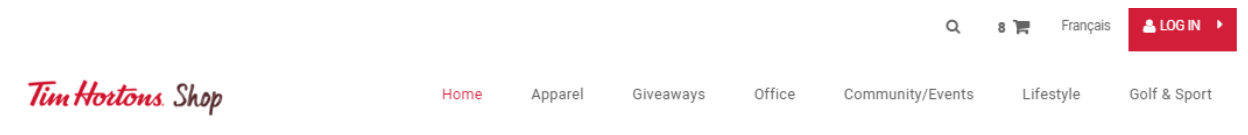**TIM HORTON'S OWNER STORE – USER GUIDE (Owners)**

1. Please login with your timzone email address.  Emails will begin with the letter "O" and then key in your 6-digit owner number.  Example:  O123456@timzone.com
2. Password will be welcome1
   a. Please ensure that you go to My Account page and update your password information



3. Update and save your information and continue to any of the categories to add to your cart

4. Products have a maximum buy per order.  If you order more than the maximum cap, your cart will default to the maximum number we have allowed

5. Once you hit "check out" you will be taken to the Billing & Shipping Page

**Billing & Shipping**

Cart > Customer information > Shipping method > Payment method

| Please Select a Store ▼ |
|---|

**BILLING INFORMATION**

| First Name: | Mariska |
|---|---|
| Last Name: | Hortons |
| Email: | mariskag@cottoncandy.com |
| Address Line 1: | 2600 argentia road |
| City: | mississauga |
| Territory: | ON |
| Country: | CA |
| Postal Code: | l5n5v4 |

**SHIPPING INFORMATION**

| First Name: | Mariska |
|---|---|
| Last Name: | Gordon |
| Company Name: | Cotton Candy |
| Company Title: | Cotton Candy |
| Email: | mariskag@cottoncandy.com |
| Telephone: | |
| Address Line 1: | |
| City: | |
| Territory: | |
| Country: | |
| Postal Code: | |

**Modify billing**

**Shipping Options**

Please select an option

| Method | Service | Expected delivery | Surcharge | Rate | Total Price | |
|---|---|---|---|---|---|---|
| FedEx | Priority Overnight | 2019-07-29 | $ 0.00 | $ 29.76 | $ 29.76 | ☐ |
| FedEx | Fedex 2 Day | 2019-07-30 | $ 0.00 | $ 20.58 | $ 20.58 | ☐ |
| FedEx | Fedex Ground | | $ 0.00 | $ 18.69 | $ 18.69 | ⦿ |

6. Please select the store you would like you goods shipped to

7. Please modify billing options if necessary

8. Choose your desired freight option

9. Please enter your Credit Card information, click submit and an order confirmation will be emailed to you TimZone account.

10. A reference page of your order will pop up