMARY	SHIPPING ADDRESS	PAYMENT METHOD			
Subtotal \$158.86	Location2	Payroll Deduction			
Estimated Tax \$9.93 Estimated Standard Shipping FREE	137 W Wood St Palaline, IL 60067 5003 USA				
ESTIMATED TOTAL \$108.79					

12.) You will receive a confirmation email on your order.

IMPORTANT: To make a future purchase go to <u>www.grainger.com</u>. Click the "Sign In" link at the top right of the page. Sign in using the User ID and Password you created earlier.

For issues or questions please contact a service representative at 844-820-6290 or BMSgrainger@grainger.com.

