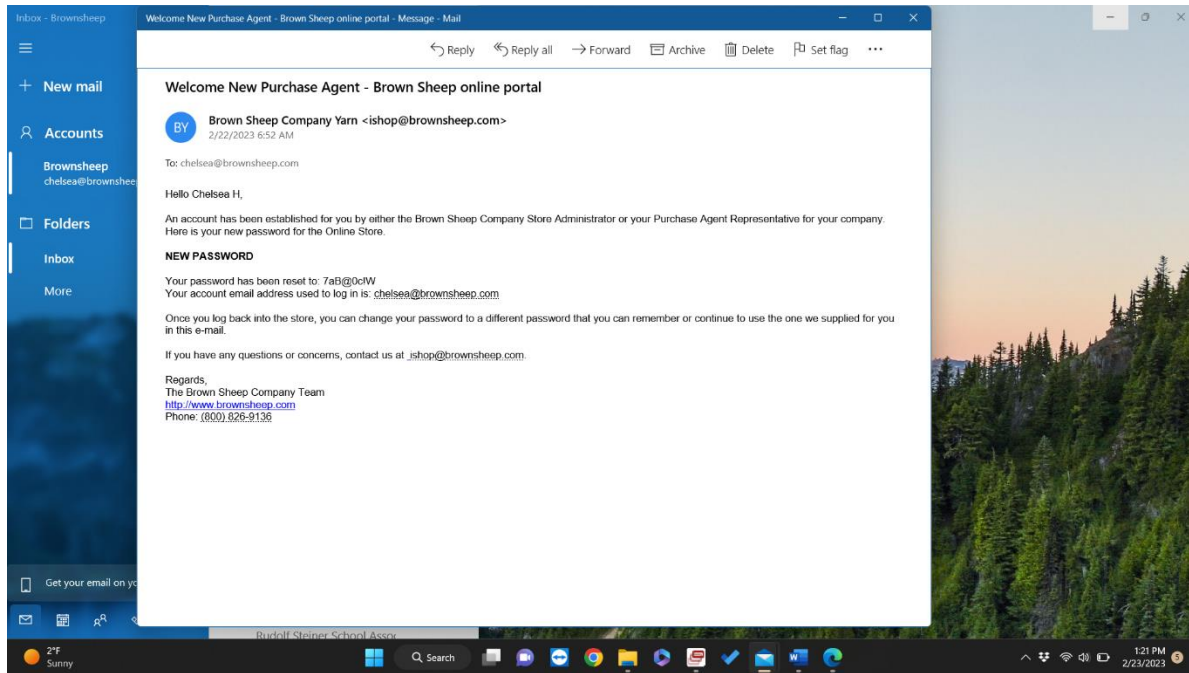
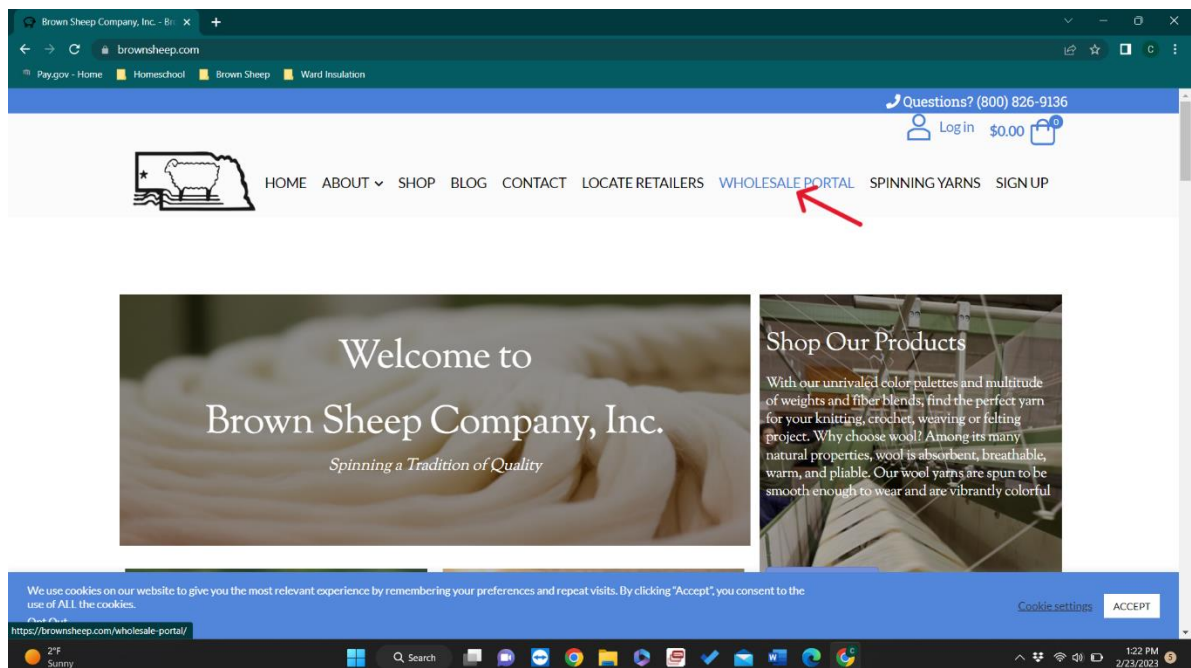


Wholesale Portal Set Up and Use Instructions

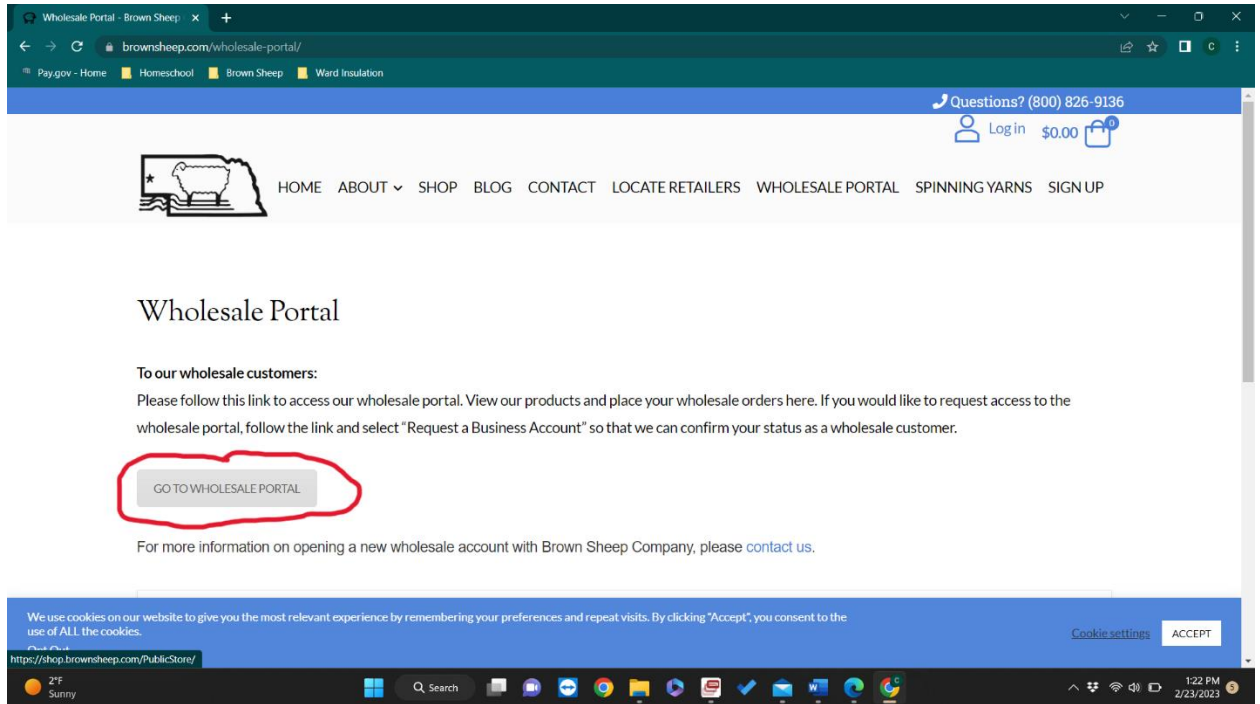
1. Once your wholesale account is set up with Brown Sheep Company and you have made your first \$300.00 order by phone, you can request to be enabled to order online through our wholesale portal.
2. After you are enabled to order on the wholesale portal, you will receive an email like the one below. This will have your temporary password for the wholesale portal.



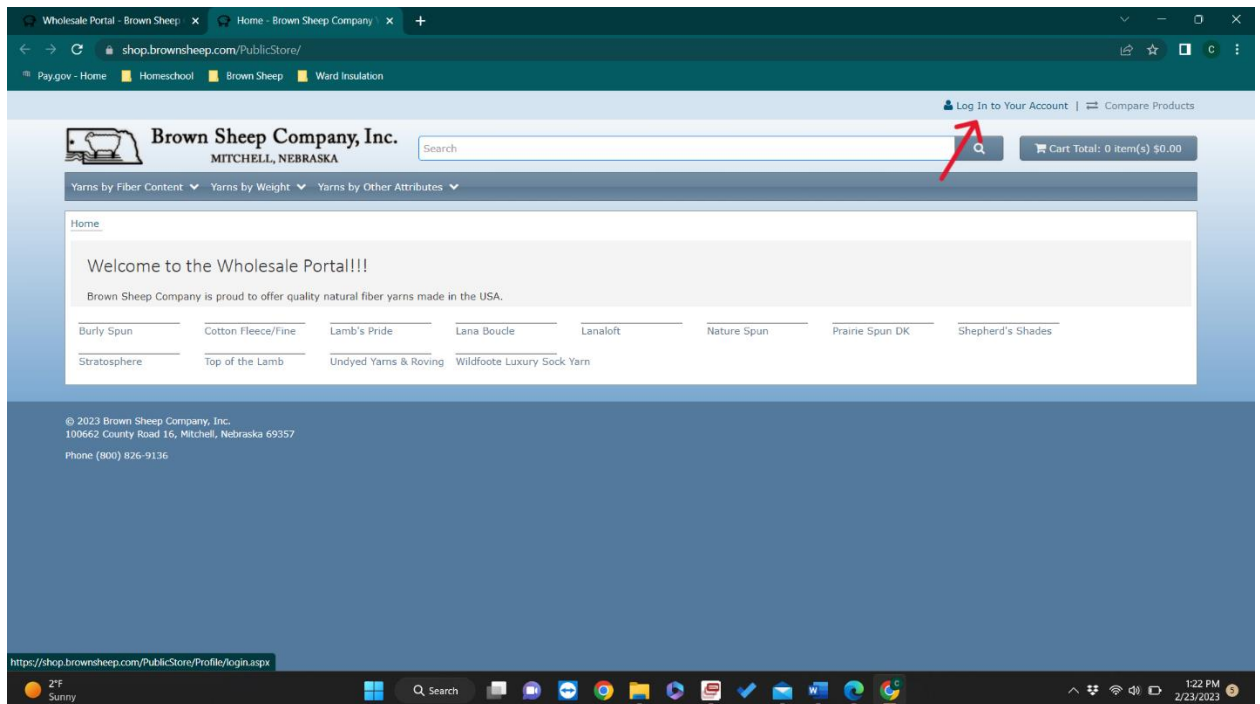
3. Go to <https://www.brownsheep.com>.
4. Click on Wholesale Portal



5. Click on the “Go to Wholesale Portal” button.



6. You will be taken to the page below. Click on “Log In to Your Account” at the top right area of the screen.



7. Enter your email address and temporary password given to you in your welcome email (see step 2).

The screenshot shows a web browser window with the URL `shop.brownsheep.com/PublicStore/Profile/login.aspx`. The page header includes navigation links: [Pay.gov - Home](#), [Homeschool](#), [Brown Sheep](#), and [Ward Insulation](#). The main content area is titled "Existing customers log in" and contains a login form with fields for "Email" (containing `chelsea@brownsheep.com`) and "Password" (masked with dots). A "Log In" button is below the fields. Below the login form, there are links for "Request a Business Account" and "Forgot your password?". The footer of the page displays copyright information: "© 2023 Brown Sheep Company, Inc. 100662 County Road 16, Mitchell, Nebraska 69357 Phone (800) 826-9136". The Windows taskbar at the bottom shows the date as 2/23/2023 and the time as 3:17 PM.

8. After you log in using your temporary password, you will be taken to a screen to change your password. Enter your temporary password first and then choose a new password that you will remember. Click "Change Password".

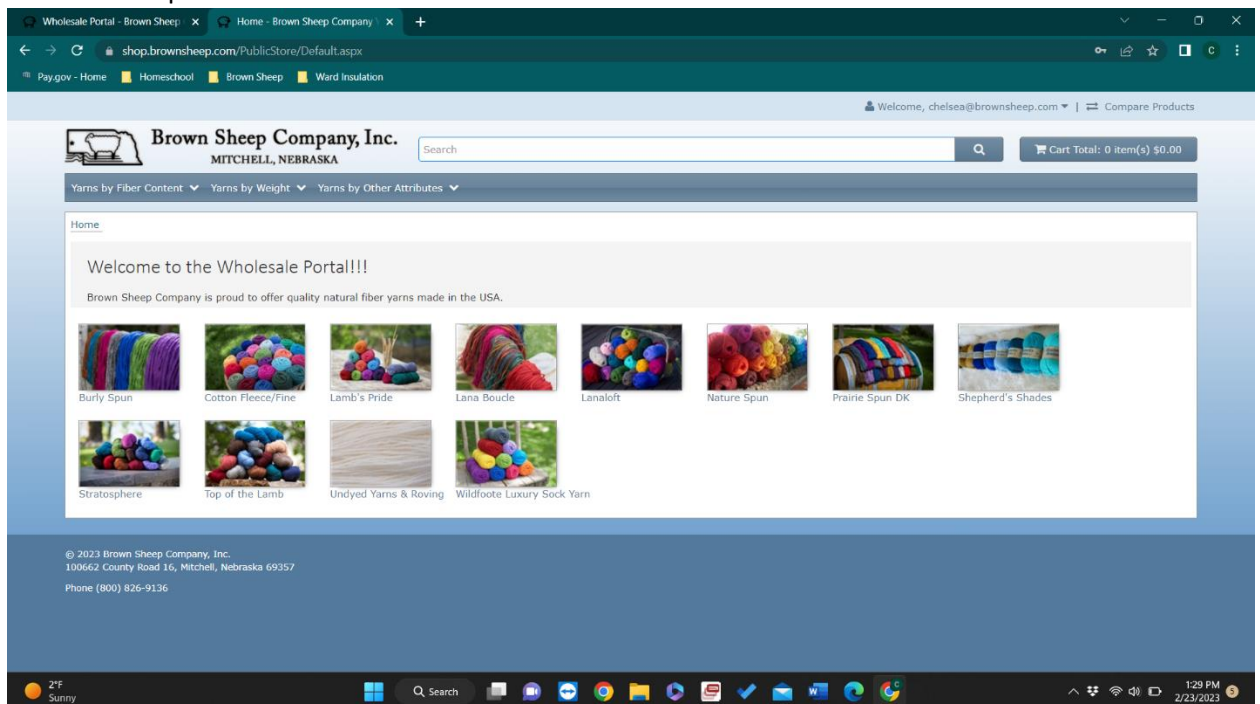
The screenshot shows a web browser window with the URL `shop.brownsheep.com/PublicStore/Profile/ResetPassword.aspx?forcereset=52c5810a-d69f-4329-a648-f6bd04454009`. The page header is the same as the previous screenshot. The main content area is titled "Change Password" and contains a form with three password fields: "Password:" (masked with dots), "New Password:" (masked with dots), and "Confirm New Password:" (masked with dots). A "Change Password" button is at the bottom of the form. The footer of the page is the same as the previous screenshot. The Windows taskbar at the bottom shows the date as 2/23/2023 and the time as 1:27 PM.

9. To be sure you have the password changed, please click on "Log In to Your Account".

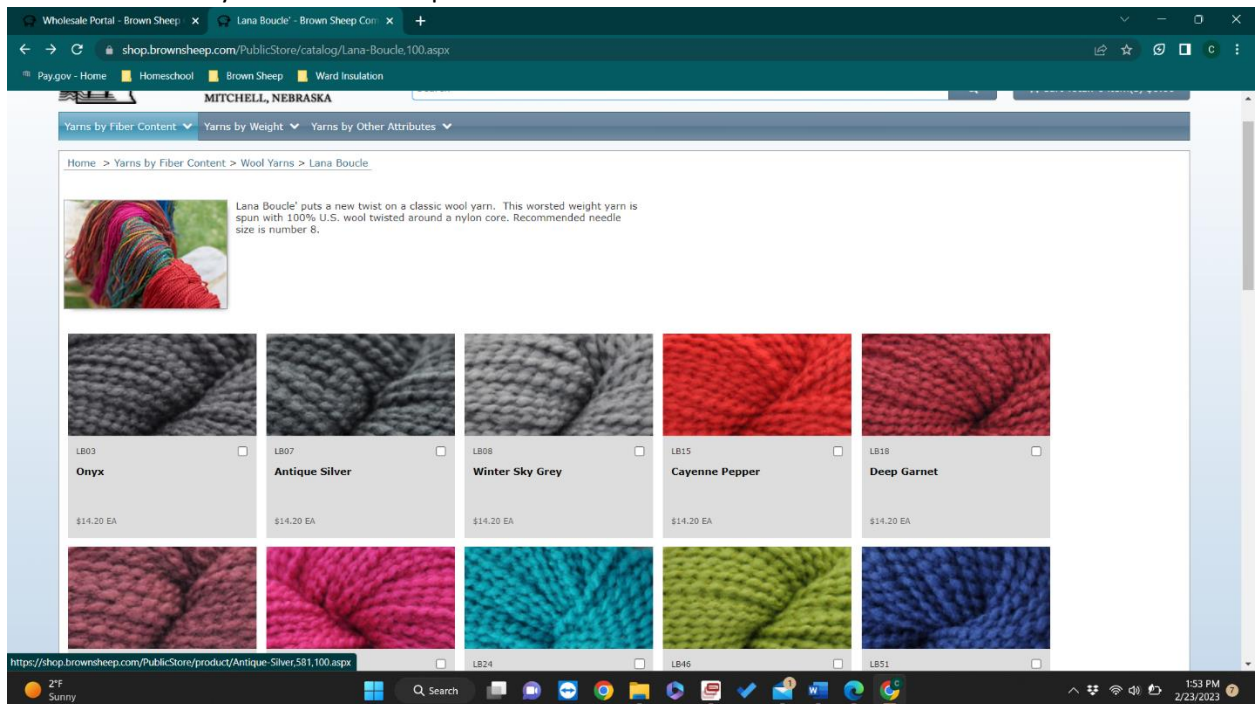
10. Type in your email address and new password and click “Log In”.

The screenshot shows the login page of the Brown Sheep Company website. The browser address bar shows the URL `shop.brownsheep.com/PublicStore/Profile/login.aspx`. The page header includes the company logo, a search bar, and a shopping cart icon showing 0 items for \$0.00. Below the header, there are navigation links for "Yarns by Fiber Content", "Yarns by Weight", and "Yarns by Other Attributes". The main content area is titled "Existing customers log in" and contains a form with fields for "Email" (containing `chelsea@brownsheep.com`) and "Password" (masked with dots). A red arrow points to the "Log In" button. Below the form, there are links for "Request a Business Account" and "Forgot your password?". The footer contains copyright information for 2023 Brown Sheep Company, Inc., address, and phone number.

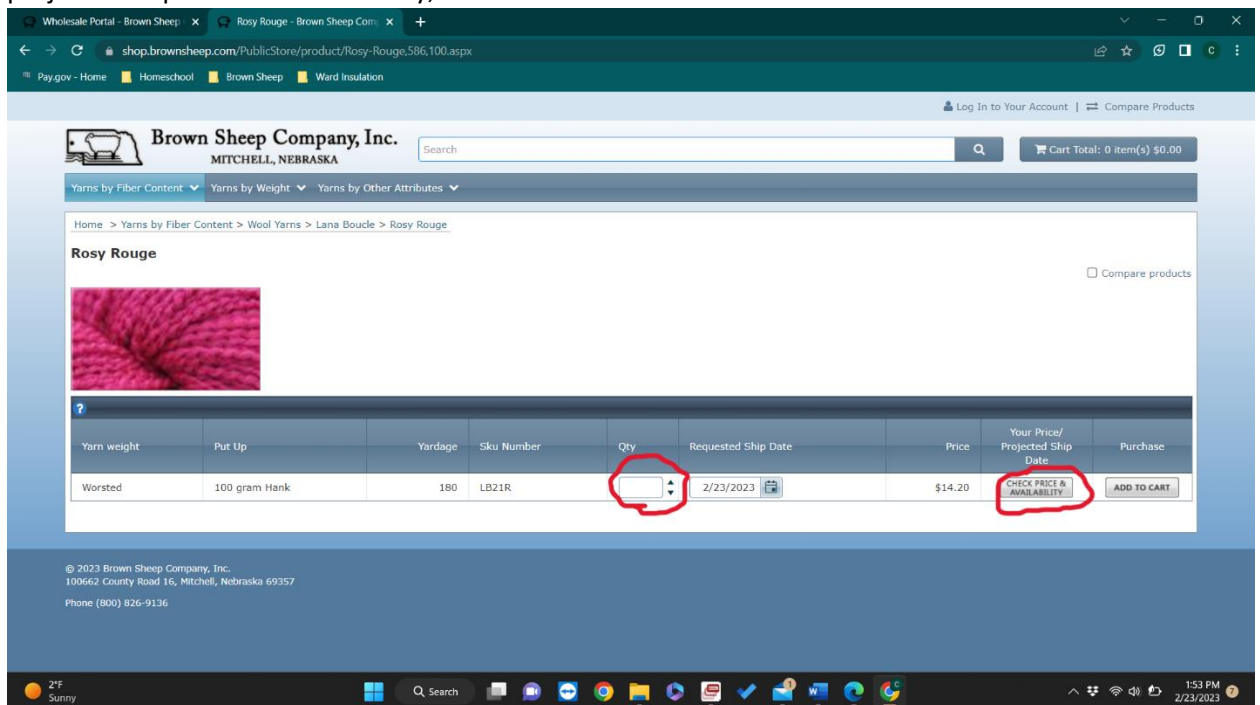
11. Congratulations, you are now logged in to the wholesale portal! Click on the type of yarn you would like to purchase.



12. Click on the color you would like to purchase.



13. Choose the quantity and click the box that says “Check Price & Availability”. If the price and projected ship date are satisfactory, click “Add to Cart”.




Wholesale Portal - Brown Sheep

Rosy Rouge - Brown Sheep Com

shop.brownsheep.com/PublicStore/product/Rosy-Rouge,586,100.aspx

Pay.gov - HomeHomeschoolBrown SheepWard Insulation

Log In to Your AccountCompare Products

Brown Sheep Company, Inc.
MITCHELL, NEBRASKA


Search

Cart Total: 0 item(s) \$0.00

Yarns by Fiber ContentYarns by WeightYarns by Other Attributes

Home > Yarns by Fiber Content > Wool Yarns > Lana Boucle > Rosy Rouge

Rosy Rouge



☐ Compare products

| Yarn weight | Put Up | Yardage | Sku Number | Qty | Requested Ship Date | Price | Your Price/ Projected Ship Date | Purchase |
|-------------|---------------|---------|------------|-----|---------------------|---------|---------------------------------------|-------------|
| Worsted | 100 gram Hank | 180 | LB21R | 2 | 2/23/2023 | \$14.20 | \$7.10 2/23/2023 | ADD TO CART |

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2°F
Sunny

Q Search

1:53 PM
2/23/2023


Wholesale Portal - Brown Sheep

N24 Evergreen - Brown Sheep C

shop.brownsheep.com/PublicStore/product/N24-Evergreen,244,148.aspx

Pay.gov - HomeHomeschoolBrown SheepWard Insulation

Log In to Your AccountCompare Products

Brown Sheep Company, Inc.
MITCHELL, NEBRASKA


Search

Cart Total: 0 item(s) \$0.00

Yarns by Fiber ContentYarns by WeightYarns by Other Attributes

Home > Yarns by Weight > Worsted (4) > Nature Spun > N24 Evergreen

N24 Evergreen



☐ Compare products

| Yarn weight | Put Up | Yardage | Sku Number | Qty | Requested Ship Date | Price | Your Price/ Projected Ship Date | Purchase |
|-------------|---------------|---------|------------|-----|---------------------|---------|---------------------------------------|-------------|
| Worsted | 100 gram Ball | 245 | 2N24PN | 1 | 2/23/2023 | \$13.30 | \$6.65 2/23/2023 | ADD TO CART |
| Sport | 50 gram Ball | 184 | 3N24PN | | 2/23/2023 | \$7.40 | CHECK PRICE & AVAILABILITY | ADD TO CART |
| Fingering | 50 gram Ball | 310 | 5N24PN | | 2/23/2023 | \$7.40 | CHECK PRICE & AVAILABILITY | ADD TO CART |
| Chunky | 200 gram Hank | 155 | 1N24RN | | 2/23/2023 | \$22.70 | CHECK PRICE & AVAILABILITY | ADD TO CART |
| Sport | 1 pound cone | 1656 | 3N24CN | 1 | 2/23/2023 | \$55.80 | \$27.90 4/6/2023 | ADD TO CART |
| Fingering | 1 pound cone | 2800 | 5N24CN | | 2/23/2023 | \$55.80 | CHECK PRICE & AVAILABILITY | ADD TO CART |

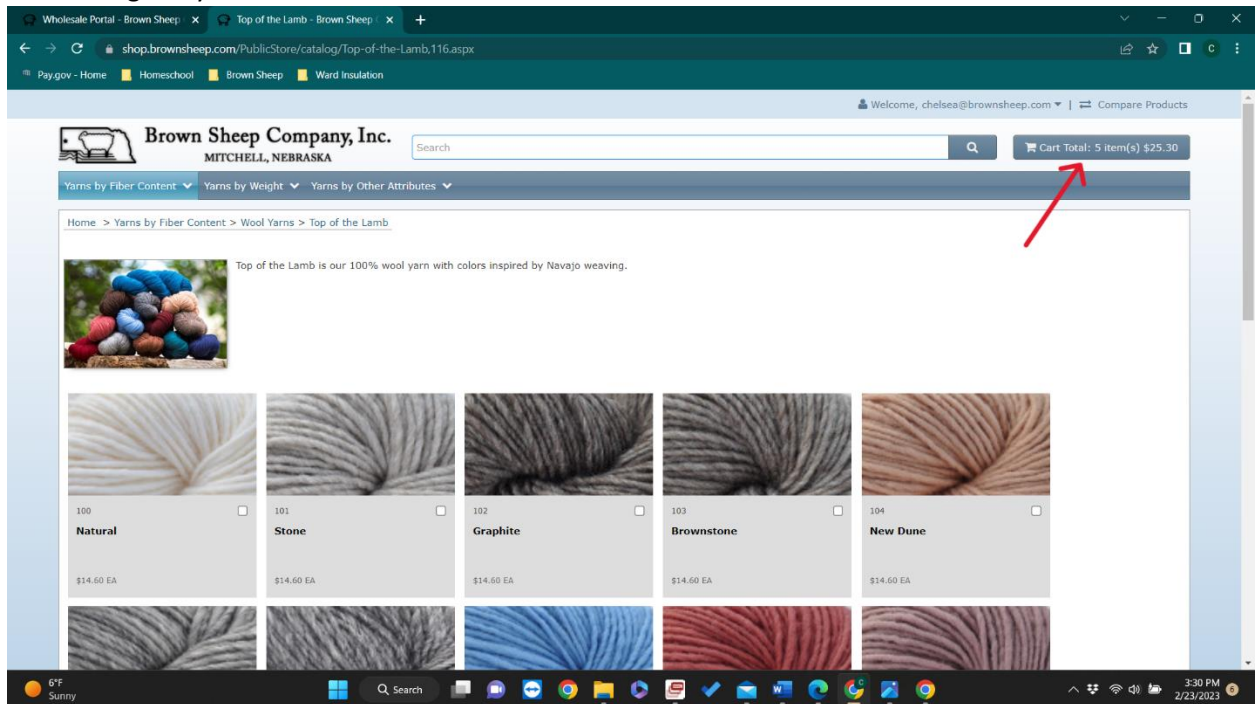
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100662 County Road 16, Mitchell, Nebraska 69357
Phone (800) 826-9136

4°F
Sunny

Q Search

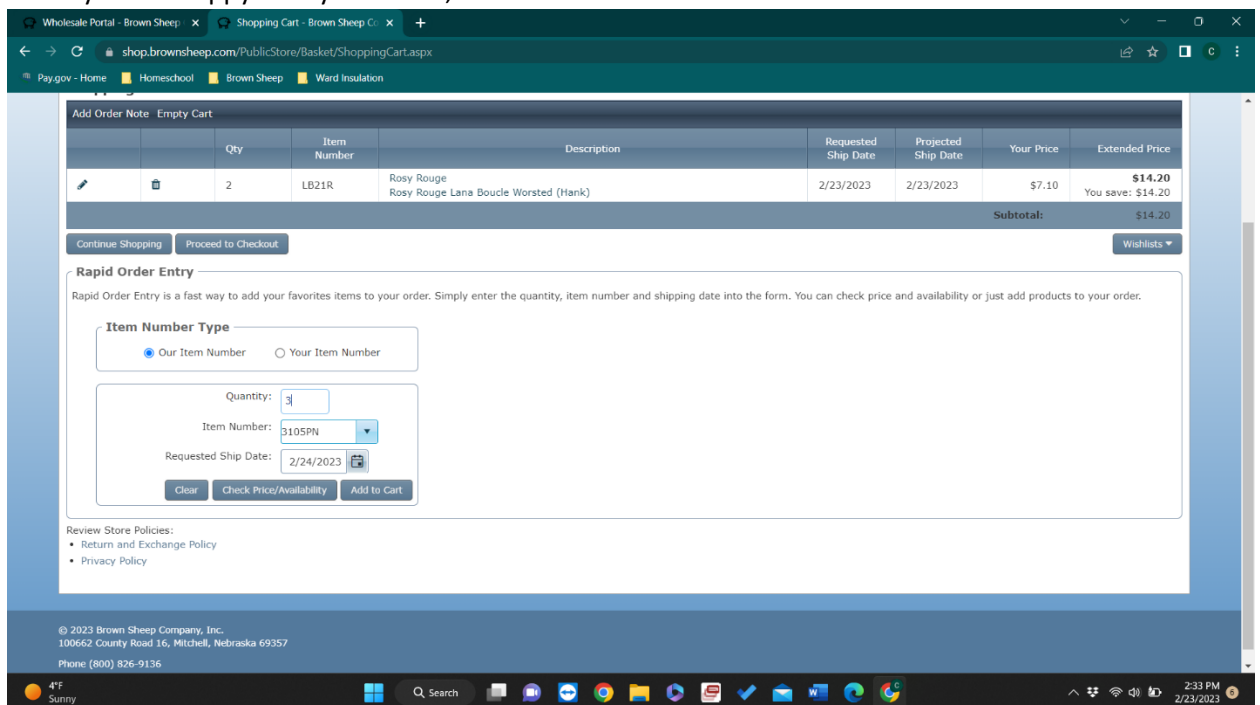
2:28 PM
2/23/2023

14. Once you have added to your cart everything you would like to order, click on the “Cart Total” button to go to your cart.



15. From the Cart, you can use the Rapid Order Entry to quickly add any product. Enter the Quantity and Item Number. If you have a later requested ship date than the day you are ordering, you can change this date. Click “Check Price/Availability”. If the Price and Availability are satisfactory, click “Add to Cart”.

16. Once you are happy with your order, click “Proceed to Checkout”.



17. Verify that your shipping address is correct. If you need to add a new shipping address, please add it here. Then click on “Proceed to Shipping Options”.

The screenshot shows the 'Shipping Address' step of the checkout process on the Brown Sheep Company website. The browser address bar shows 'shop.brownsheep.com/PublicStore/Checkout/CheckoutWizard.aspx'. The page header includes the company logo, name, and location (MITCHELL, NEBRASKA), along with a search bar and a cart total of 5 items for \$25.30. The main content area is titled 'Shipping Address' and instructs the user to select an address from their address book or create a new one. A table lists the selected address: YARNS R US, 100662 CR16, MITCHELL, NE, 69357, USA. A 'Proceed To Shipping Options' button is visible at the bottom of the address selection area. The footer contains copyright information for 2023 Brown Sheep Company, Inc.

Wholesale Portal - Brown Sheep | Shipping Address - Brown Sheep | +

shop.brownsheep.com/PublicStore/Checkout/CheckoutWizard.aspx

Pay.gov - Home | Homeschool | Brown Sheep | Ward Insulation

Welcome, chelsea@brownsheep.com | Compare Products

Brown Sheep Company, Inc.
MITCHELL, NEBRASKA

Search

Cart Total: 5 item(s) \$25.30

Yarns by Fiber Content | Yarns by Weight | Yarns by Other Attributes

Home > Checkout

Shipping Address
Select an address from your address book or create a new shipping address.

+ New Shipping Address

| | Company | Contact | Address | Address2 | Address3 | City | State Region | Postal Code | Country |
|--------------------------|------------|---------|-------------|----------|----------|----------|--------------|-------------|---------|
| <input type="checkbox"/> | YARNS R US | | 100662 CR16 | | | MITCHELL | NE | 69357 | USA |

Proceed To Shipping Options

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Phone (800) 826-9136

4°F Sunny | 2:35 PM 2/23/2023

18. Choose your Shipping Option. Your freight will be calculated and charged when the product is boxed and ready to ship. Then click “Next”.

The screenshot shows the 'Shipping Options' step of the checkout process on the Brown Sheep Company website. The browser address bar shows 'shop.brownsheep.com/PublicStore/Checkout/CheckoutWizard.aspx'. The page header is identical to the previous screenshot. The main content area is titled 'Shipping Options' and displays the shipping destination: YARNS R US, 100662 CR16, MITCHELL, NE, USA, 69357. It lists two shipping options: Ground Shipping (\$0.00) and Two Day (\$0.00). A 'Next' button is visible at the bottom of the shipping options area. The footer contains copyright information for 2023 Brown Sheep Company, Inc.

Wholesale Portal - Brown Sheep | Select Shipping - Brown Sheep | +

shop.brownsheep.com/PublicStore/Checkout/CheckoutWizard.aspx

Pay.gov - Home | Homeschool | Brown Sheep | Ward Insulation

Welcome, chelsea@brownsheep.com | Compare Products

Brown Sheep Company, Inc.
MITCHELL, NEBRASKA

Search

Cart Total: 5 item(s) \$25.30

Yarns by Fiber Content | Yarns by Weight | Yarns by Other Attributes

Home > Checkout

Shipping Options

Shipping to YARNS R US, 100662 CR16, MITCHELL, NE, USA, 69357

Shipping Options:
Your actual freight charge will be calculated at time of shipment and invoiced accordingly.

☒ \$0.00 - Ground Shipping
☐ \$0.00 - Two Day

<< Back | Next

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4°F Sunny | 2:36 PM 2/23/2023

19. Click on “Add Card”.

The screenshot shows the 'Payment Options' section of the Brown Sheep Company checkout page. The page title is 'Brown Sheep Company, Inc. MITCHELL, NEBRASKA'. The user is logged in as 'chelsea@brownsheep.com'. The cart total is 5 item(s) for \$25.30. The 'Payment Options' section has a heading 'Payment Options' and a sub-heading 'Email Address: chelsea@brownsheep.com'. Below this, it says 'We will notify you about the status of your order using this email address.' and 'Payment Options:'. There are two radio buttons: 'Credit Card' (selected) and 'Add Card' (with a plus icon). Below the radio buttons, it says 'You have no Payment Methods. Please add a credit card to continue the checkout process.' and 'Purchase Order Number (optional):'. There are 'Back' and 'Next' buttons at the bottom of the section. The footer contains copyright information for 2023 Brown Sheep Company, Inc. and contact details.

20. Add your credit card information and click “Save”.

The screenshot shows the 'Credit Card' form in the checkout process. The form is titled 'Secured by Authorize.NET'. It has two radio buttons: 'CREDIT CARD' (selected) and 'BANK ACCOUNT (USA ONLY)'. Below the radio buttons, there are three input fields: 'Card Number', 'Exp. Date', and 'Card Code'. Below these is the 'Billing Address' section with fields for 'First Name', 'Last Name', 'Country' (set to USA), 'Zip', 'Street Address', 'City', 'State', 'Phone Number', and 'Company'. There are 'SAVE' and 'Cancel' buttons at the bottom of the form. The background shows the same checkout page as the previous screenshot.

21. When you are back to the payment options page, click the credit card you would like to use and click “Next”. This will take you to the order confirmation page. Congratulations! You completed your first online order!