



## User Guide

# PROCLUB<sup>®</sup>

## Website

Updated: July 2025

[WWW.PROCLUBINC.COM](http://WWW.PROCLUBINC.COM) 

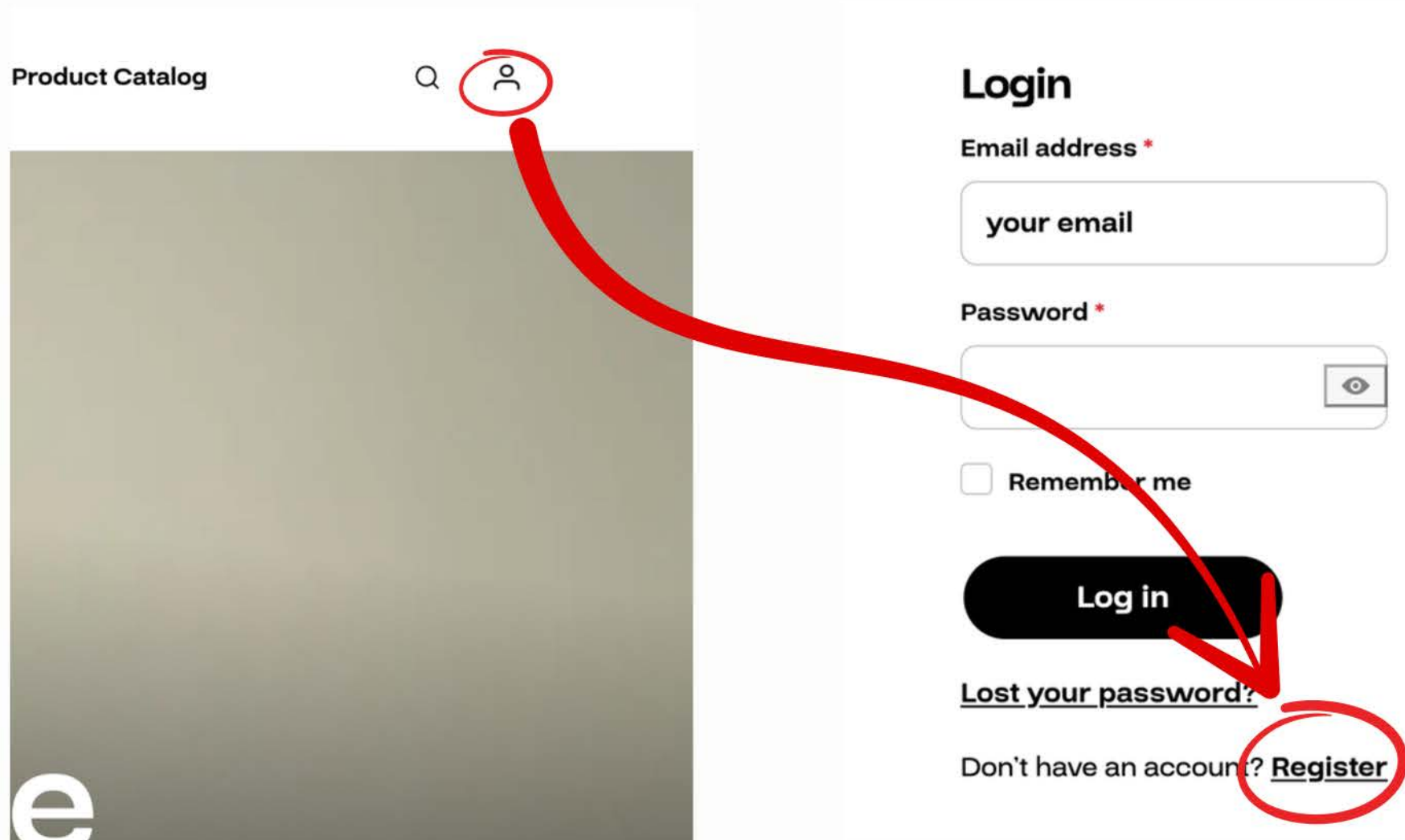


# Creating a New Account

FOR NEW CUSTOMERS

- 1 GO TO THE LOGIN PAGE AND CLICK "REGISTER"**
- 2 FILL THE FORM & SUBMIT**  
You'll need either a seller's permit or a business license, and a resale certificate
- 3 YOU'LL RECEIVE A REGISTRATION CONFIRMATION FROM PROCLUB**
- 4 ONCE YOU ARE APPROVED, YOU WILL GET AN EMAIL WITH LOGIN DETAILS**  
It may take up to a week for your account to get approved.
- 5 CLICK THE LINK AND GENERATE PASSWORD**
- 6 VOILÀ! YOUR ACCOUNT IS NOW SET UP!**  
You can now start shopping!

# 1. CLICK "REGISTER" BUTTON



## 2. FILL THE FORM & SUBMIT

YOU'LL NEED EITHER A **SELLER'S PERMIT OR A BUSINESS LICENSE**, AND A **RESALE CERTIFICATE**

### Registration

\*Minimum order subtotal \$1,000 is required.

\*Registration requires a valid physical store address.

\*Each order requires a 70% deposit.

Email Address \*

Email Address

First Name \*

First Name

Phone Number \*

Enter your phone number

Company or Business Name \*

Company Name

Company Address \*

Number and street address

City \*

Enter your city

Country \*

United States

Business Type \*

Enter Business Type

Last Name \*

Last Name

Fax Number

Fax Number

Upload your Sellers Permit or Business License \*

Choose File No file chosen

Address 2

Apartment, suite, unit, etc. (optional)

Postcode / ZIP \*

Enter your ZIP code

State \*

Select State

Upload your Resale Certificate \*

Choose File No file chosen

☐ I agree to the [Policy](#)

☐ I want to receive news and special offers

Register

Upload your Sellers Permit or Business License \*

Choose File No file chosen

Accepted file types: pdf, jpg, png, Max. file size: 5 MB.

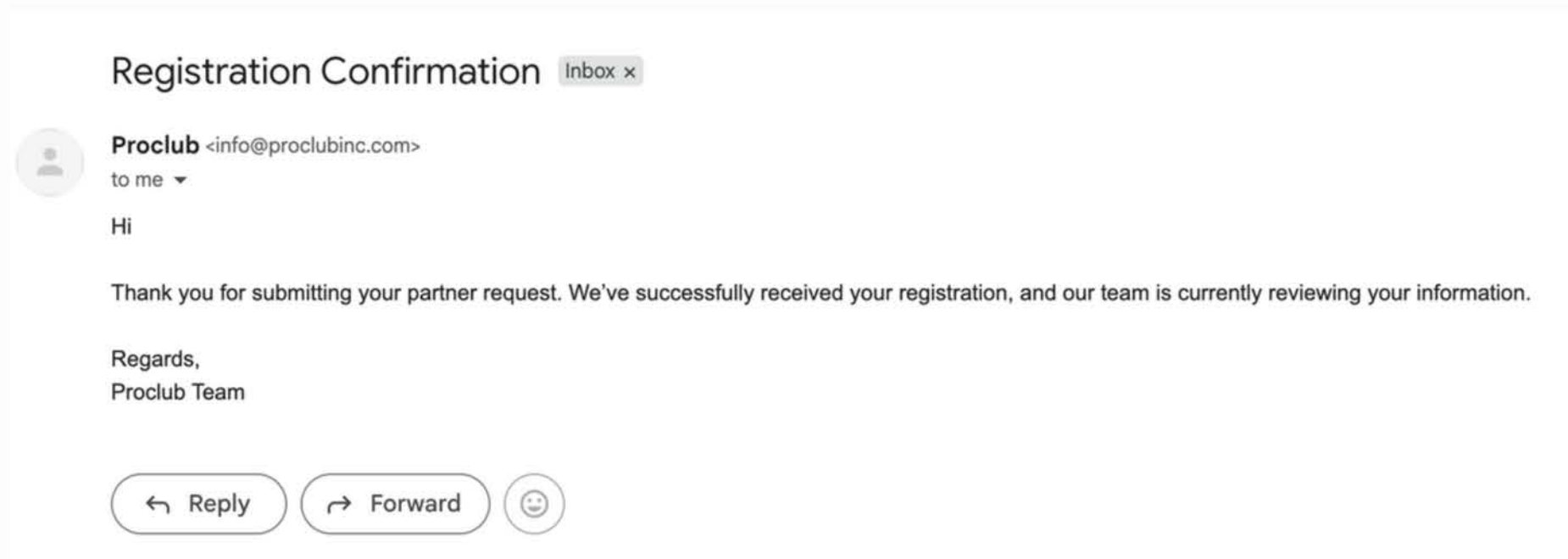
Upload your Resale Certificate \*

Choose File No file chosen

Accepted file types: pdf, jpg, png, Max. file size: 5 MB.

### 3. YOU'LL RECEIVE A REGISTRATION CONFIRMATION FROM PROCLUB

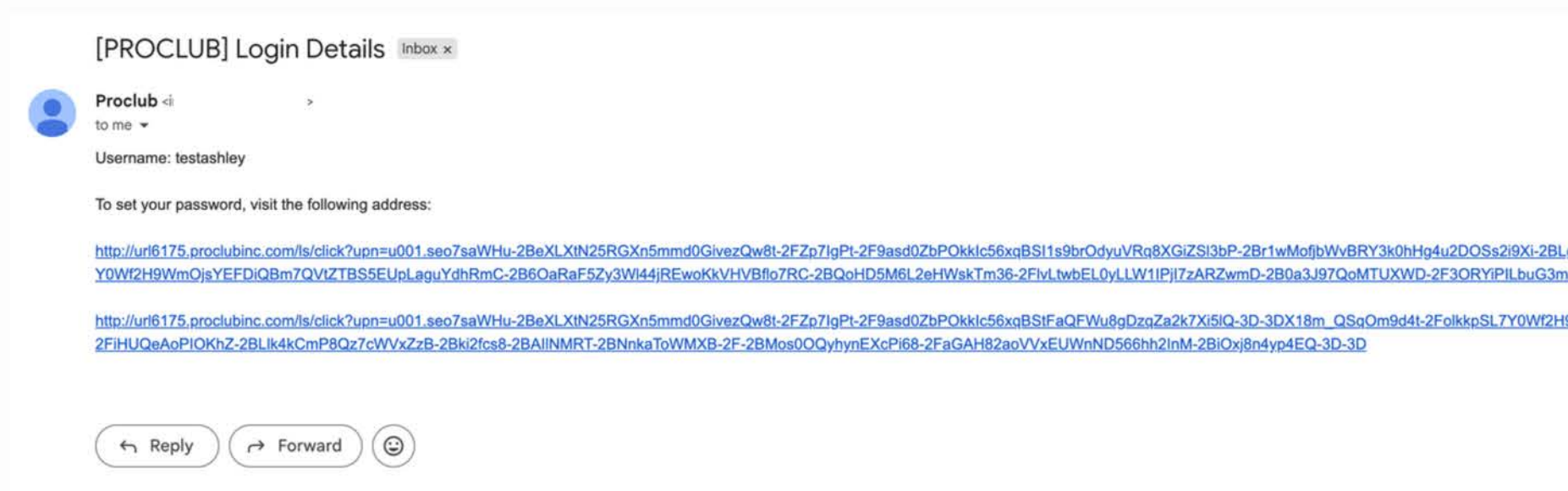
REGISTRATION CONFIRMATION DOES NOT MEAN YOU HAVE BEEN APPROVED.  
IF YOU DO NOT SEE IT IN YOUR INBOX, CHECK YOUR JUNK/SPAM FOLDER AS WELL.



## 4.ONCE YOU'RE APPROVED, YOU'LL GET AN EMAIL WITH LOGIN DETAILS

IT MAY TAKE UP TO A WEEK.

CONTACT [SALES@PROCLUBINC.COM](mailto:SALES@PROCLUBINC.COM) IF YOU DO NOT HEAR FROM US AFTER A WEEK.





## WHEN YOU GET AN ERROR MESSAGE LIKE BELOW:



### Your connection is not private

Attackers might be trying to steal your information from [url6175.proclubinc.com](#) (for example, passwords, messages, or credit cards). [Learn more about this warning](#)

NET::ERR\_CERT\_COMMON\_NAME\_INVALID

Hide advanced

Reload

[url6175.proclubinc.com](#) normally uses encryption to protect your information. When Chrome tried to connect to [url6175.proclubinc.com](#) this time, the website sent back unusual and incorrect credentials. This may happen when an attacker is trying to pretend to be [url6175.proclubinc.com](#), or a Wi-Fi sign-in screen has interrupted the connection. Your information is still secure because Chrome stopped the connection before any data was exchanged.

You cannot visit [url6175.proclubinc.com](#) right now because the website uses HSTS. Network errors and attacks are usually temporary, so this page will probably work later.

## TRY THESE METHODS:

- **Reload** the page.
- Open the link in **incognito mode**.
- Use a **different browser**.
- Clear your browsing data & reload.



## 5. CLICK THE LINK & GENERATE PASSWORD

ENTER YOUR OWN PASSWORD AND CLICK "GENERATE PASSWORD"



Enter your new password below or generate one.

New password

PyIuHe6\*Gj0NiU@r 

Strong

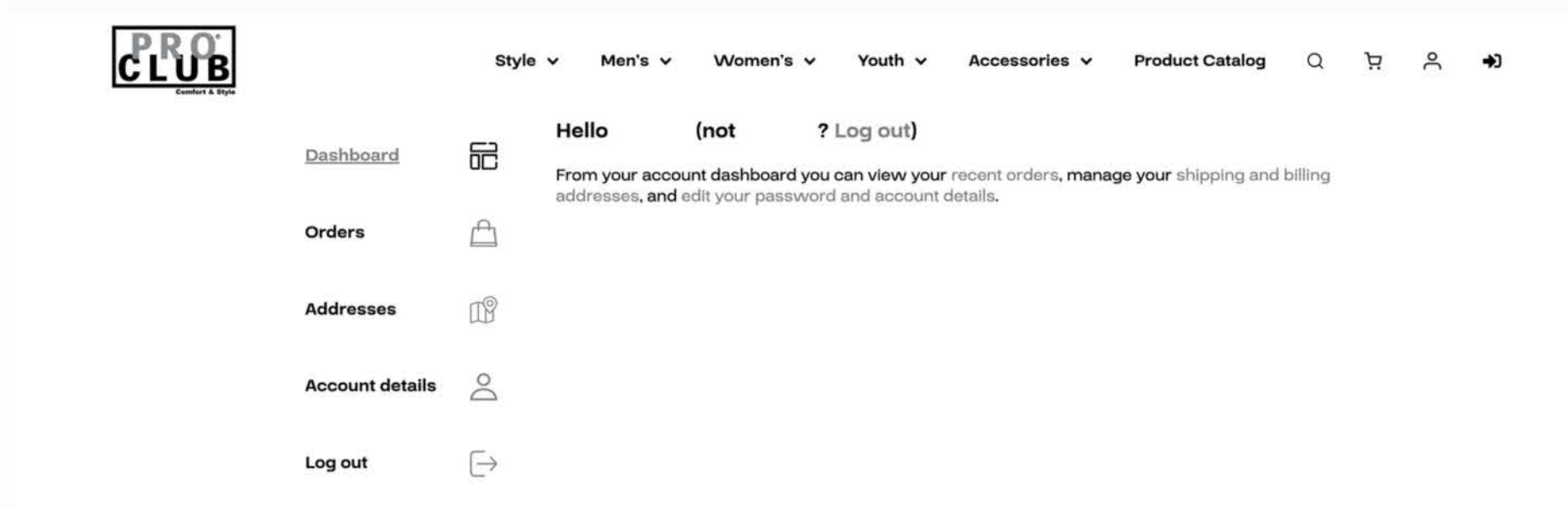
Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ).

[Generate Password](#) [Save Password](#)



## 6. YOUR ACCOUNT IS NOW SET UP!

YOU CAN NOW START SHOPPING!





# Getting Your Password for the First Time

FOR EXISTING CUSTOMERS

- 1 CLICK THE PROFILE ICON ON THE WEBSITE**
- 2 CLICK "LOST YOUR PASSWORD?"**  
It is located below the Log in button on our website
- 3 ENTER YOUR REGISTERED EMAIL ADDRESS TO RESET YOUR PASSWORD**  
Use the email associated with your PROCLUB account.
- 4 LOOK FOR THE EMAIL WITH A RESET LINK IN YOUR INBOX**  
You'll receive an email from PROCLUB titled "Reset your password." Check your junk or spam folder, just in case.
- 5 CLICK THE LINK AND RESET YOUR PASSWORD**  
If you receive an error message when opening the link, don't worry – we'll show you how to fix it.
- 6 VOILÀ! YOUR PASSWORD HAS BEEN RESET**  
You can now start shopping!

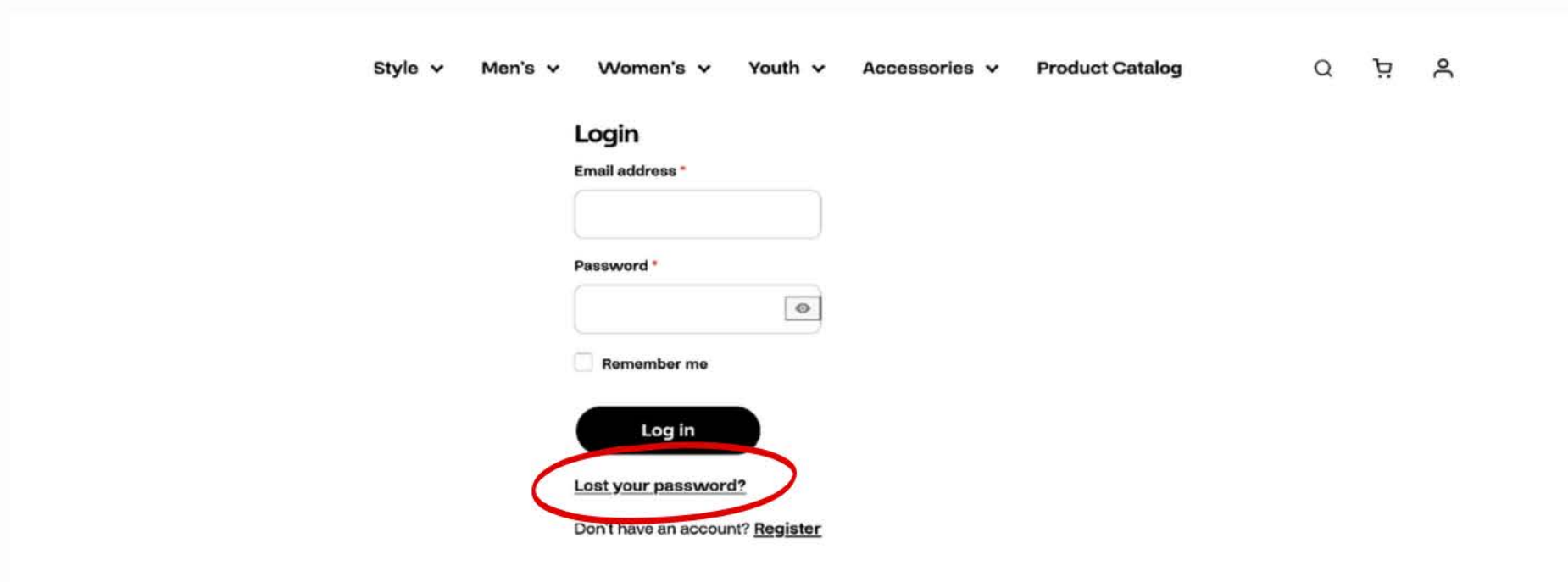
# 1. CLICK THE PROFILE ICON

Style ▾ Men's ▾ Women's ▾ Youth ▾ Accessories ▾ Product Catalog



## 2. CLICK“LOST YOUR PASSWORD?”

IT IS LOCATED BELOW THE LOG IN BUTTON ON OUR WEBSITE



The screenshot shows a website's login interface. At the top, there is a navigation bar with links: Style ▾, Men's ▾, Women's ▾, Youth ▾, Accessories ▾, and Product Catalog. To the right of these links are icons for search, shopping cart, and user profile. Below the navigation bar is the 'Login' section. It contains two input fields: 'Email address \*' and 'Password \*'. The password field has a toggle icon (an eye) to its right. Below the password field is a checkbox labeled 'Remember me'. A black 'Log in' button is positioned below the checkbox. Directly beneath the 'Log in' button, the text 'Lost your password?' is underlined and circled in red. At the bottom of the login section, it says 'Don't have an account? [Register](#)'.

Style ▾ Men's ▾ Women's ▾ Youth ▾ Accessories ▾ Product Catalog

Q 🛒 👤

### Login

Email address \*

Password \*

☐ Remember me

Log in

Lost your password?

Don't have an account? [Register](#)

### 3. ENTER YOUR REGISTERED EMAIL & CLICK “RESET BUTTON”

USE THE EMAIL LINKED TO YOUR PROCLUB ACCOUNT.

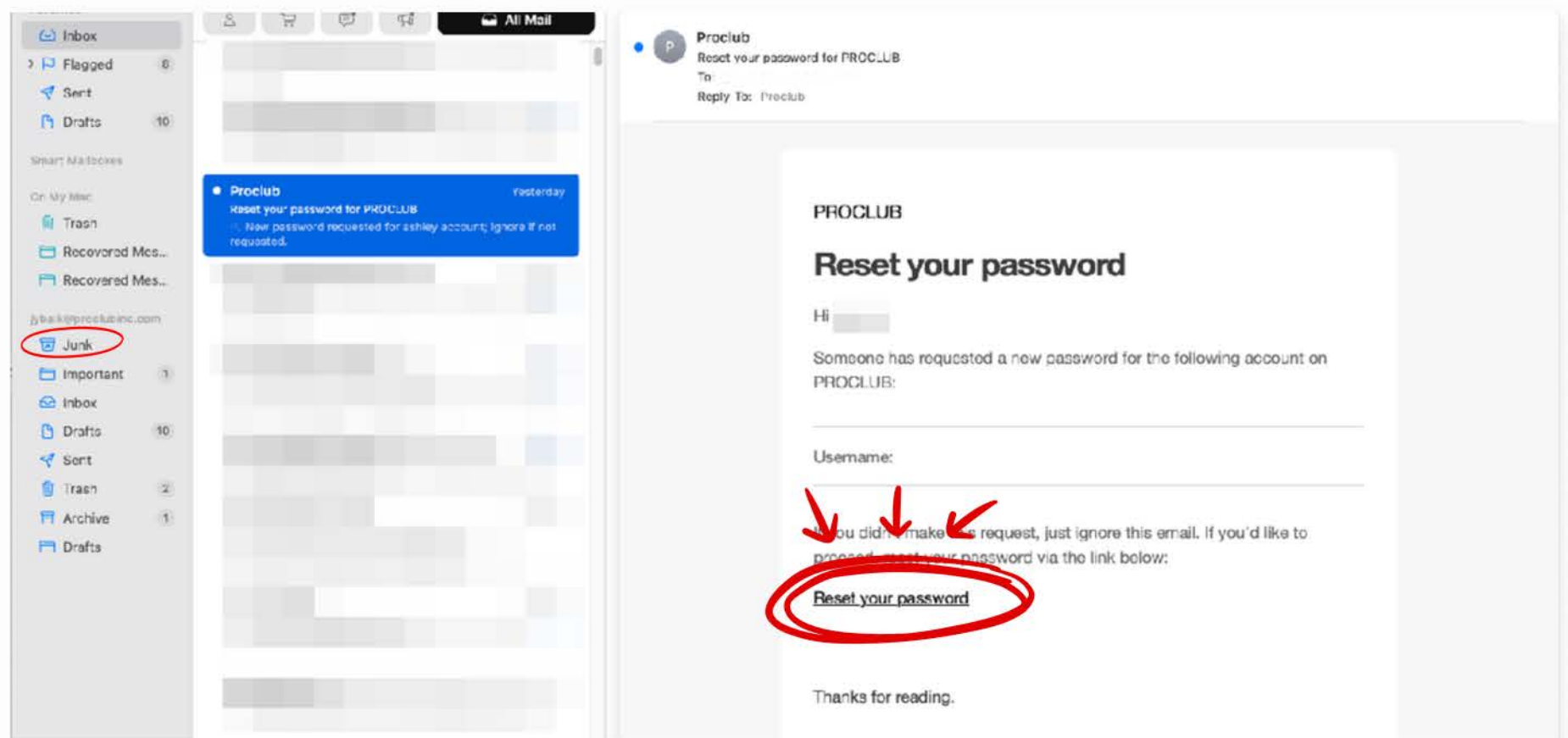
[Style ▾](#) [Men's ▾](#) [Women's ▾](#) [Youth ▾](#) [Accessories ▾](#) [Product Catalog](#)

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email \*


## 4. LOOK FOR THE EMAIL WITH THE RESET LINK





CHECK YOUR JUNK/SPAM FOLDER IF YOU DO NOT FIND IT IN YOUR INBOX.



## 5. CLICK THE LINK AND RESET YOUR PASSWORD


IF YOU EXPERIENCE AN ERROR WHILE OPENING THE LINK, CHECK NEXT PAGE.




[Style](#) [Men's](#) [Women's](#) [Youth](#) 

Enter a new password below.

New password \*



Re-enter new password \*



Save





## WHEN YOU GET AN ERROR MESSAGE LIKE BELOW:



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Hide advanced

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- Use a **different browser**.
- Clear your browsing data & reload.


## 6. VOILÀ! YOUR PASSWORD HAS BEEN RESET!


YOU CAN NOW START SHOPPING!





Comfort & Style

[Style](#) [Men's](#) [Women's](#) [Youth](#) [Accessories](#)

[Dashboard](#)

[Orders](#)

[Addresses](#)

[Account details](#)


Your password has been reset successfully.

### Hello

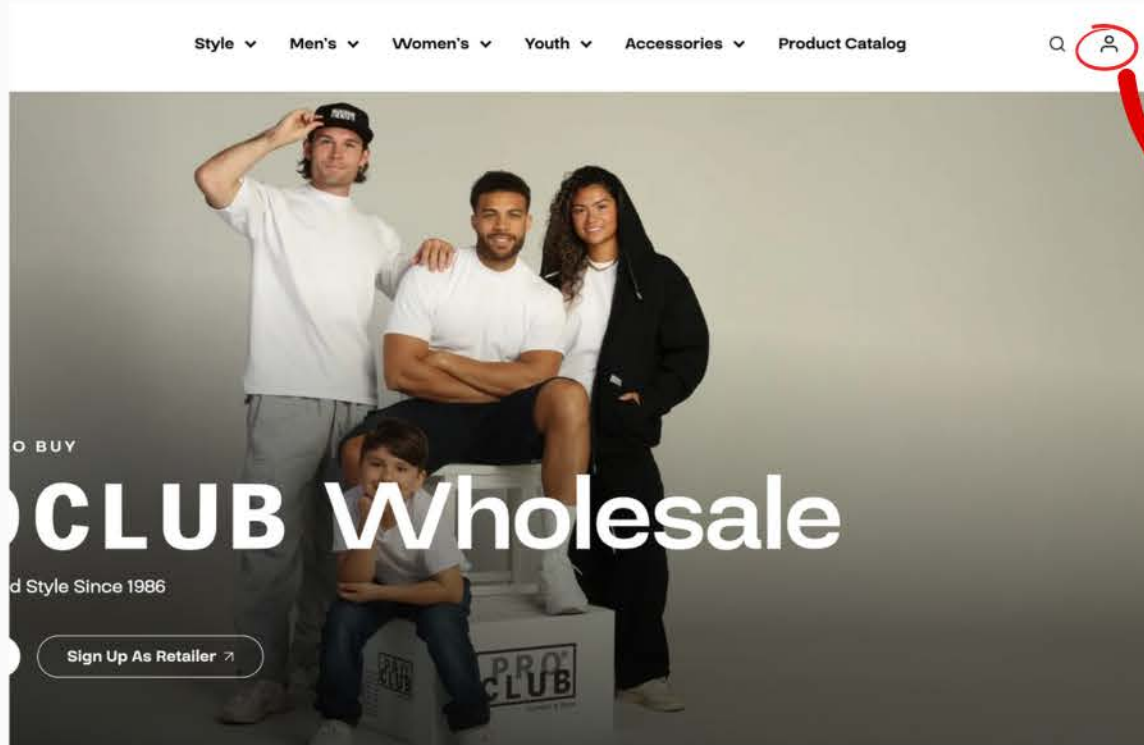
From your account dashboard you can view your recent orders, manage your shipping your password and account details.



# Changing Your Password

- 1 LOGIN WITH YOUR TEMPORARY PASSWORD**
- 2 GO TO YOUR ACCOUNT** 
- 3 CLICK "EDIT YOUR PASSWORD AND ACCOUNT DETAILS"**
- 4 ENTER YOUR TEMPORARY PASSWORD AND SET A NEW PASSWORD**
- 5 YOU'LL SEE THE NOTIFICATION :  
"ACCOUNT DETAILS CHANGED SUCCESSFULLY"  
ONCE IT'S DONE.**
- 6 YOU WILL ALSO RECEIVE AN EMAIL  
NOTIFICATION ABOUT THE CHANGE.**

# 1. LOGIN WITH YOUR TEMPORARY PASSWORD



**Login**

Email address \*

Password \*

☐ Remember me

**Log in**

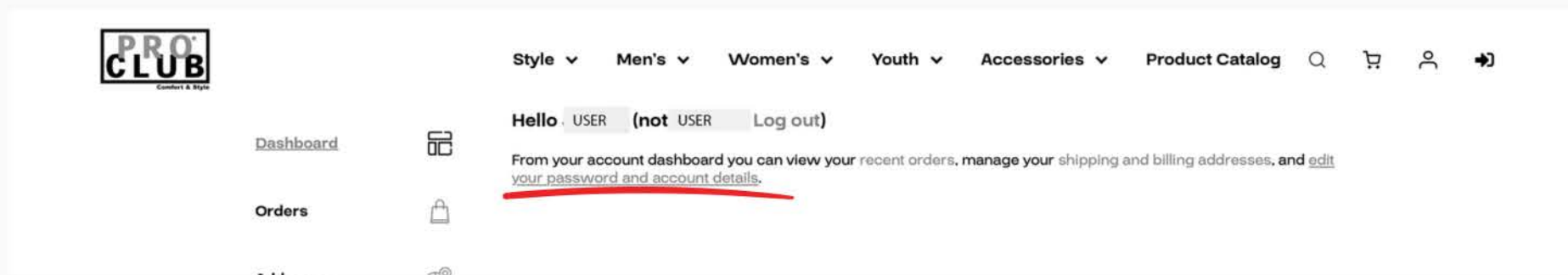
[Lost your password?](#)

Don't have an account? [Register](#)

## 2. GO TO YOUR ACCOUNT



## 3. CLICK “EDIT YOUR PASSWORD AND ACCOUNT DETAILS”



## 4. ENTER YOUR TEMPORARY PASSWORD & SET A NEW PASSWORD

### Password change

Current password (leave blank to leave unchanged)

your temporary password sent through email



New password (leave blank to leave unchanged)



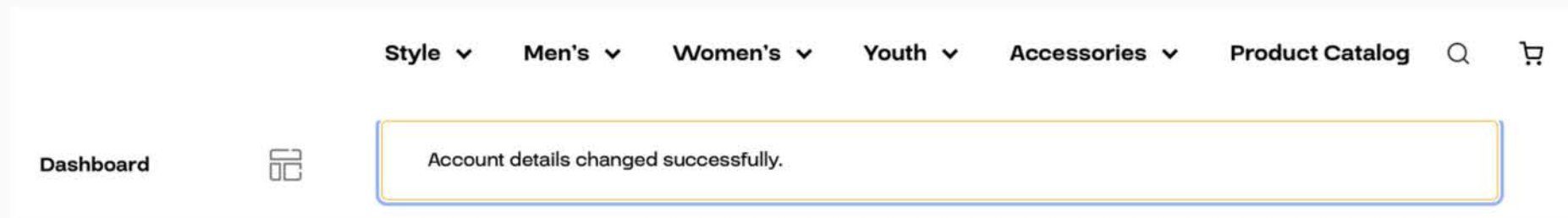
Confirm new password



Save changes

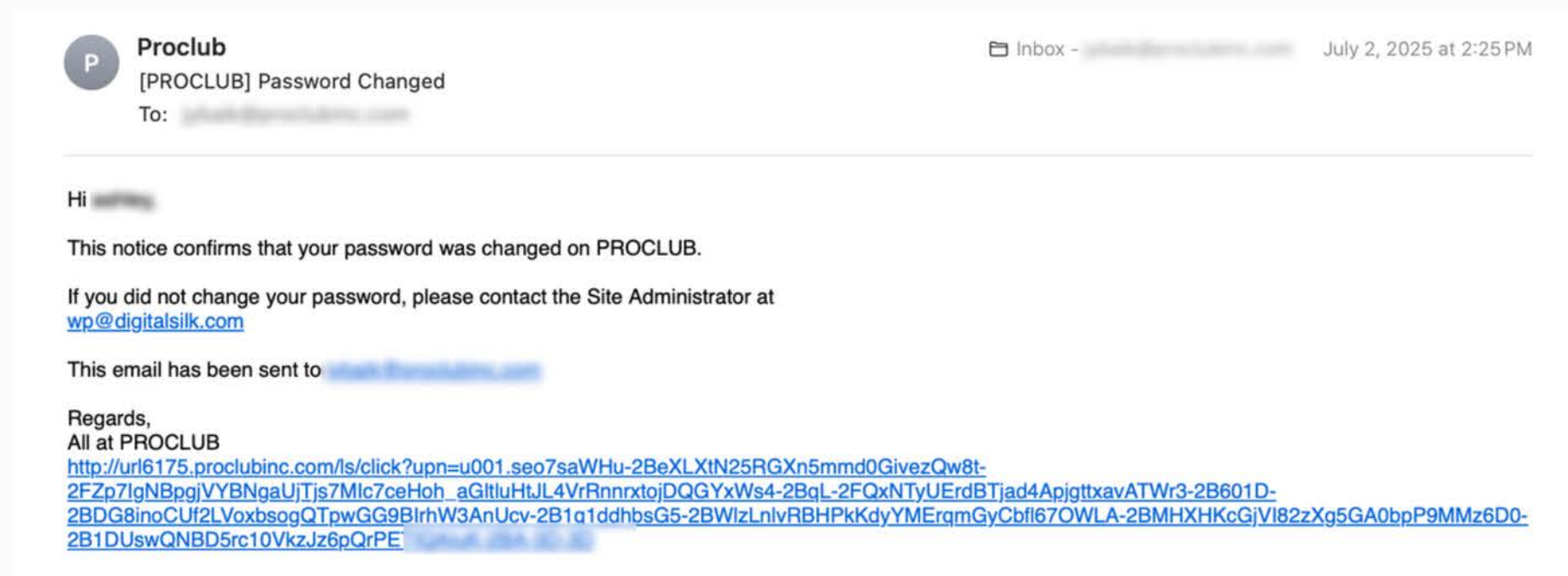
## 5. YOU'LL SEE THE NOTIFICATION :

### "ACCOUNT DETAILS CHANGED SUCCESSFULLY."





## 6. YOU WILL ALSO RECEIVE AN EMAIL NOTIFICATION WHEN IT'S CHANGED.





# Placing an Order

- 1 LOGIN TO CHECK PRICES AND PRODUCT AVAILABILITY**
- 2 ADD ITEMS TO THE CART**

Before doing so, make sure to check each item's unit type.
- 3 PLACE AN ORDER**

You will not be charged at this stage. Your order and total may be adjusted based on stock and shipping.
- 4 WAIT FOR OUR SALES REPRESENTATIVES TO CONTACT YOU**

We'll confirm your payment and shipping method. You'll need to pay a 50% deposit (credit card payments require a 2% fee).
- 5 FINAL CONFIRMATION BEFORE SHIPPING**

Once your items are packed and ready, we'll reach out again to confirm the final total and collect the remaining payment. If you chose a third-party shipping method, an extra freight fee may apply.
- 6 ORDER SUPPORT**

## **BEFORE YOU START SHOPPING – A FEW THINGS TO CHECK**

1. Minimum order subtotal \$1,000 is required.

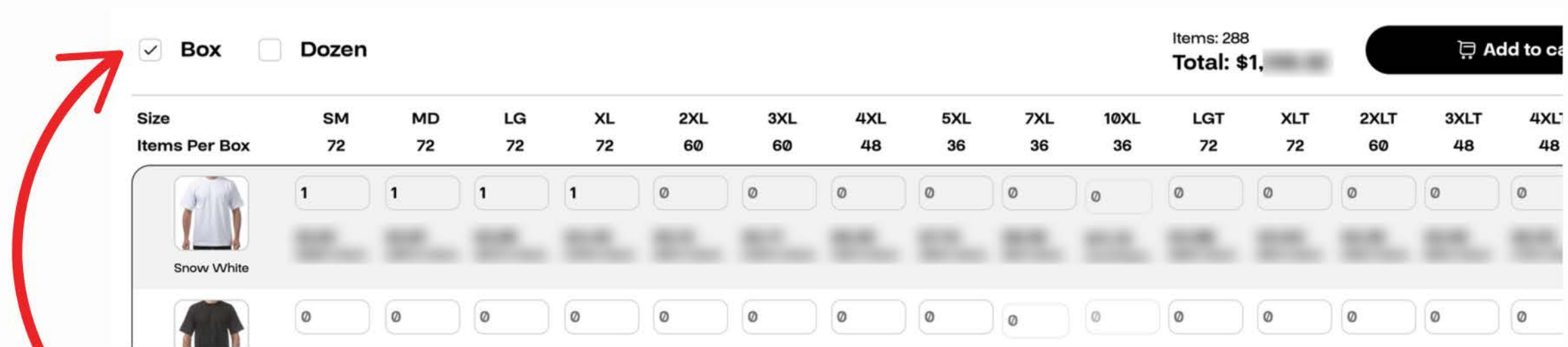
You won't be able to place an order if the subtotal is smaller than \$1,000.

2. Registration requires a valid physical store address.



This is for us to prevent over-saturation of stores in one location.

3. Each order requires a 70% deposit.

# 1. LOGIN TO CHECK PRICES AND PRODUCT AVAILABILITY



The screenshot shows a product selection interface. At the top, there are two checkboxes: ☒ **Box** and ☐ **Dozen**. To the right, it says "Items: 288" and "Total: \$1, [redacted]". A black button with a shopping cart icon and "Add to cart" is also visible. Below this is a table with columns for sizes: SM, MD, LG, XL, 2XL, 3XL, 4XL, 5XL, 7XL, 10XL, LGT, XLT, 2XLT, 3XLT, and 4XL. The first row, labeled "Snow White", shows quantities of 1 for SM, MD, LG, XL, and 0 for the rest. The second row, labeled with a black shirt icon, shows 0 for all sizes. A red arrow points from the text below to the unit selection checkboxes.

Size	SM	MD	LG	XL	2XL	3XL	4XL	5XL	7XL	10XL	LGT	XLT	2XLT	3XLT	4XL
Items Per Box	72	72	72	72	60	60	48	36	36	36	72	72	60	48	48
 Snow White	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

BEFORE ADDING ITEMS TO CART, MAKE SURE TO CHECK THE ITEM UNIT (E.G., BOX, DOZEN, PIECES) — YOU CAN FIND THE UNIT SELECTION CHECKBOX ABOVE THE SIZE ROW.

\*\*\*For men's Heavyweight Short Sleeve Tee (101), White and Black are only sold by the box (except for size 10XL).

## 2. ADD ITEMS TO THE CART

"Men's Heavyweight Short Sleeve Tee" has been added to your cart in the following variations:

[View cart](#)

- (1 × Box) 72 × Snow White, LG
- (1 × Box) 72 × Snow White, MD
- (1 × Box) 72 × Snow White, SM
- (1 × Box) 72 × Snow White, XL

72 indicates the number of items in 1 box.

\*\*\*FOR BOX ORDERS, LARGER SIZES MAY CONTAIN FEWER PIECES PER BOX DUE TO ITEM SIZE.

### 3. PLACE AN ORDER

#### Shipping options

- ☒ Pick Up
- ☐ Trucking
- ☐ UPS
- ☐ FedEx
- ☐ DHL

#### Payment options

Balance paid on delivery

Sales representative will contact you for a deposit.

☐ Add a note to your order

By proceeding with your purchase you agree to our [Terms and Conditions](#) and [Privacy Policy](#).

[← Return to Cart](#)

[Place Order](#)

Packaging: 1BOX 6dz (1BOX x 72)  
Unit Quantity: 1

Add a coupon

Subtotal

Delivery

Pick Up

TBD

Total

PROCLUB

#### Thank you for your order

Hi 

Just to let you know — we've received your order, and it is now being processed.

Here's a reminder of what you've ordered:

Sales representative will contact you for a deposit.

#### Order summary

Order #13464 (July 8, 2025)

-  Men's Heavyweight Short Sleeve Tee  
- Snow White, SM x72  
Packaging: Box 6dz (Box x 72)  
Unit Quantity: 1
-  Men's Heavyweight Short Sleeve Tee  
- Snow White, MD x72  
Packaging: Box 6dz (Box x 72)  
Unit Quantity: 1
-  Men's Heavyweight Short Sleeve Tee  
- Snow White, LG x72  
Packaging: Box 6dz (Box x 72)  
Unit Quantity: 1
-  Men's Heavyweight Short Sleeve Tee  
- Snow White, XL x72  
Packaging: Box 6dz (Box x 72)  
Unit Quantity: 1

Subtotal:

Shipping: Pick Up

Total:

Payment method:

! Balance paid on delivery

## **4. WAIT FOR OUR SALES REPRESENTATIVES TO CONTACT YOU**

WE'LL CONFIRM YOUR PAYMENT AND SHIPPING METHOD.

YOU'LL NEED TO PAY A 50% DEPOSIT (CREDIT CARD PAYMENTS INCUR A 2% FEE).

## **5. FINAL CONFIRMATION BEFORE SHIPPING**

ONCE YOUR ITEMS ARE PACKED AND READY, WE'LL REACH OUT AGAIN TO CONFIRM THE FINAL TOTAL AND COLLECT THE REMAINING PAYMENT. IF YOU CHOSE A THIRD-PARTY SHIPPING METHOD, AN EXTRA FREIGHT FEE MAY APPLY.



## 6. ORDER SUPPORT

IF YOU HAVE TROUBLE PLACING OR RECEIVING AN ORDER,  
CONTACT **SALES@PROCLUBINC.COM** OR REACH OUT TO **YOUR ASSIGNED SALES REPRESENTATIVE**.

