



Using Account Funds in the Company Store

Step 1: Navigate to the **Cart** screen after completing item purchase selection(s).

- a. If the order **Total** is equal to greater than your balance in **Account Funds**, a checkbox will be visible in the **Cart Totals** section (see below).

PRODUCT	PRICE	QUANTITY	SUBTOTAL
Port Authority® Dimension Knit Dress Shirt, K570 - K570-fac - L, Battleship Gry	\$19.31	4	\$77.22

Coupon code:

CART TOTALS

SUBTOTAL	\$77.22
SHIPPING	☒ Local Delivery ☐ FedEx Ground: \$14.17 Shipping to 415 Spence Lane, Nashville, TN 37210 Change address
US-TN-DAVIDSON COUNTY-NASHVILLE : DAVIDSON COUNTY TAX	\$7.14
ACCOUNT FUNDS	☐ Use \$50.00 from your funds.
TOTAL	\$84.36

Select the checkbox to apply **Account Funds** to the order **Total** and click the **Proceed to checkout** button to continue to the **Checkout** screen.

- b. Alternatively, if the order **Total** is equal to less than your balance in **Account Funds**, the checkbox will not be visible in the **Cart Totals** section (see below).

