

IMPORTANT Service Portal Users:

If your existing account was for the [Service Portal](#), you DO NOT need to reset your password. You only need to reset your password if you need to place an order.

How to Log in and Place an Order on the Brand new UniLink Website!

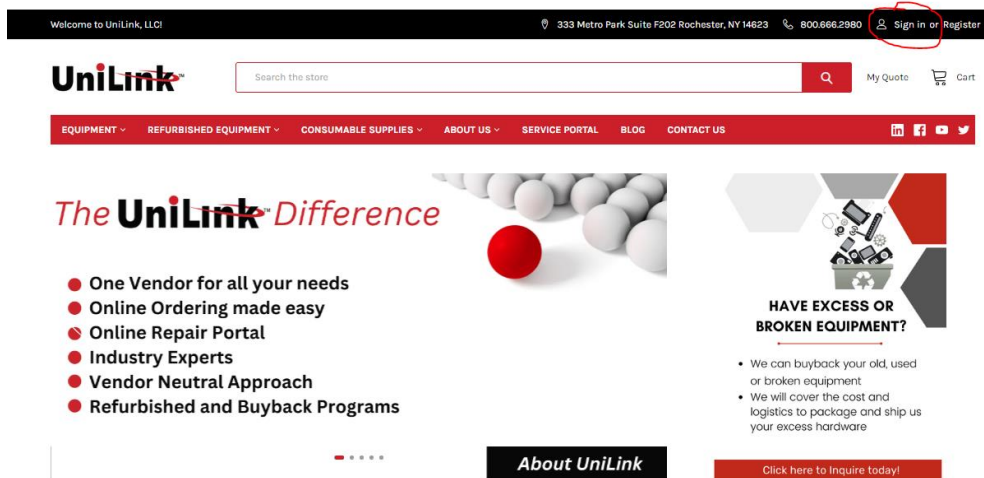
Follow these simple steps to log in and place an order on our website.

Step 1: Visit Our Website

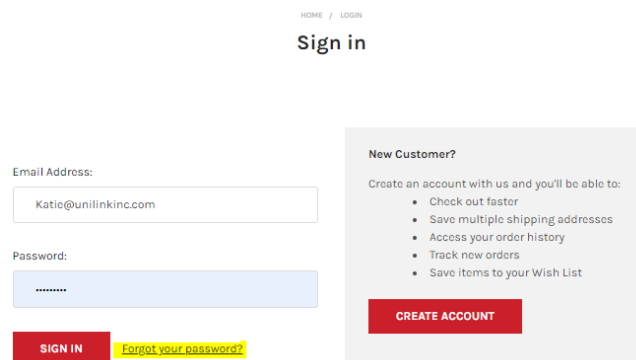
1. Open your web browser and go to <http://www.unilinkinc.com>

Step 2: Logging into Your Account for the first time on new site to place an order

1. Click on the "Sign In" button located at the top right corner of the homepage.



2. Click on the "Forgot your Password?" link below the login fields.



3. Enter your registered email address and click "Reset Password".

HOME / FORGOT PASSWORD

Reset Password

Fill in your email below to request a new password. An email will be sent to the address below containing a link to verify your email address.

Email Address

4. Check your email for a password reset link and follow the instructions to reset your password.

HOME / RESET PASSWORD

Change Password

Passwords must be at least 7 characters and contain: lower case letters, upper case letters, at least 1 number

New Password REQUIRED

Confirm Password REQUIRED


- **New to UniLink, LLC?**
 - Please contact us or your sales rep to get approved for online ordering. sales@unilinkinc.com or 800.666.2980

Step 3: Once your password is updated

1. You will be directed back to the sign in screen enter your email and new password

HOME / LOGIN

Sign in

 Your password has been successfully updated.

Email Address:

Password:

 [Forgot your password?](#)

New Customer?

Create an account with us and you'll be able to:

- Check out faster
- Save multiple shipping addresses
- Access your order history
- Track new orders
- Save items to your Wish List

Step 4: Your Order form

1. Once you are logged in you will be able to see your company's specific order form and pricing
2. Go to "My Order form" in the top header menu and click on the one that shows up below it

Welcome to UniLink, LLC! 333 Metro Park Suite F202 Rochester, NY 14623 800.666.2980 Account Sign out

UniLink Search the store My Quote Recently Viewed Cart

MY ORDER FORM ABOUT US SERVICE PORTAL BLOG CONTACT US

HOME / YOUR ACCOUNT / YOUR ORDERS

Orders

Orders Messages (0) Recently Viewed Account Settings Shopping Lists Addresses Buy Again User Management Quotes

3. Here you can view your specific items and pricing.

MY ORDER FORM ABOUT US SERVICE PORTAL BLOG CONTACT US

HOME / MY ORDER FORM / KATIE ORDER FORM

KATIE Order Form

Filter products by name, SKU, attributes...

Sort By: Featured Items Products Per Page: 20

Product	Qty in Cart	Quantity	Price	Subtotal	
Epson Thermal Paper 20lb TMT88 (50 rolls/case) Epson 9078-1201	0	0	\$64.00	\$0	ADD TO CART
UniLink TREND for Hewlett Packard W2023A HP414A Magenta Toner Cartridge (2.1K YLD) Misc TRDW2023AXU	0	0	\$156.00	\$0	ADD TO CART
Semacon S-2200 Currency Discriminator/Counter, Single Pocket, Bank Grade, UV/MG/MT/IR/FL CF Includes 1-year Manufacturer's Mail-in Warranty Semacon S-2200	0	0	\$1,995.00	\$0	ADD TO CART
APC by Schneider Electric Back-UPS 600VA Tower UPS - Tower - 10 Hour Recharge - 3.20 Minute Stand-by - 120 V AC Input - 120 V AC Output - 7 x NEMA 5-15R, 1 x USB CHARGING PORT APC BE600M1	0	0	\$100.00	\$0	ADD TO CART

4. Change the Quantity to the number you need to order, Click the "Add to Cart" button.
5. Continue shopping or proceed to checkout by clicking the "Cart" icon at the top right corner of the page.

Step 5: Review Your Cart

1. Click on the "Cart" icon to view the items in your cart.
2. Review the product details, quantities, and prices.

Step 6: Proceed to Checkout

1. Click the "**Checkout**" button.
2. Enter or confirm your shipping address.
3. Select your preferred shipping method.
4. Select my billing address is the same as my shipping address as the accounting team will always use what they have on file to invoice. If you need to update the billing address on your formal invoices please reach out to info@unilinkinc.com.

Step 7: Enter Payment Information

1. Choose your payment method (e.g., credit card or purchase order).
2. Enter the required payment details.
3. Review your order summary to ensure all information is correct.

Step 8: Place Your Order

1. Click the "**Place Order**" button to complete your purchase.
2. You will receive an order confirmation email with your order details.

To Browse Products not on your order form

1. All products can be viewed once you log out of your account, this is because when you login it is showing you your pricing and pricing is only available for the items added to your form.
2. To view UniLink's entire catalog, log out and then you will see the Categories- Equipment, Refurbished Equipment and consumable supplies.
3. You can also use the search bar to find the products you are interested in.
4. Click on a product to view its details.

Need Help?

If you encounter any issues or need assistance, please contact our customer support team at info@unilinkinc.com or call us at 800.666.2980

Thank you for shopping with UniLink!