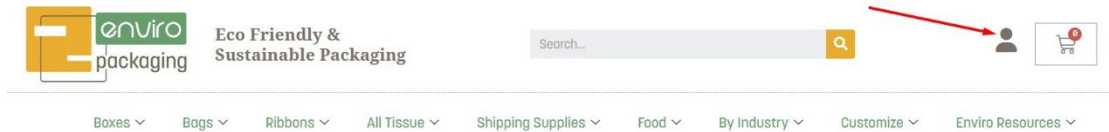




## HOW TO CREATE AN ACCOUNT

1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Enter your email address and click the "Register" button.

### Register

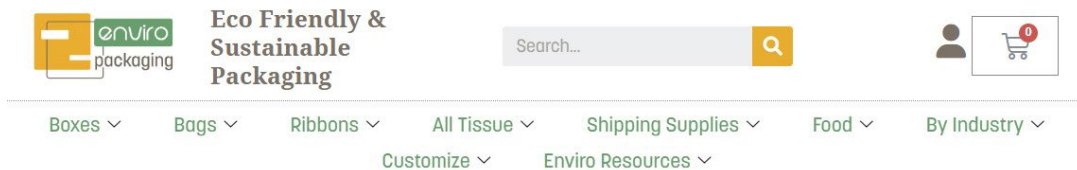
Email address \*

A link to set a new password will be sent to your email address.

Your personal data will be used to support your experience throughout this website, to manage access to your account, and for other purposes described in our [privacy policy](#).

**Register**

4. You will be sent a confirmation email with your username and a link to set your password.
5. Click the link, enter a password, and click the "Save" button.
6. You can now log in to your new account and see your account Dashboard, your Orders, your Downloads, saved Addresses, Payment Methods, and Account Details.



- Dashboard
- Orders
- Downloads
- Addresses
- Payment Method
- Account details
- Logout

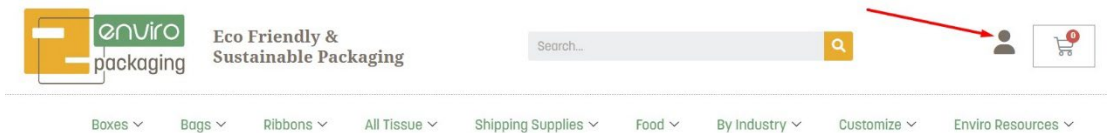
Hello **UserName** (not **UserName**? [Log out](#))

From your account dashboard you can view your [recent orders](#), manage your [shipping and billing addresses](#), and [edit your password and account details](#).



## LOST / FORGOTTEN PASSWORD

1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Under the Login form, click the "Lost your password?" link.

### Login

A screenshot of the login form. It contains two input fields: "Username or email address" and "Password". Below the fields are a "Log in" button and a "Remember me" checkbox. A red arrow points to a blue link labeled "Lost your password?" located below the "Log in" button.

4. Enter either your username or the email you used to create your account in the "Username of email" field, and click the "Reset password" button.

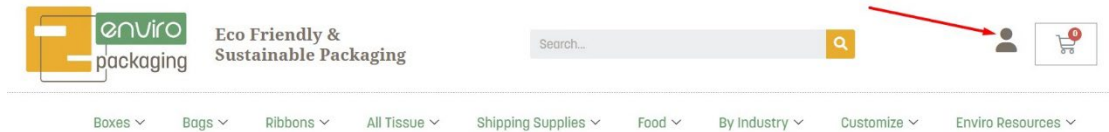
A screenshot of the password reset form. It features a text input field labeled "Username or email" and a "Reset password" button. A red arrow points to the input field, and another red arrow points to the "Reset password" button. Above the input field is the text: "Lost your password? Please enter your username or email address. You will receive a link to create a new password via email."

5. A password reset email will be sent to the email address on file for your account. Once it arrives, click the link in the email to reset your password.
6. Enter a new password and click the "Save" button.
7. Your password will be updated and you can now log in to your account.

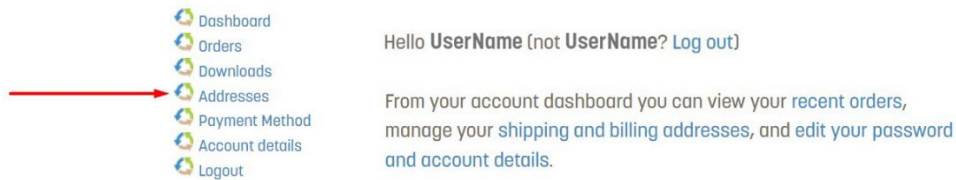


## ADDING A SHIPPING OR BILLING ADDRESS

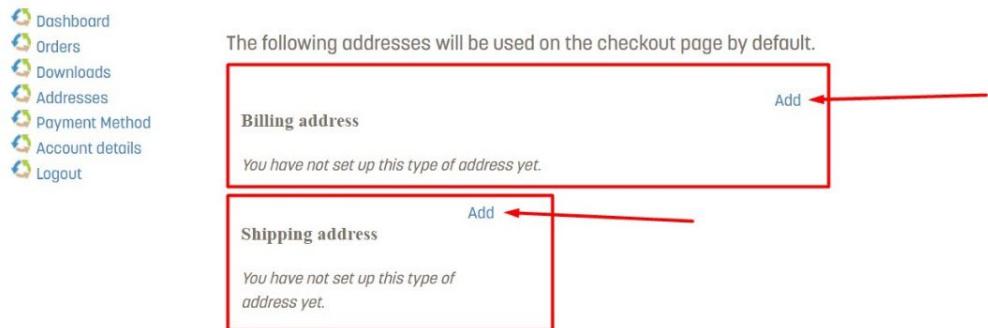
1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click Addresses from the menu on the left.



5. On the Addresses page, click Add for the type of address you would like to add (either Billing or Shipping)

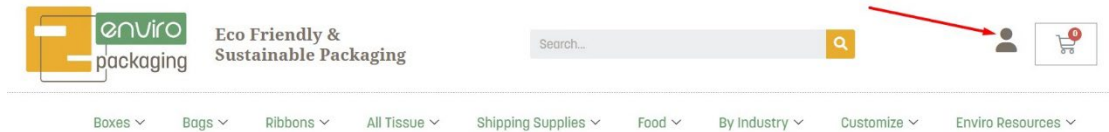


6. Fill in the form with your address information and click the "Save address" button.

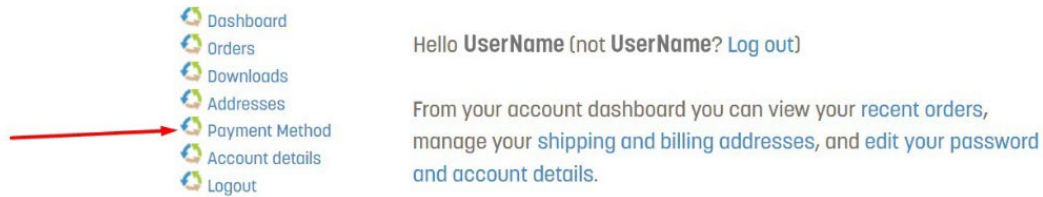


## ADDING A PAYMENT METHOD

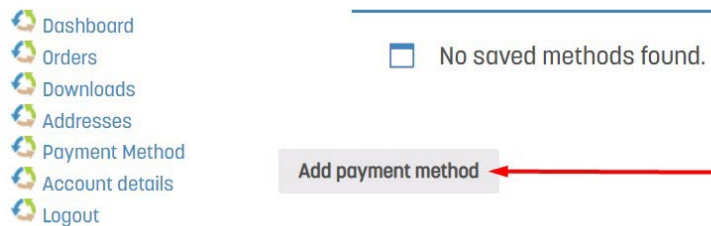
1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click “Payment Method” from the menu on the left to be taken to the Payment Methods page.



5. Click the “Add payment method” button.

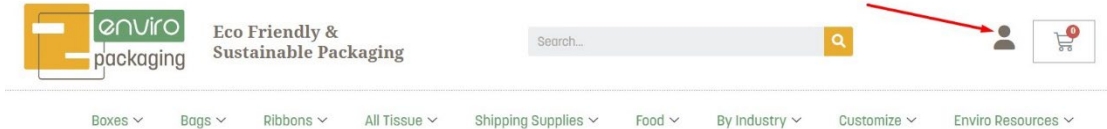


6. Enter your credit card information in the form and click the “Add payment method” button when complete.

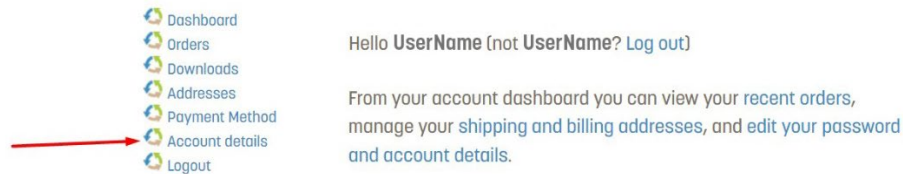


## CHANGING YOUR PASSWORD

1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click "Account Details" from the menu on the left.



5. On your Account Details page, enter your current password, the new password information into the "Password change" fields, and click the "Save changes" button.

Dashboard  
Orders  
Downloads  
Addresses  
Payment Method  
Account details  
Logout

First name \*  
Name

Last name \*  
Last Name

Display name \*  
Username  
*This will be how your name will be displayed in the account section and in reviews*

Email address \*  
youremail@youremailservice.com

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

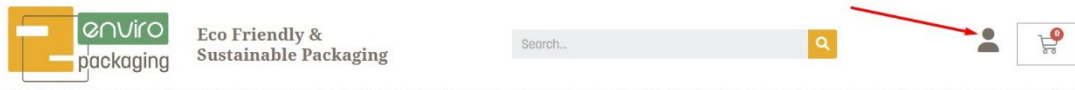
Confirm new password

Save changes



## HOW TO RE-ORDER

1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.

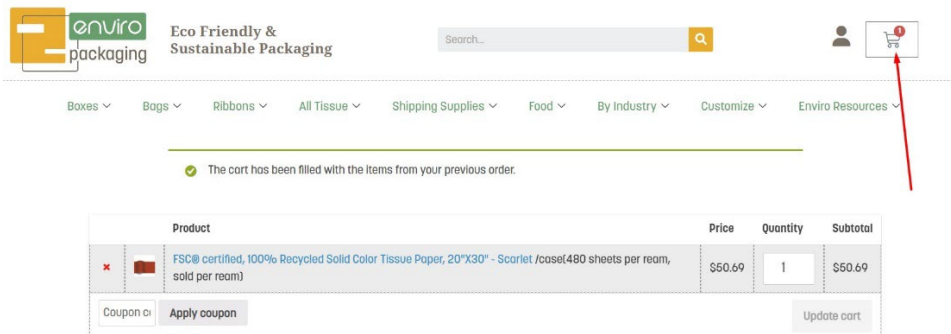


3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click "Orders" from the menu on the left.

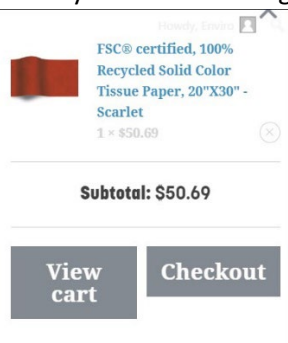
On your Orders page, locate the order you wish to re-order and click the "Order again" button.



5. Your previous order details are shown as well as a confirmation that the item(s) were added to your cart. You can then click on the Shopping Cart icon on the upper right side of the page.



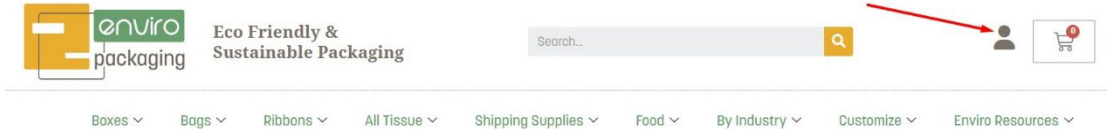
6. A pop-up screen appears under the cart showing your item(s) and total. You can choose "View cart" if you need to change any details, or "Checkout" to place an exact repeat order.



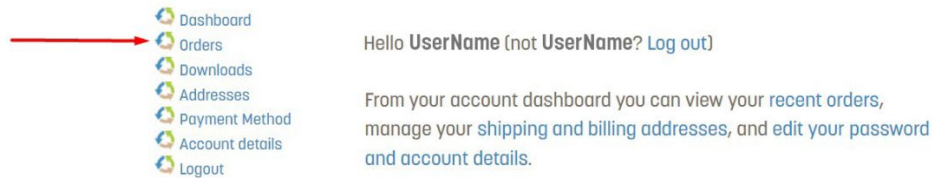


## HOW TO TRACK AN ORDER

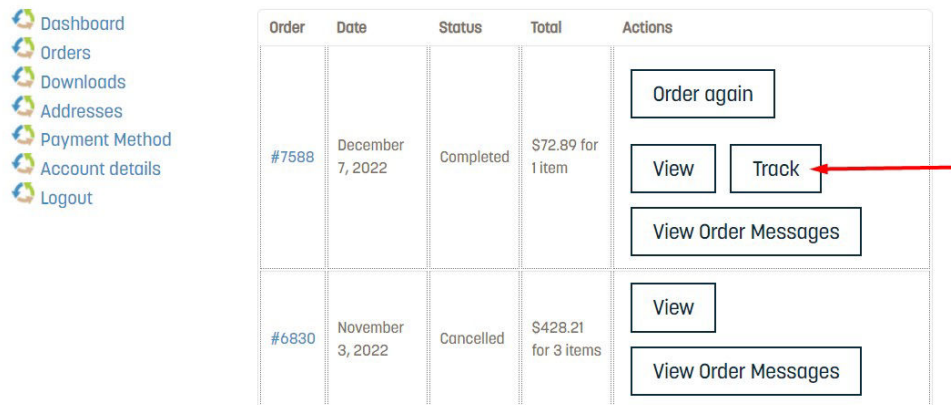
1. Go to [enviropackaging.com](http://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click "Orders" from the menu on the left.



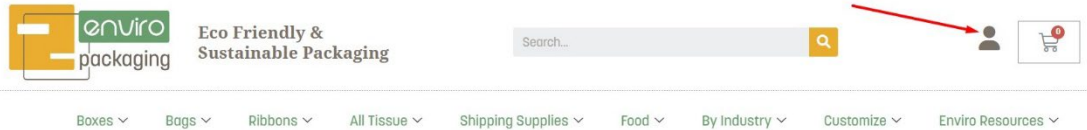
5. On your Orders page, locate the order you wish to track and click the "Track" button. This will take you directly to the tracking page of the shipping method you chose when placing the order, and show you the most recent tracking information available.



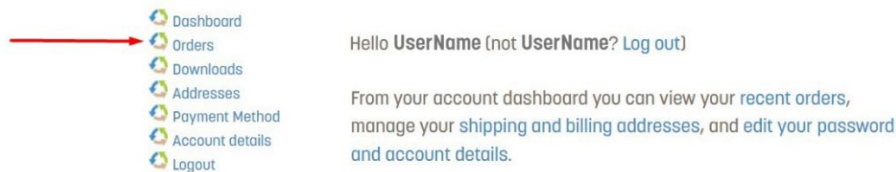


## HOW TO SEND A MESSAGE ABOUT AN ORDER

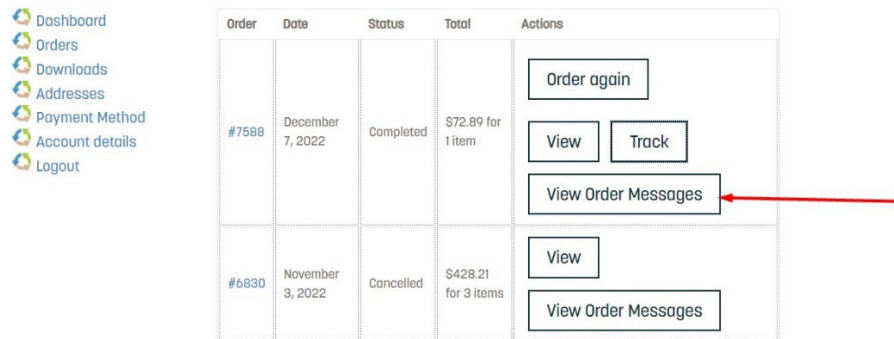
1. Go to [enviropackaging.com](https://enviropackaging.com)
2. Click on the Account icon on the top/right of the page next to the Shopping Cart icon.



3. Log in with your username or email address, and your password.
4. Once logged in, you will be taken to your Account page. Click “Orders” from the menu on the left.



5. On your Orders page, locate the order you wish to send/see messages for, and click the “View Order Messages” button.



6. You will be taken to your Messages page for this order where you can send a new message or review past messages (if any) for the order.

**Add a message**

Write a message you want to send to the Shop Manager.

Attach file  
 No file chosen  
Only png, jpg and jpeg extension file is approved.

**Message History**