

TO PLACE AN ONLINE CORPORATE ORDER:

"Log In" on the Home page to begin.

- If you are a new Sarris Corporate Customer, use the left hand side to sign up for a new account.
- If you are an existing online Sarris Corporate Customer, log in on the right side with your email address and password. Your most recent address list will appear here.
- If you are a current Sarris Corporate Customer but have not placed an order online, log in with your email address and use the word "password" as your password until you change it to your own. Your most recent address list will appear here.

You can update, edit or delete your list here.

ADDING A NEW ADDRESS LIST

If shipping to multiple addresses, you can add them one at a time on your log in page or complete the Address List Template and save to your computer. The address fields must be entered on your spreadsheet in the order shown with the maximum characters shown on the spreadsheet that pops up from the link provided.

	First Name	Last Name	Company	Address 1	Address 2	City	State	Zip Code
Characters	30	30	30	30	24	24	2	10

Once saved on your computer, you can click on "Choose File" to retrieve it and click on "Check File for Errors" to make sure the required fields are completed and that the maximum number of characters is not exceeded.

When the file is error free, you will use the "Import" button to load the address list to your online account.

ORDER COMPLETION

You can now go shopping. Click on "Our Products" and choose the total number of items that you wish to send to your list of contacts and load them into your shopping cart.

If shipping to multiple addresses, choose your contacts from your list and match with the product items you placed in your shopping cart. Hit "Continue" and on the next page you will choose the shipping method for each address and add your gift message that will apply to all packages.

Continue with the order by checking the billing address, entering your chosen Shipping Date and choosing your gift wrapping preference.

Enter your credit card information and submit the order. Your discounts and order total will appear on this page.

A confirmation of the order will be sent to your email address.

If ordering a new custom logo, you will be provided a link on the confirmation email to submit your artwork.

SECURITY STATEMENT

Sarris Candies maintains physical, electronic, and procedural safeguards to help protect personally identifiable information. Information is transmitted to and from SarrisCorporate.com in encrypted form using industry-standard Secure Sockets Layer (SSL) connections to help protect such information from interception. Please be sure that your browser URL is using <https://www.sarris corporate.com> and a lock appears showing the secure connection.