

Hoag employees now have access to a new online store with the option to purchase Hoag apparel via the WAVE. Choose from a variety of colors, styles and sizes, all with the Hoag logo to show your HOAG PRIDE around town! To view inventory and order online, follow the instructions below:

- 1) From the WAVE, click on the *Employee Information* tab
- 2) Scroll to the right to view the *Hoag Store* message box, click on the link
- 3) Enter the password, *HoagPride* (not case sensitive)



This will open an order form where you can view and select your items to purchase.

What you should know:

- To view apparel, simply roll your 'mouse' over the item description you are interested in and a picture of that item will appear. The cost is shown under the 'unit price' column. Enter the quantity of each item you want and the item total field will populate.
- Payment for items is the sole responsibility of the employee placing the order. Shipping charges will be applied to each purchase. All orders <u>must</u> be shipped directly to your home and are fulfilled by our vendor, Image Apparel for Business; contact information is at the top of the order form.
- Place your order by clicking the "email this order" button at the bottom of the order form.
- Fields marked with * are required.

We hope you enjoy this new feature!

