



## St. Francis Health Services' Online Store!

Purpose: to provide employees a convenient way to voluntarily purchase company apparel online.

### Place an order:

1. Go to [www.sfhs.org](http://www.sfhs.org) and hit enter
2. Click on "Emp. Reference"
3. Click on "Access American Catalog"
4. Select location and enter
5. Click on "Wearables e-Store"
  - a. Click on preference: "Accessories; Ladies Shirts; Sweatshirts; T-Shirts; Ladies Outerwear; Men's Shirts; Men's Outerwear or Fleece"
  - b. Select picture for enlarged view and explanation.
  - c. Choose quantity and color.
  - d. Select size (note prices are listed)
  - e. Click on "Select Logo" on bottom of page
    - By Logo Selection, click on your facility if you wish to have your facility name printed around your logo or click on "Master Logo Without Name" if you wish to have the logo only.
    - By Logo Color Options, click on "Tone on Tone" or "Contrast" (Tone on Tone is same color as shirt; Contrast will be a color selected by American Business (i.e. black)
    - By Logo Position, select "Left Chest" if not already
    - Click on "Add to Cart"

### Payment Options:

#### **By personal check or money order**

1. After you have clicked on "Add to Cart":
  - a. Print shopping cart page.
  - b. Log off.
  - c. Make check payable to: **American Solutions for Business**
  - d. Send "shopping cart list" and check or money order to: **American Solutions for Business, Attn: Tricia, 10 First Street NE, Glenwood, MN 56334**

#### **By credit card**

1. After you have clicked on "Add to Cart":
  - a. Select "credit card" by "Method of Payment"
  - b. Click on "Proceed to Checkout"
  - c. Complete required fields for payment and shipping
  - d. Click on "Continue Checkout" or "Cancel Order"

### Frequently Asked Questions (FAQs):

**Q: Can I order a shirt without a logo on it?**

A: No, this online store is for staff to order company apparel items. However, if you wish to have the logo without the company name printed on your item, you may select “Master Logo Without Name”.

**Q: What does the field, “Packing Slip Text” mean?**

A: This allows you to make a note on the packing slip such as the employee’s name for who the order is for.

**Q: I don’t have a credit card. How can I order and pay for an item?**

A: You can print out your “shopping cart list” and send to American Solutions for Business along with your check or money order.

**Q: Who do I make my check payable to?**

A: American Solutions for Business

**Q: Where do I send my order and check or money order?**

A: American Solutions for Business

Attn: Tricia

10 First Street NE

Glenwood, MN 56334

**Q: I have a credit card, but I don’t like to give my number over the internet. What shall I do?**

A: You can call American Solutions for Business at 320-634-5511 and place your order with your credit card over the phone.

**Q: Can I pay for my order with my check card?**

A: Yes, a check card works the same as a credit card.

**Q: When can I expect to receive my item/s?**

A: Typically your order will take two weeks. If an item is on back order, American Solutions for Business will inform you via email so it’s important that you include your email address on your order.

**Q: What is a purchase order?**

A: A purchase order will bill the applicable location. If an administrative staff person wishes to place a bulk order or if an employee has been awarded a coupon to receive a complimentary apparel item, he/she can select the purchase order option. The order will be sent to the Administrator or Director of HR of that facility for his/her approval before the order will be submitted.

**Q: Can I order with a co-worker to save money on the shipping?**

A: Yes and we would encourage you to do so in order to save you both money! One of you would need to place the order.

**Q: Do I have a choice in how my facility’s name is printed with the logo?**

A: No, you do not have a choice on how your facility name is printed with the logo on an individual apparel item since this is set up with the printer. However, if you are placing a bulk order, you may contact American Solutions for Business and have them help you customize your order.