CORPORATE STYLIST INSTRUCTION MANUAL
Tools for the Pro Manual

Tools for the Pro is a website that was designed for stylists to order tools for their business. Tools for the Pro offers competitive pricing and a variety of item assortment.

Customer service hours of operation are Monday – Friday 8:00am – 4:30pm CST. For Tools for the Pro help, contact 1-855-MYREGIS or email at toolsforthepro@regiscorp.com.

The Tools for the Pro website main method of payment is credit card. However, some Regis Corporation stylists also have the option to utilize reward points as another form of payment.

How to Log on to Tools for the Pro

Log onto the Tools for the Pro site by keying www.toolsforthepro.com in the address (URL) section of the browser. The following page will look like this:
To log in to an existing account, sign in as a Registered Customer using your email address and password:

Create a New Account

To create an account, click “Create an Account” in the top right section of the Home Page:
Fill in the information under Create New Customer Account, as seen below.

![Create New Customer Account Form](image)

After clicking “CREATE AN ACCOUNT”, you will receive a thank you confirmation message at the top of your screen and be taken to your Account Dashboard, as shown below.
If you are a stylist at a Regis Corporate salon, you must associate your account with Regis Corporation to have access to the Regis corporate stylist catalog and reward points.

Click the “Affiliate with Regis Corporation” link, under your Contact Information.

Fill in the required information to validate you are a Regis Corporation stylist (first name, last name, employee ID (found on your paycheck or pay stub), last name, birth month, and birth year). Make sure the box is check saying you are affiliated with Regis Corporation Salons. Then, click the “SAVE” button.
After saving, you should receive the below confirmation message that your account has been affiliated with Regis Corporation.
Log In to an Existing Account

For existing accounts, input your user name (email address) and password under “Registered Customers” and click the “SIGN IN” box:
Log In Completion

Once the log in process is complete, the “My Dashboard” page will appear. Your personal information such as address, password, billing address, shipping address, and credit card can be viewed and modified from this page.

In addition, the amount of reward points available can be viewed in the Rewards Points link on the left-hand side of the screen, shown below. Your reward point balance will be zero if not applicable.
How to Shop

At the top of the web page are five categories:

• Brand
• Cutting Tools
• Clippers & Trimmers
• Styling Tools
• Stylist Gear

These categories can be accessed from any page prior to the checkout process.

To begin shopping, click on any of the five categories and following sub-categories to view item and stock availability.

Each category has applicable sub-categories for you to choose from. Highlight and select the category and sub-category of your choice to begin shopping:
**Search**
You may refine the search on the left side of the page by brand or by price range.

You can also utilize the search keyword at the top left side of the page and click “Search for Products”. Search by SKU or item description.

**How to refine the search**
- The “Brands” Category allows you to select which particular brand you’d like to shop by.
- Each category has a variety of sub-categories to choose from.
- Once you’ve selected your sub-category, applicable filters will available on the left-hand side of your screen. By selecting “Expand All” you will be able to refine your search to help find the item(s) you are looking for.

To view more items per page, click on the drop-down box that states “Items Per Page.”
Product Listing Page

After you select a category and sub-category, you will be taken to the Product Listing Page. Each item on the Product Listing Page shows the item name, brand (vendor), and cost information.
Product Detail Page

To view more information about an individual item, click on the item of your choice. Here you will find more detail on the item (i.e. stock status, SKU#, cost savings message).

Scroll down on the Product Detail Page to find other useful information like product description and benefits features. The image will be larger for easier viewing. If multiple images exist for the product, they will appear on this page.
Adding Items to the Cart

Items can be added to the cart by entering a quantity in the quantity box and clicking “Add to Cart”. A green box with a validation will appear when the item is successfully added to the cart.

Your mini cart in the top right hand corner will also be updated to display your new quantity:
The “Quick Order” feature can also be used to add items to the cart. Enter in the SKU number, select your product, and add the desired quantity. When ready to add your items to your cart, click “Add to Cart”.

![Quick Order Interface](image-url)
View Cart

To view your cart while shopping, click on the “Cart” link located in the top right corner of the page. The cart can be accessed at any point while shopping.

Mini-cart view:

Select “View Cart” to see your entire order.
Shopping Cart View:

The Shopping Cart is where orders can be reviewed prior to the check-out process. In addition, shoppers are able to edit quantities, delete an item, or save to wishlist from the shopping cart.
**Discount Code**

On occasion, discount codes may be offered. It is within the Shopping Cart screen where the discount code must be entered.

To enter a discount code type in the code that is provided from a previous communication piece into the Discount Code box and click the “Apply” box.

Please note that discount codes are case sensitive and must be entered exactly as provided to you. Once “Apply” is clicked, the total on the right should be updated to reflect the discount.

- *Discount codes must be entered at the time of purchase and cannot be reimbursed after purchase.*
- *Only one discount code can be used per transaction.*
- *Do not add the discount code until shopping is completed and you are ready to check out.*
Check Out Process

Once you are ready to begin the check-out process you can click on the “Proceed to Checkout” icon on the right side of the screen.
Step One – Shipping Address

Fill out the billing and shipping information or choose a saved billing address and shipping address for faster check out (saved shipping and billing information entered at time of account set up).

Regis cannot ship to PO Boxes. Please make sure the shipping address is a physical street address.

If you wish to have a signature upon delivery, check the “Delivery Signature Required” box. This means that the carrier will only deliver if someone is available to sign for the package, and it is an incremental charge.

Once this page is complete, click the “NEXT” icon.
Step 2: Review & Payments

Review the defaulted billing address. Your billing address entered must match the billing address associated to the credit card. Uncheck “My billing and shipping address are the same” if you need to enter in a separate billing address.
Enter in your credit card information. You can also apply a discount code in this screen if applicable. Click “CONTINUE” when complete to place your order.
Step Two cont’d – Review & Payments

Points Payment Only (if applicable)
If payment is via points only, select the “USE REWARD POINTS” bottom of the Review & Payments screen. Your rewards point balance is also visible here to know if you will have enough to cover the cost of your order.

After clicking “USE REWARD POINTS”, you will receive a confirmation message on the screen, saying your points were successfully applied, and you can see the balance due is $0.00 in the Order Summary in the screen shot below.
When paying with reward points, it will apply all of the balance needed to cover the cost of your order (if you have the necessary points available). You cannot specify or select a specific reward point amount to use.

If you change your mind and decide you do not want to pay with points, you can remove them from your order on this screen, by clicking the “Remove” link on the points line in the Order Summary.

Click “PLACE ORDER” to place your order and receive your order confirmation number, as shown below. You’ll also receive an email with order details and tracking information.
Points & Credit Card (if applicable)
If you do not have enough points for the entire order, the total in the Order Summary will show the dollar value taken off with points. In this example $195.70 is dollar value of all the points the stylist had available and the remaining balance to paid via credit card is $194.66. Fill in the information for a new card or select a saved credit card if one is available and click “CONTINUE” to place your order.
View Order History

To view order history, check order status, or for tracking information select “Order History” on the top right hand side of the screen. The view order history link can be accessed from any page prior to the check out process.

Order history, order status and tracking information can be viewed in the View Order History screen.

Policies

Tools for the Pro policies can be accessed at any time. Click on “Policies” link in the bottom left hand of any page. Policies regarding, hours, returns, shipping, and much more can be found here.

Customer Service

A representative is available to help if you have any challenges with navigation, order placement, or have a question regarding your shipment. Please contact Tools for the Pro at 1-855-MYREGIS (1-855-697-3447) or via email at toolsforthepro@regiscorp.com.