



User's Quick Guide Registration and Accessing the Site

Version: A1.1

Customer Website to Process Payments on Line

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Website User's Quick Guide


General Information





The primary function of the Customer Website is to facilitate payments transactions in real-time. The Customer Website works as an online transaction processing engine for checking. Typically, customers will need to be registered and have credentials to enable them to perform payments transactions.

Features of the Site

Each page of the site will have the same features and layouts. We adopted this strategy to prevent confusion and keep the flow of the site consistent. All options pages include a navigation bar at the top, Company name, account name and user name log in, on the top right.

The site was developed primarily using Firefox 47.0 as a web browser. We also tested the site with Internet Explorer 11.

We use several icons throughout the site to denote certain characteristics about hyperlinks. Links to information in Adobe PDF format generally have the small PDF icon () PDF). These documents can be viewed with the Adobe Acrobat Reader which you can download for free at Adobe's web site.

Export to Excel () CSV), Word () doc), Print () (X), View invoice format PDF() (e),

Request a Credit Memo () (e), Shopping Cart () (e), Download invoices o send via Email () (e).

Security Timeout

For security reasons, the system will automatically log you out of the system if you do not perform any tasks for a period of time. By default, the system will not log you out until 20 minutes have elapsed without any activity.

When you are ready to resume working with the system, click any button on the screen. The system will automatically load the log in page for you. You can also close all web browser windows and reload the log in page manually.

Accessing the Site

To access the Site, type the URL into your web browser's address bar:

<https://customer.queensflowers.com/>. You should see a screen similar to following.

Login

Users who have previously registered for the Site must login by providing a valid user name and password.



You may also choose the language - English, Español (Spanish) -, that you want to use with the system.

Selecting **Login** to advance to the next screen and begin using the Site.

Forgot Password

Users who have forgotten their password may request that it be e-mailed to them by entering their **E-mail** address.



The screenshot shows a web page for 'The Queen's Flowers' with a 'Password Recovery' form. At the top center is the company logo, a red stylized flower with a white silhouette of a person inside, with the text 'The Queen's Flowers' below it. The form is a light gray box with the title 'Password Recovery' at the top. Below the title is a security warning: 'This system is restricted to authorized persons. The unauthorized access or use is considered a criminal act.' To the right of this warning is a small flag icon. Below the warning is a text input field with an envelope icon and the label 'Email Address'. Underneath the input field is a CAPTCHA image showing the characters '3PXIA' in a distorted font. Below the CAPTCHA is another text input field with the instruction 'Type the code from the image'. At the bottom of the form are two buttons: a red button labeled 'Send New Password' and a blue button labeled 'Link to Login Page'.

Site Registration

Users who have not previously registered for the Site must select “Register to use the site” to access the “Registration Form” page.

THE QUEEN'S FLOWERS

Registration Form

Account Information

Please Complete Your Profile Below including Your Company information

Account Number

Company Name

First name

Last name

Phone

Email Address

Do you want to make an online payment? If yes
Are you authorized to make online payments?
 Yes No

Company's Zip Code

Login Information

Password must include numbers, upper and lower case letters, and must be at least 8 characters in length

User name

Password

Confirm Password

Choose your default language
English

Submit **Cancel**

[Back to Login Page](#)

You will receive a welcome email to the address associated with your registration when your account is activated by your Sales Representative show in the page

The screenshot shows a web page titled "Registration Form" with a red header. The logo for "The Queen's Flowers" is in the top left. The main content area is divided into two columns. The left column has the heading "Registration complete!" followed by a thank-you message and a note to add an email address to a contact list. The right column is titled "Sales Representative" and lists "Alex Ginesin" with phone, fax, and toll-free numbers. At the bottom right, there are buttons for "Home" and "Back to Login Page". The footer contains the copyright notice "Copyright 2016 - The Queen's Flowers".

Have Fun! If you need help, please contact Customer Service at

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