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# JUSTIN BRANDS, INC. B2B: DEALER QUICK START

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**Dealer Quick Start Guide**



JUSTIN BRANDS, INC.  
610 West Daggett Ave, Fort Worth, Texas  
Revised: 1/20/2017 By: Robert Badger

## Summary:

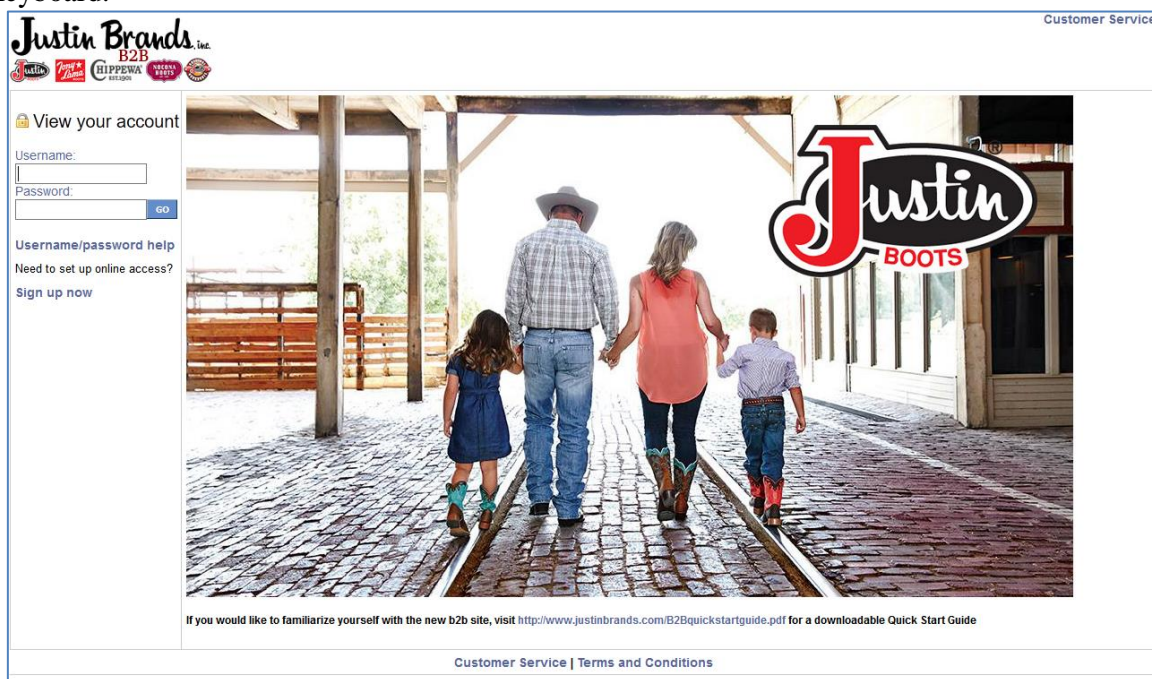
Justin Brands Inc. B2B site is your online portal to access your account information, place and view orders, and view style information 24/7/365. What it lacks in flashy web effects it makes up for in under the hood performance. Sign up now to enjoy free access to all of your Justin Brands, Inc. Account.

This document will assist you in getting started on the Justin Brands, Inc. B2B site.

## Basic Operation-Logon:

If you do not already have an existing B2B account with us, you may request one using the [instructions](#) in the next section. If you already have your user name and password, sign into the site as you would any other online account.

- In your favorite web browser,<sup>1</sup> type <http://b2b.justinbrands.com> and hit the ENTER button on your keyboard.



- Once on the homepage, you will enter your existing user name and password and click “GO.” If this is your first time signing in, the site prompts you to accept the B2B Terms and Conditions. We only require you to do this the first time you sign into the site, or if the Ts & Cs have changed since your last sign-on.

<sup>1</sup> B2B works on any Internet Browser, but we recommend IE or Edge for best performance.

## JUSTIN BRANDS, INC. B2B: DEALER QUICK START

This screenshot shows the 'New Justinbrands B2B Terms and Conditions' page. The header includes the Justin Brands B2B logo, navigation links (Home, Browse, View Order, Reports, Downloads, Clearance), and user links (Generic Test, Sign out, My Account, Help). A sidebar on the left contains links for Home, My Account, Customer Service, and Change password. The main content area displays a welcome message and an 'Accept' button. A 'Cart' button and a search bar are also visible.

Justin Brands B2B  
Home Browse View Order Reports Downloads Clearance  
Generic Test | Sign out | My Account | Help  
Cart Checkout  Style Search

**Home**  
Home  
My Account  
Customer Service  
Change password

**New Justinbrands B2B Terms and Conditions**

Welcome to the new Justinbrands B2B site! Our Online Access Agreement has changed, so please review the new [terms and conditions](#), and indicate your acceptance by clicking the Accept button at the bottom of the page.

[Accept](#)

[Customer Service](#) | [Terms and Conditions](#)

- Once you accept the Terms and Conditions, if we do not have an email address for you in the database, will be required to enter one. This is how you will reset your password in case you forget it.

This screenshot shows the 'Welcome to Justin Brands B2B' page. The header is identical to the previous page. The sidebar remains the same. The main content area prompts the user to enter an email address for password resets, with fields for 'Email Address' and 'Confirm Email', and a 'Confirm' button. A search bar is also present.

Justin Brands B2B  
Home Browse View Order Reports Downloads Clearance  
Generic Test | Sign out | My Account | Help  
 Style Search

**Home**  
Home  
My Account  
Customer Service  
Change password

**Welcome to Justin Brands B2B**

It appears we do not have an email address on file for you. Please enter your email address in the form below. This is needed for password resets.

**Email Address:**

**Confirm Email:**

[Confirm](#)

[Customer Service](#) | [Terms and Conditions](#)

- That is all there is to it! You may now continue on to use the B2B site as you have in the past.

## New User Account Requests:

If you do not currently have a B2B account and would like one, there is one simple form to fill out. You enter all of the required information, and your B2B Administrator will contact you shortly<sup>1</sup> with your user name and initial password.

- Navigate to <http://b2b.justinbrands.com>

Justin Brands Inc. B2B

View your account

Username:

Password:

Username/password help

Need to set up online access?


[Sign up now](#)

Customer Service

Customer Service | Terms and Conditions

- Click on the link “Sign up now.” This will bring up the “New User Request” form. A valid email address and account number are required to process a user request. If you are not sure of your account number. Please contact customer service or your JBI sales representative.

<sup>1</sup> New user requests will typically be handled by a Customer Administrator, therefore, Justin Brands, Inc cannot guarantee a specific response time to all requests.



Customer Service

### Business-to-Business Access Request Form

The Justin Brands Inc. Business-to-Business web site is designed with you, our retailers, in mind. This simple to use site will give you the freedom to check the status of your orders, create orders and see what we have in stock.

If you would like to use this web site, please fill out the information below and we will contact you with further information.

All information is required unless indicated otherwise.

**View your account**

Username:

Password:  [GO](#)

[Username/password help](#)

[Need to set up online access?](#)

[Sign up now](#)

**First Name:**

**Title: (optional)**

**Business Phone:**

**Business Email:**

**Last Name:**

**Business Name:**  (min. 3 letters)

**Account Number:**  (min. 6 digits)

**Confirm Email:**


☐ I agree to the [terms and conditions of the Online Access Agreement](#)

**Comments (optional)**

[Submit Form](#) [Cancel](#)

[Customer Service](#) | [Terms and Conditions](#)

- Once you have entered all required information, make sure the “I agree to the terms and of the Online Access Agreement” click on “Submit Form.”



Customer Service

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If you would like to use this web site, please fill out the information below and we will contact you with further information.

All information is required unless indicated otherwise.

**View your account**

Username:

Password:  [GO](#)

[Username/password help](#)

[Need to set up online access?](#)

[Sign up now](#)

**First Name:**

**Title: (optional)**

**Business Phone:**

**Business Email:**

**Last Name:**

**Business Name:**  (min. 3 letters)

**Account Number:**  (min. 6 digits)

**Confirm Email:**


☒ I agree to the [terms and conditions of the Online Access Agreement](#)

**Comments (optional)**

[Submit Form](#) [Cancel](#)

[Customer Service](#) | [Terms and Conditions](#)

- If all of the information is correct, you will receive a display similar to this:

 <span style="float: right;">  <a href="#">Sign out</a>   <a href="#">My Account</a>   <a href="#">Help</a></span>	
<input type="text"/> <a href="#">Style Search</a>	
<b>User Request</b>	<b>Request for new Justinbrands B2B User Account</b> <p>Dear Generic Test</p> <p>The details you submitted were:</p> <p><b>Name:</b> Generic Test  <b>Business acct. no.:</b> 0000999999  <b>Business name:</b> Generic Bootseller  <b>Work phone:</b> 800-555-5555  <b>Work email:</b> generic@gmail.com  <b>Comments</b></p> <p>You will be contacted by the administrator, who will give you your login credentials. If you do not hear from them within [5] working days please contact Justin Brands, Inc. Help Desk: 1-800-548-1021 (ext. 2500).</p> <p style="text-align: center;"><a href="#">Return</a></p>
<a href="#">Customer Service</a>   <a href="#">Terms and Conditions</a>	

- You will receive a confirmation email from us verifying we received your request. For your protection, we vet your request before issuing your account credentials. This process can take up to 24 business hours.

<b>Request for new Justinbrands B2B User Account</b> <p>Dear Generic Test</p> <p>The details you submitted were:</p> <p><b>Name:</b> Generic Test  <b>Business acct. no.:</b> 0000999999  <b>Business name:</b> Generic Bootseller  <b>Work phone:</b> 800-555-5555  <b>Work email:</b> <a href="mailto:generic@gmail.com">generic@gmail.com</a>  <b>Comments</b></p> <p>You will be contacted by the administrator, who will give you your login credentials. If you do not hear from them within [5] working days please contact Justin Brands, Inc. Help Desk: 1-800-548-1021 (ext. 2500).</p> <p>Sincerely,</p> <p>Justin Brands: <a href="mailto:b2b@justinbrands.com">b2b@justinbrands.com</a></p>
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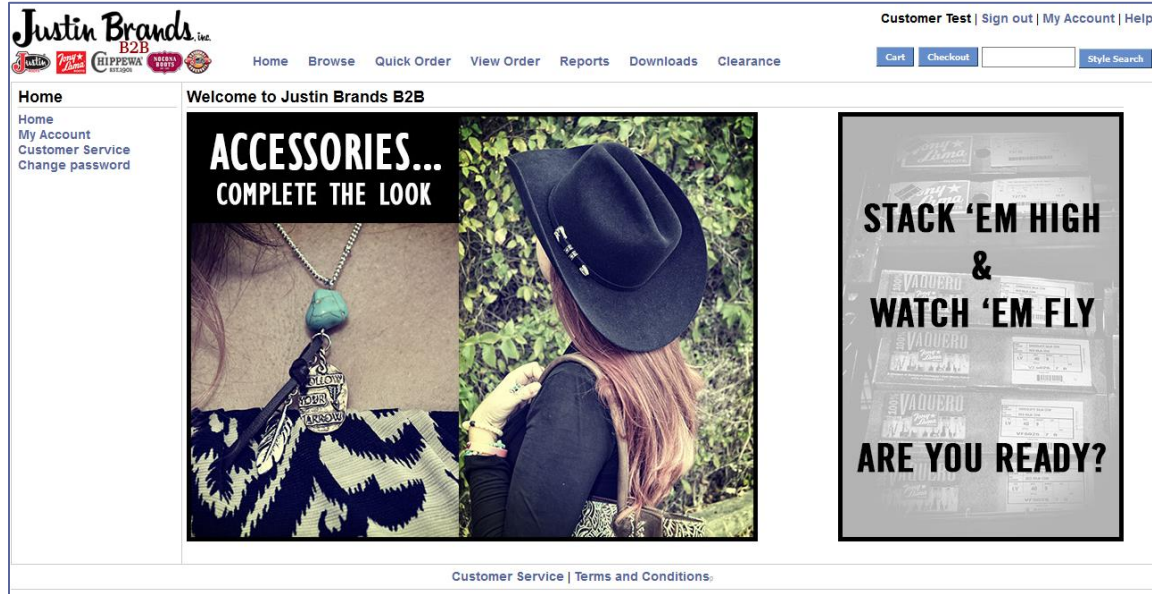
- Once your account is activated, we send you an activation email with your user name (usually your email address) and a temporary password.

<p>Your B2B User Account was activated by Justin Brands <a href="mailto:b2b@justinbrands.com">b2b@justinbrands.com</a> on 01-18-2017</p> <p>Your customer account is:</p> <p>0000999999 GENERIC STORE, 610 GENERIC ADDRESS, 99999</p> <p>Your own administrator will be:</p> <p>Help Desk nobody37688@localhost</p> <p>Your user name is: <a href="mailto:generic@gmail.com">generic@gmail.com</a>          Your (temporary) password is: 4blspd4arcioq</p> <p>When you first log in you will be prompted to change your password.</p> <p>Best wishes</p> <p>Justin Brands</p>
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## Basic Operation-Logon:

When you sign in to the site, the B2B homepage displays. From any page on the site, you will have access to the navigation menu allowing you to jump between categories with ease. Reference the picture below. Each category is described below.



- **Home:** Justin Brands, Inc. B2B landing page. We use this page to display information, news, and highlight changes to the site.
- **Browse:** Allows you to browse all boots for any divisions you can sell.
- **Quick Order:** Allows you to place an order by entering the style number and accessing the style grid.
- **View Order:** Search by Order Number, Date Range, Customer, PO, or Division
- **Reports:** Sales Reports; including Top Styles, Top Accounts etc.
- **Downloads:** IMAP Price Lists, Line Lists, UPC Codes, and Accessory information are available for download in various formats.
- **Clearance:** Contains selected discounted items available for purchase.

There are detailed help documents located on the site. Click on the Help link in the upper right-hand corner of any webpage.

If you need further assistance, please contact your Justin Brands, Inc. Sales Representative.

***For B2B website technical inquiries only, contact Justin Brands, Inc. Help Desk at 1-800-548-5812 between the hours of 8:00 AM and 6:00 PM Central Time Zone Monday through Friday.***