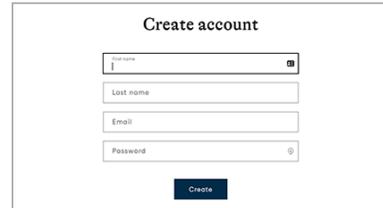# How to order - New Customer Onboarding

Activating your account on the Zeel Website:

1 You should have received an email from Zeel regarding your onboarding. From this email, select the link, which will direct you to the Zeel site by TopStitch to create your account. **Please note: You must create your account with this link in order to tie your free top code to your account.**
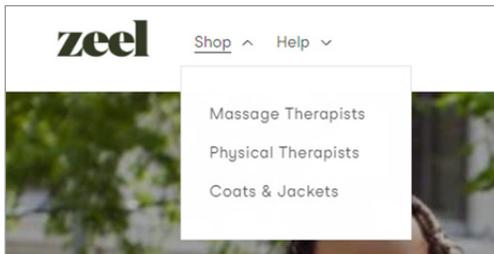
2 Complete the form in order to create your account on the site. You will need an account to apply Zeel's uniform program discounts.

3 Once you've created your account, you'll receive a welcome email confirming the account. In this email you'll see links to this how to order guide, frequently asked questions, and return process.
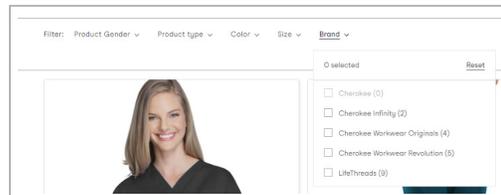
Shopping and Navigating the Site:

4 Once you're logged in, navigate to the shop button and then your department – Massage Therapists, Physical Therapists, or Coats & Jackets.
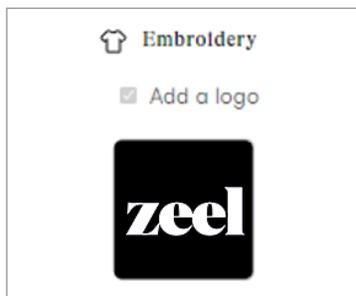
5 From your department selection, you can further filter the products by gender, product type, size or brand. **Please note: We recommend shopping by Brand and matching tops and pants from the same line.**
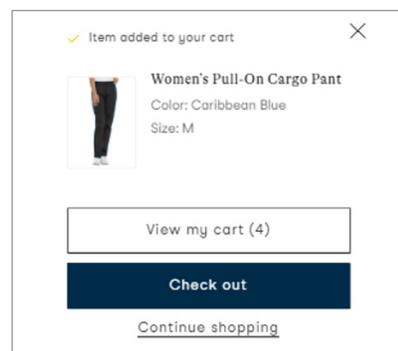
6 Navigate to the products you would like to purchase and select the size and color along with the quantity.

Embroidery: You will notice that embroidery is automatically added for you on the tops. Jacket and coat embroidery is available at an additional cost.
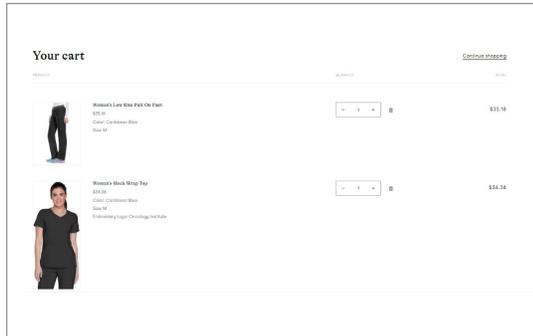
7 Once you've finished shopping, select the check out bag at the top right side of the page or select the check out pop up after you've added products to the cart from the product page.
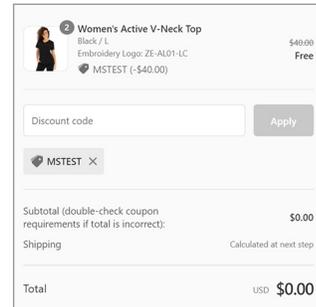
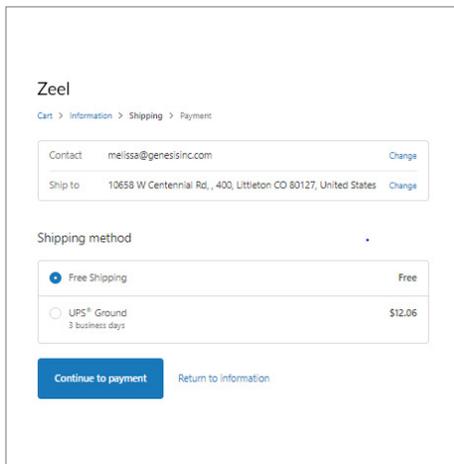**8** Once you're in the shopping cart, please confirm the order looks correct.

9 In your original onboarding email from Zeel, please locate the discount code provided and enter it in the discount code field below. Then enter your shipping information and select continue.
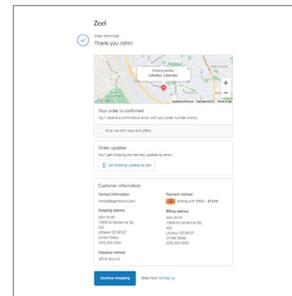

10 From the shipping screen, select the shipping method.

11 Then select Continue to payment. If you have exceeded your discount code's allotment, you can complete your order by entering credit card information under "payment options". Then enter your billing address and select Pay Now. After processing you'll receive an order confirmation message along with an email message.

PLEASE ALLOW 2-3 WEEKS TO FULFILL YOUR ORDER