

UNIFORMS ONLINE ORDERING GUIDE

1) Please go to our website www.asencio.com.sg

➤ For new time user: Click on Login to do a one-time registration.*

* You **MUST** provide your child's details in your account in order to view and purchase the required items.

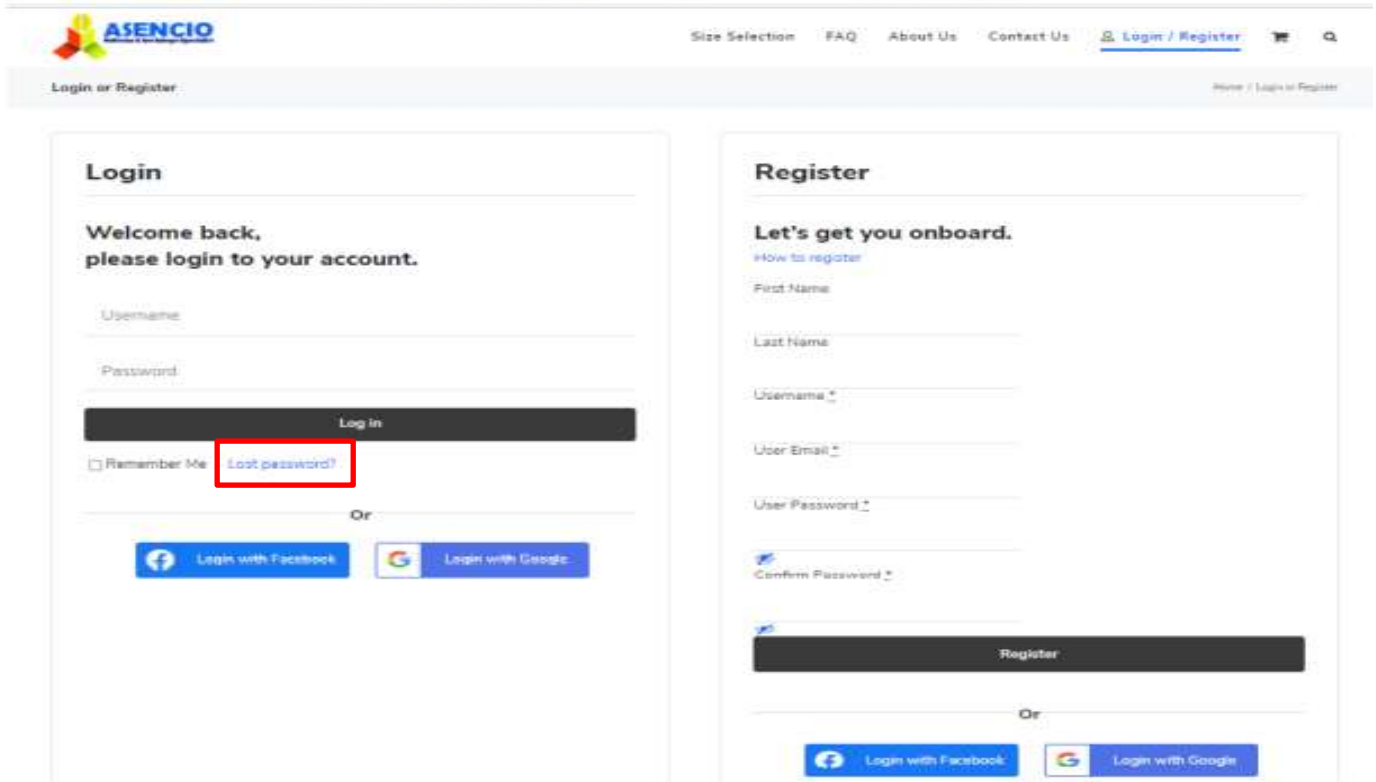
➤ For existing users: Please login with your ID and password.

➤ For existing users: Forget password, click on **the lost password** to rest the password

Below are the steps to register an online account:

How to Register

Step 1 - Create an account through Register or Connect with Facebook/Google



The screenshot shows the ASECIO website's login and registration interface. The top navigation bar includes the ASECIO logo, links for Size Selection, FAQ, About Us, Contact Us, and a Login / Register link. Below the navigation bar, there are two main sections: Login and Register.

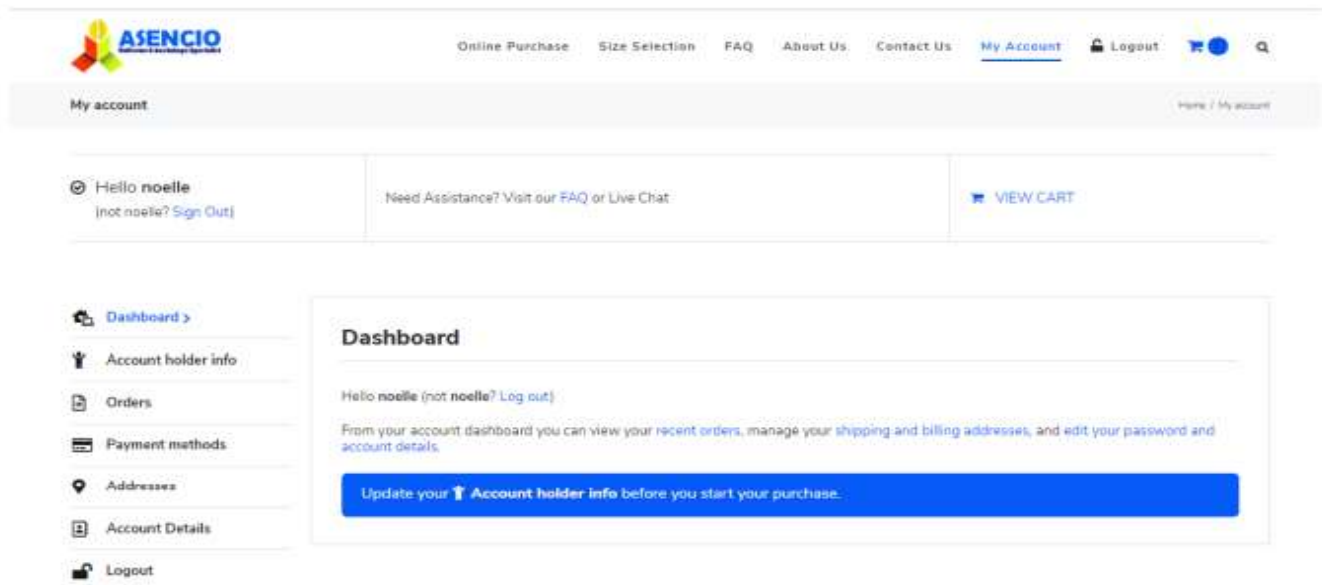
Login Section:

- Header: "Welcome back, please login to your account."
- Fields: Username, Password.
- Buttons: Log In, Remember Me, Lost password? (highlighted with a red box).
- Or: Login with Facebook, Login with Google.

Register Section:

- Header: "Let's get you onboard."
- Link: How to register.
- Fields: First Name, Last Name, Username, User Email, User Password, Confirm Password.
- Buttons: Register, Login with Facebook, Login with Google.

Step 2 – After login to your Dashboard, click on Account Holder Info



The screenshot shows the ASECIO website's "My Account" dashboard. The top navigation bar includes the ASECIO logo, links for Online Purchase, Size Selection, FAQ, About Us, Contact Us, My Account, Logout, and a shopping cart icon. Below the navigation bar, there is a "My account" section with a "Hello noelle" greeting and a "Sign Out" link. A "Need Assistance? Visit our FAQ or Live Chat" link is also present. A "VIEW CART" button is visible.

Dashboard Section:

- Header: "Dashboard"
- Greeting: "Hello noelle (not noelle? Log out)"
- Text: "From your account dashboard you can view your recent orders, manage your shipping and billing addresses, and edit your password and account details."
- Button: Update your Account holder info before you start your purchase.

Left Sidebar:

- Dashboard >
- Account holder info
- Orders
- Payment methods
- Addresses
- Account Details
- Logout

Step 3 – Enter child’s info., then Click Submit and you will be able to browse the products related to your school

[VIEW CART](#)

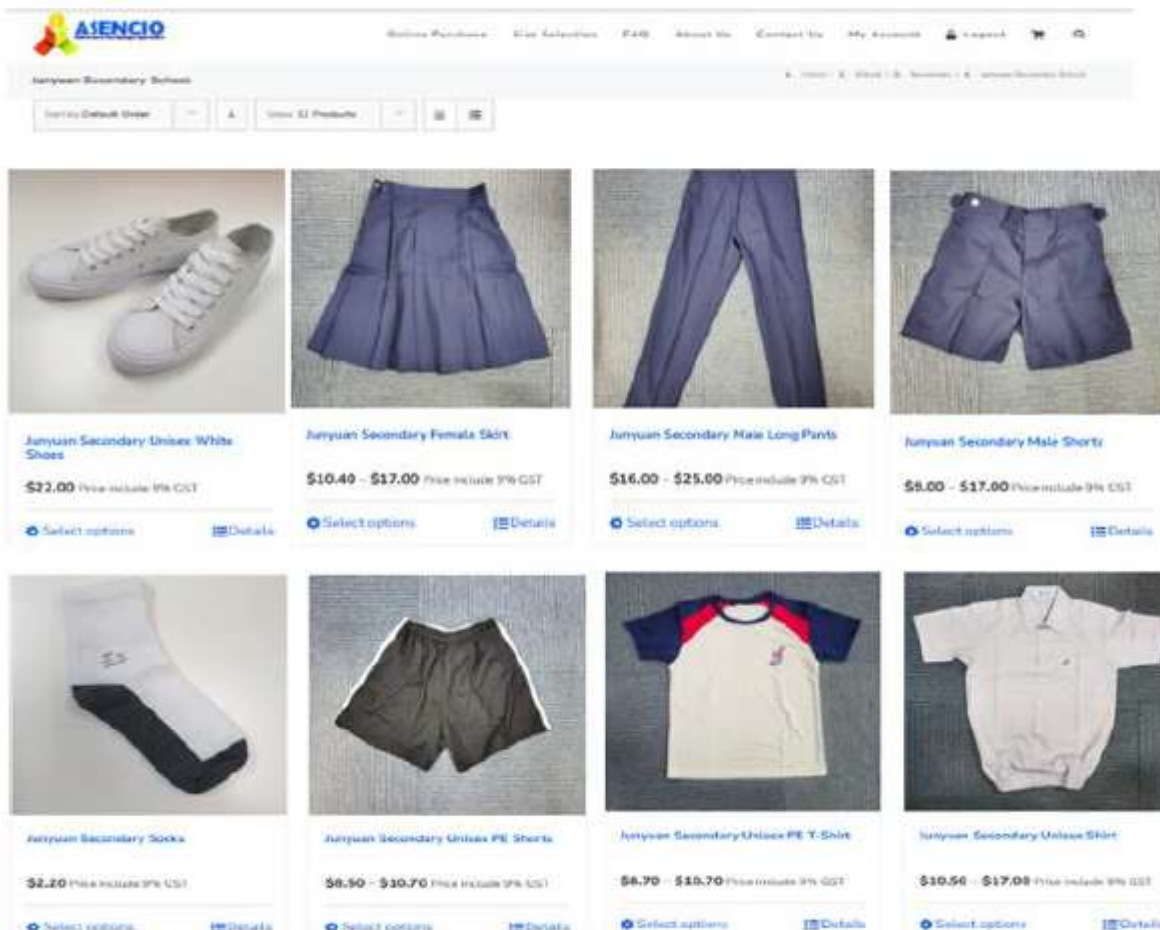
Logout

Child information

Submit

Step 4 – Online Purchase – Please select the item of your choice.

- Select the size(s) that you'd like to purchase. Press the plus(+) or minus(-) button to increase or decrease the quantity to purchase. Then click "Add to cart".



Step 5 – When you are done, you can click on the shopping cart icon



to view your cart or to check out directly.

The screenshot shows the Aseccio website's cart page. At the top, the Aseccio logo is on the left, and navigation links (Online Purchase, Textbooks/Bookshop, Size Selection, FAQ, About Us, Contact Us, My Account, Logout) are on the right. Below the navigation bar, a 'Cart' header is visible. A message states: "Junyuan Secondary Unisex Shirt" has been added to your cart. A 'Continue shopping' link is on the right. The main section is titled "You Have 1 Item In Your Cart". It contains a table with the following items:

Product	Price	Quantity	Subtotal
 Junyuan Secondary Unisex Shirt - 16	\$11.50	1	\$11.50

Below the table, there is a 'Have A Promotional Code?' section with a 'Coupon code' input field and an 'Apply coupon' button. To the right, the 'Cart totals' section shows: Subtotal: \$11.50, Total: \$18.04 (includes \$1.49 GST 9%). At the bottom right, there are 'Update cart' and 'Proceed to checkout' buttons.

Step 6 – Please check that you have provided the full and correct shipping information (especially contact number and shipping address) to ensure that your order can reach you safely and on time.

The screenshot shows the Aseccio website's checkout page. At the top, the Aseccio logo is on the left, and navigation links (Online Purchase, Size Selection, FAQ, About Us, Contact Us, My Account, Logout) are on the right. Below the navigation bar, a 'Checkout' header is visible. A message states: Hello Carol! (not Carol? Sign Out). A 'View Cart' link is on the right. The main section is titled "Have A Promotional Code?" with a 'Coupon code' input field and an 'Apply coupon' button. Below this, there is a 'Billing & Shipping Details' section. It contains a 'Ship to a different address?' checkbox. The form fields are as follows:

First name *: Carol
Last name *: Lee
Phone *:
Email address *: carollee1985lee@gmail.com
Street address *: Block number & street name
Unit number
Building name (optional)
Postcode / ZIP *:
Country / Region *: Singapore

Step 7 – Please review your order before making payment. Once you are ready, you would need to key in your credit card details, and then click “Place order” to proceed for payment.
There is a Shipping – Flat Rate \$6.54 for home delivery

Your order

Product	Subtotal
 Junyuan Secondary Unisex Shirt - 16 × 1	\$11.50
<hr/>	
Subtotal	\$11.50
Shipment	Fees: \$6.54
Total	\$18.04 (Includes \$1.49 GST 9%)

PayNow QR & Credit Card



You will be redirected to HitPay Payment Gateway for payment

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

If your order consists of BOTH backorder and in-stock items, all items will only be shipped when the backorder item arrives. If you would like the in-stock item(s) to be shipped first, kindly place a separate order for the backorder items.

Review your order before making payment. Orders cannot (be) **MODIFIED, CANCELLED OR REFUNDED** after successful payment.

NO REFUND of Name Tag due to wrong quantity set ordered or mis-spelling of name.

ONLY one-time exchange for the same item to a different size within 14 calendar days of receiving the order.

NO exchange of mattress cover (MY FIRST SKOOL) to other item(s).

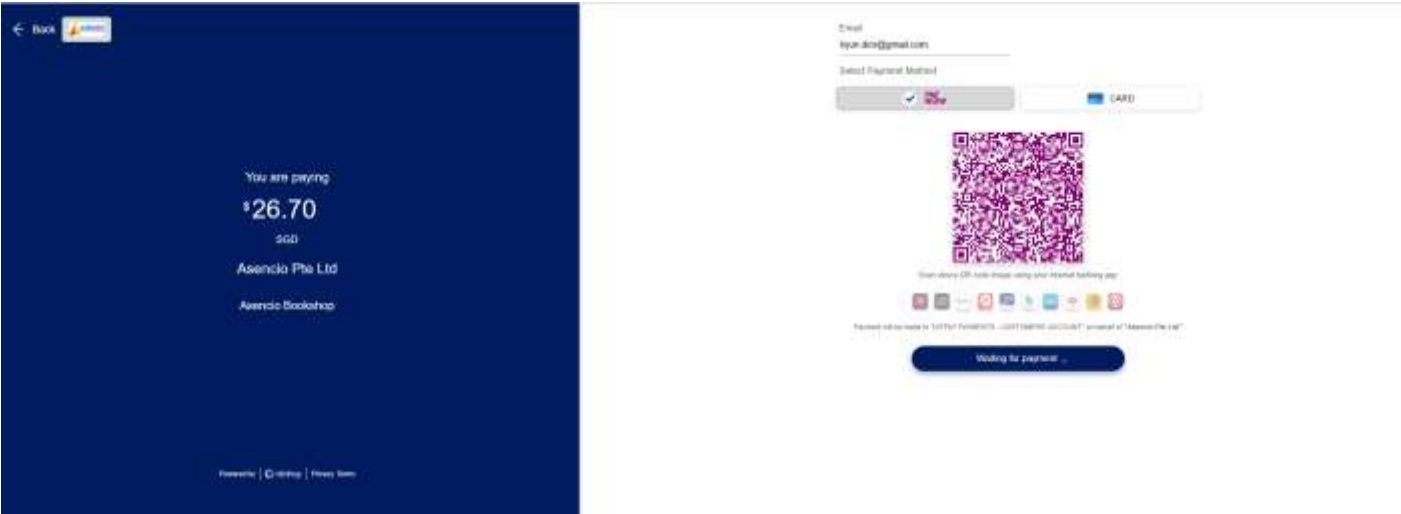
Exchange is to be done through mailing or walk-in to the showroom.

Home Delivery schedule will be arranged by our delivery partner, Aramex.

☐ I have read and agree to the above statement and the website [terms and conditions](#).*

Complete Payment

Step 8 - You will be directed to the payment gateway. You can choose either card payment or PayNow



Step 9 - Once your payment is successful, you will receive an automated email from our system with your order details. Do check your inbox, junk mail and spam folder for the email. Alternatively, you can check your orders status under my account.

