

## HOW TO GET STARTED WITH US

- ❖ First thing to do is to **SIGN UP FOR AN ACCOUNT**.
- ❖ Click on **MY ACCOUNT** on the top of the page and then under **NEW CUSTOMERS** click on **CONTINUE**.
- ❖ Then simply fill in your **email address** and **password** and click continue. Be sure to save this information somewhere for future use.
- ❖ Next you would need to enter in a **SHIPPING** Address and click on **CONTINUE**.
- ❖ That's it. Now you are logged in and can start adding items to the cart.
- ❖ You can click on **MY ACCOUNT** anytime you want to review your orders, change quantities, cancel orders, change shipping/billing address, print invoices, change email address/password & edit or delete a credit/debit card.

### THINGS TO CONSIDER:

- ✓ Your order has to be **at least \$300** and you will have to pay shipping based on the weight of your order (you will see the shipping charge before you place the order) **OR** if your order is **at least \$500** we will ship your order with **no freight charge**.
- ✓ We ship to U.S. Commercial Addresses only.
- ✓ We accept all Major Credit Cards & PayPal.

### CHECKOUT PROCESS:

- When you are done adding items to your order you can click on **VIEW CART** on the top of the page. This page will list all of the items that you have added. You can review them here. This is where you will see a **SHIPPING CHARGE**. If you order is **UNDER \$500** you will pick the shipping charge shown and if it is **OVER \$500** then you will simply pick **FREE SHIPPING**.
- Next you will put in your email address and password and click on **LOGIN & CHECKOUT** or if paying via **PAYPAL** you will click on **CHECKOUT WITH PAYPAL**. For PayPal transactions you will be taken to the PayPal website and once the payment is complete you will be re-directed back to our website to complete the order.
- Next you will put in your **BILLING** and **SHIPPING** information. Simply select the address from My Saved Billing Addresses or enter it in and the same applies for the **SHIPPING** field.

Next in line is the **PAYMENT**. You will see 3 choices:

**MAJOR CREDIT CARD** – If using this option simply enter in the required information. We have been validated to have a secure SSL certificate so your credit card information is safe & secure.

**CHECK BY MAIL** – This applies to accounts that have credit terms with us. If you would like to apply for credit terms simply fill in a credit application and fax (631-845-9784) or email (contact@biloltd.net) it back to us. This application can be found on our website located on the left side of the page under **COMPANY INFO** or send us an email to request one.

**WIRE TRANSFER** – If you are going to wire us the funds.

After the payment information has been filled simply click on **PLACE ORDER** and wait for email confirmation regarding the order and shipping.

If you ever get stuck somewhere or have any questions you can contact us via email at **contact@biloltd.net** or call us at 631-845-9780 and ask for Varun.