



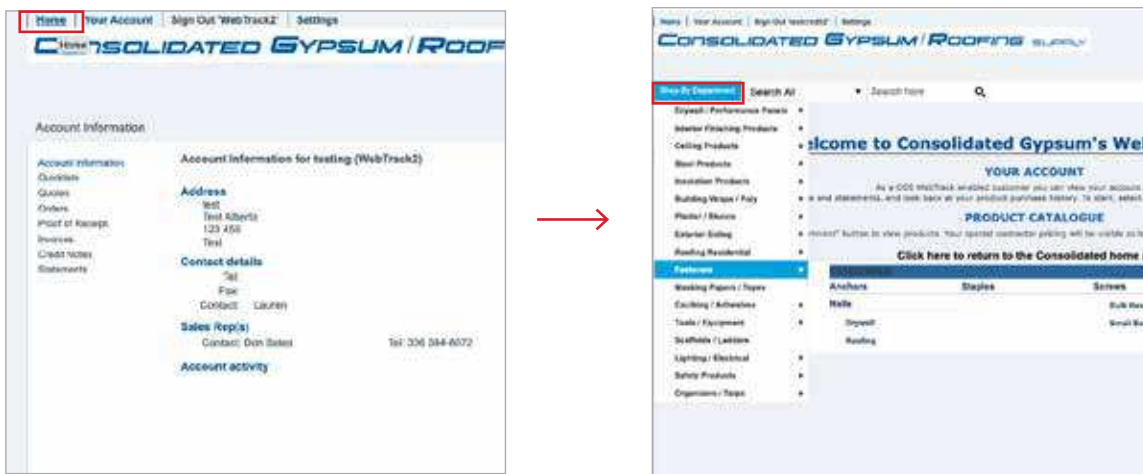
First, [SIGN IN](#) to your account. You will be redirected to the sign in customer portal page.

If you have lost or forgotten your log in user name and password, please contact our credit department.

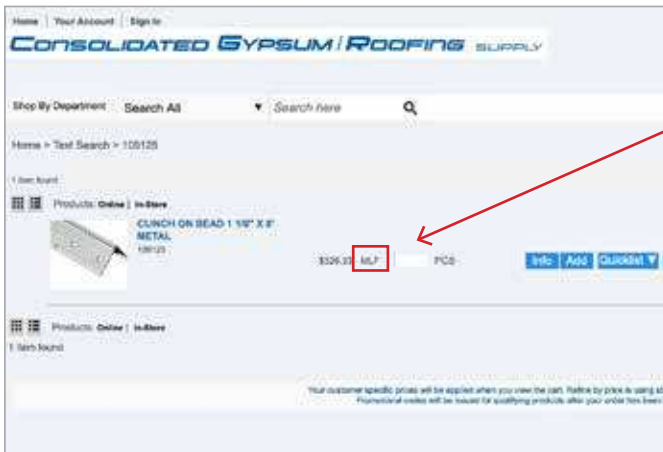
**NOTE:** If you need to request access for the first time, contact our credit department one of three ways:

- 1- Call toll free: 1-877-752-7786 local: 780-452-7786
- 2 - Email [credit@cgsupply.ca](mailto:credit@cgsupply.ca)
- 3 - Click on the “request access” button. Follow the prompts and press submit.

Someone will contact you as soon as possible with log in credentials.



Once signed in, you are redirected to your account page. Select the **HOME** tab on the top left corner. In the new window, use the “Shop by Department” button and select a category and sub category from the drop down menus.



Enter a quantity and click "Add to Cart".



Notice there is a number in your cart. Even though you selected 5 units, the number 1 is in your cart indicating one transaction.



You can shop for more items, edit what you have selected or submit your order by clicking "Place Order Now" and follow the prompts on the Check Out Details page.

By default, some of our items are priced by thousand linear feet (MLF). As you proceed, the price will be adjusted to the unit price on the "Items in your Cart" page.

### NOTE:

If your button reads, "Place **Quote** Now", instead of "Place **Order** Now", you are NOT signed in to your account.

You must sign in to get your special contractor and regional pricing.

Use the "Sign In" button and proceed.



Once you have signed in, you'll get a message indicating that your prices have changed.

Go ahead and continue shopping or place your order and then proceed to the Check Out Details page.

## Check Out Details

Carefully read and fill out all the fields.  
\* indicates a mandatory field.

It is very important to select your branch, shipping method and date required.

You will get a follow up call from a sales rep to discuss delivery charges, special instructions and confirmation of your order.

When completed, click "CONTINUE"

## Order Summary

You will get another window with your summary. You can still go back, or continue. Note: you must check the agree to terms and conditions box to finalize your transaction.

Finish by clicking "Complete Order".

Please wait while your request is being processed.

Do not close this window or navigate to another page.

## Confirmation

You will be given an order confirmation number.