

# Benefit Management System Footwear Program



## Employee Registration and Purchasing Guide

### What is the Benefit Management System? (BenMan)

The Grainger Benefit Management System is your company's selected method for purchasing safety footwear. This system connects directly to Grainger.com to make it fast and easy for you to shop for and purchase footwear under your company's program.

The following information will help you to register and understand how to shop and make purchases. *When you are logged into BenMan you are only able to purchase footwear on Grainger.com.*

### How To Register

**\*Note: Not compatible with mobile devices.**

To register, CLICK on this link to go to your BENEFITS MANAGEMENT SERVICE

<https://www.grainger.com/benefits/registration/CharlotteCtyPublicSchools>

1) On the Benefits Management Service page (below) fill out all of the required fields:

First Name

Last Name

Employee ID #

2) Click CONTINUE to go to the next step – Registration Screen

https://www.grainger.com/benefits/registration

My Account | Order History | Lists | Special Order Quotes

SIGN IN | Register Now

**GRAINGER**

KeepStock Sign Up for Email Feedback Help

General Catalog Find A Branch Services Solutions Worldwide

ALL PRODUCTS Enter keyword, item, model or replacement part number. SEARCH BULK ORDER PAD CART

### Employee Registration

**YOUR COMPANY NAME/BMS**

You are two steps away from joining Grainger.com. First we need to validate that we have your name and employee id in our records."

**First Name** → First Name Demo

**Last Name** → Last Name

**Employee ID** → Employee ID

**Continue** → CONTINUE

#### BENEFITS OF JOINING GRAINGER.COM

With a few easy steps, you can take advantage of all the benefits of being a registered Grainger customer.

- ✓ Faster ordering options
- ✓ Save favorite items
- ✓ Customized account info
- ✓ Track order & history

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3) Complete the required fields, Click Agree to Terms, then click REGISTER.

**Registration**

You are one step away from joining Grainger.com. Please fill out all required fields before submitting registration.

\*Required Field

CONTACT INFORMATION	CONTACT ADDRESS
Your Name	YOUR COMPANY NAME STREET ADDRESS CITY, STATE, ZIPCODE, US

**BENEFITS OF JOINING GRAINGER.COM**

Get ready to enjoy all the benefits of being an online Grainger customer.

- Track order & history
- Faster ordering options
- Save favorite items
- Customized account info

**SIGN IN PREFERENCES**

\*E-mail Address

\*User ID (can be your email address)  
Create User ID

\*Password  
Create Password   
Confirm Password

\*Security Question and Answer  
Security Question   
Answer to Security Question

**TERMS OF REGISTRATION**

\*I acknowledge that I have read and agree to the Grainger [Terms of Sale](#) and [Terms of Access](#), and understand that information I submit will be used as described on this page and in the Grainger [Privacy Policy](#).

**REGISTER**

Required Fields Below →

Agree to Terms →

Click Register →

### **HAVING TROUBLE REGISTERING?**

If you click Register and nothing happens: Refresh your browser page, fill in any fields with missing data, and click Register again.

### **IMPORTANT:**

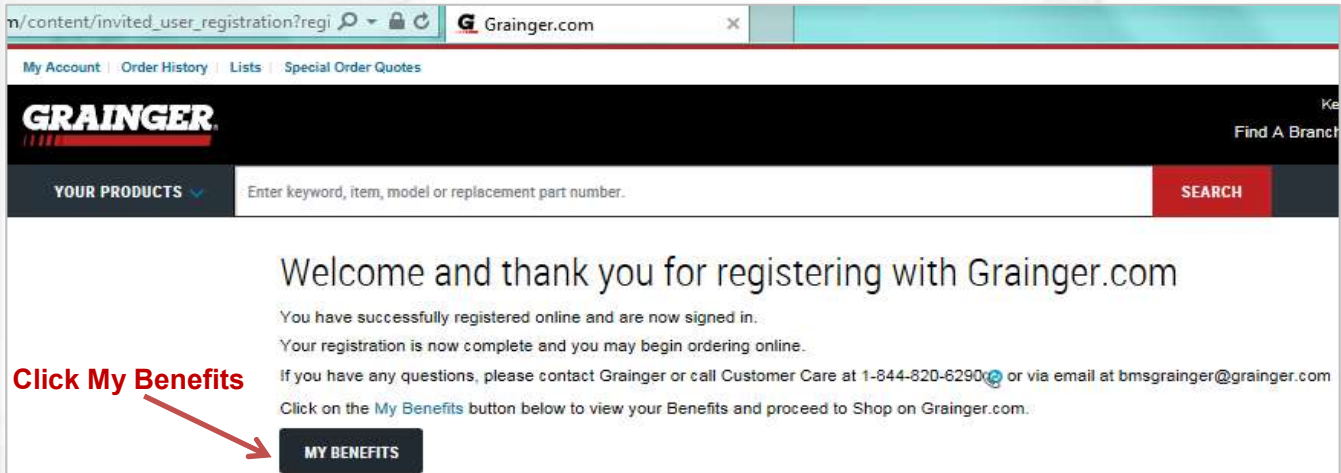
You only need to register one time

You will need the User ID and Password you created above to login and purchase in the future.

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4) The confirmation screen will appear. Click on MY BENEFITS.



5) When done shopping, click SIGN OUT at the top right of the screen.

## How to Shop and Purchase

**\*Note: Not compatible with mobile devices.**

The My Benefits Page is your landing page. From here you can choose to SHOP NOW or VIEW ORDER HISTORY to see past purchases or reorder and items.

1) To begin shopping click SHOP NOW. This will bring up your My Products Page.

## My Benefits

Monitor all your subsidy benefits from this page includes information on availability period, subsidy balance and product(s) remaining. For any questions contact us at 1-844-820-6290 or at [bmsgrainger@grainger.com](mailto:bmsgrainger@grainger.com)

[Shop Now](#)

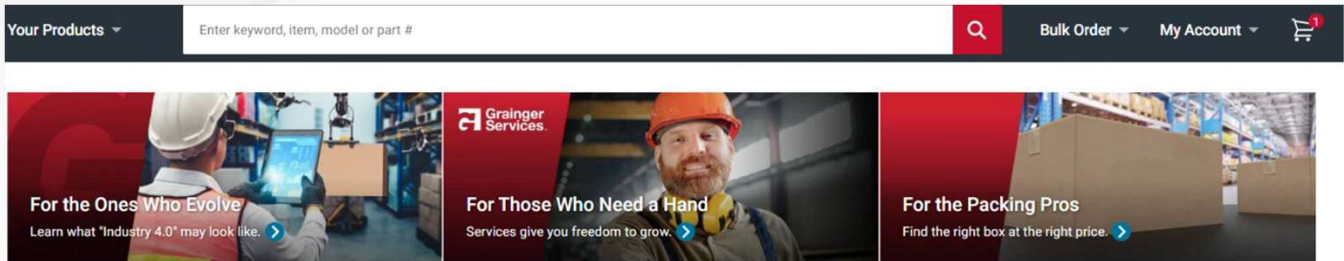
[View Order History](#)

Type	Status	Items Remaining	Subsidy Balance	Subsidy Percentage	Availability Period
Footwear Program General	Available	2	\$130	100%	01/01/2023 - 12/31/2023

# Benefit Management System Footwear Program

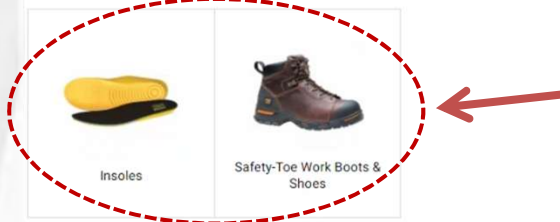


- 2) You will see an icon box for Safety Toe Work Boots & Shoes. If your employer allows for the purchase of insoles and/or accessories you will see additional options as well.
- 3) Select the icon box for Safety Toe Work Boots & Shoes to begin shopping for shoes.



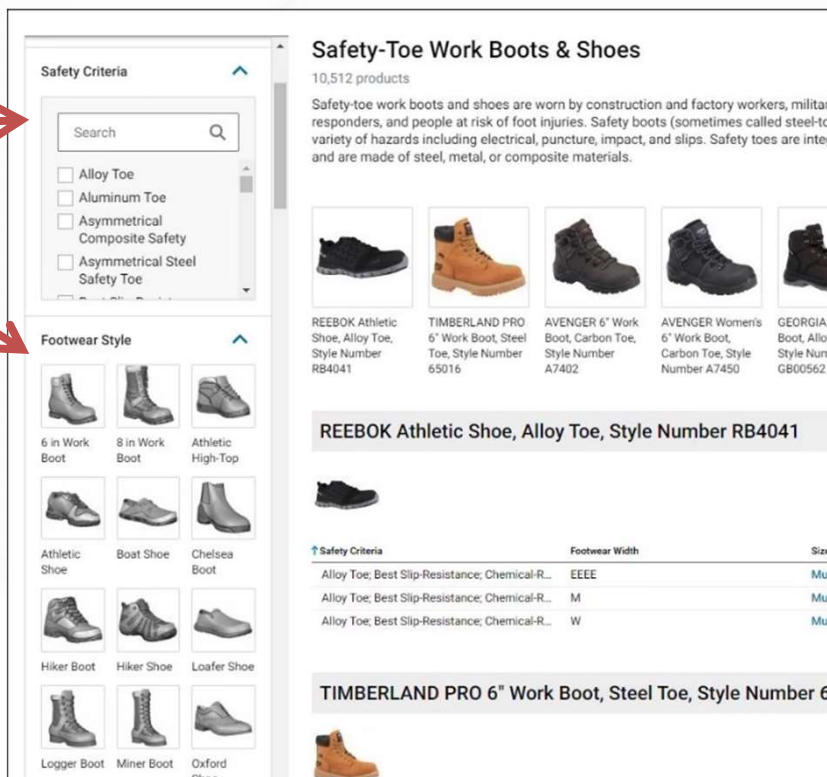
The One Item You Need + 1.5 Million More

[View All Product Categories >](#)



- 4) Use the menu features on the left-hand side of the screen to filter the selections.
- 5) Select a style, size and width, and any additional features as needed.

Use these, and other filters below, to find the footwear features you need.



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6) Once the selection has been filtered, the styles that align with those features will appear in a list to the right of the filter menu.

**Gender**

Men's (12544)

Unisex (422)

Women's (2274)

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**Size**

Type here to refine filters

7-1/2 (1)

3 (7)

3-1/2 (13)

4 (70)

4-1/2 (63)

5 (170)



[View More](#)

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**Footwear Width**

B (228)

**KEEN Hiker Boot, Steel Toe, Style Number 1011242**


Safety Criteria	Footwear Width	Size	Item #	Price
<b>CAROLINA SHOE 8" Work Boot, Composite Toe, Style Number CA9582</b>				
Multiple product options available				
Brands				
CAROLINA SHOE				
				
Safety Criteria	Footwear Width	Size	Item #	Price
Waterproof, Oil-Resistant Sole, Metatarsal Guard, Good Slip-Resistance, Electrical Hazard (EH), Composite Toe	D	Select Size	Multiple Items	\$182.15
Waterproof, Oil-Resistant Sole, Metatarsal Guard, Good Slip-Resistance, Electrical Hazard (EH), Composite Toe	EE	Select Size	Multiple Items	\$182.15
<b>SKECHERS Athletic Shoe, Composite Toe, Style Number 77013-BLK</b>				
Multiple product options available				
Brands				
SKECHERS				
				

7) Once you've chosen the style you like you can click on the description of the shoe to select it.


8) Confirm size and footwear width is correct

9) Click "Add to Cart"

**REEBOK Athletic High-Top, Composite Toe, Style Number RB1067**



Safety Criteria	Footwear Width	Size	Brand	Price
Best Slip-Resistance; Chemical-Resistant S...	M	9	REEBOK	\$152.04 / pair
Best Slip-Resistance; Chemical-Resistant S...	W	9	REEBOK	\$152.04 / pair



**REEBOK Work Shoe: W, 9, Athletic High-Top Footwear, Men's, Black/Gray, 1 PR**

Item 45JP05

Mfr. Model RB1067

[View Product Details](#)

Web Price ⓘ

**\$152.04** / pair

Expected to arrive Tue. Mar 07.

Ship to 60045 ▾

Qty

**Add to Cart**

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10) Click on CONTINUE SHOPPING to add additional items (such as insoles or accessories) or click VIEW CART to complete the checkout process.

1 Product(s) Added to Cart

Product	Qty	Price	Total
DR. MARTENS 6" Work Boot, 10, M, Men's, Brown, Steel Toe Type, 1 PR	1	\$157.06	\$157.06

You May Also Like

Product	Web Price / pair	Action
DR. MARTENS 6" Work Boot, 11, M, Men's, Brown, Steel Toe Type, 1 PR	\$157.06	Add to Cart
DR. MARTENS 6" Work Boot, 12, M, Men's, Brown, Steel Toe Type, 1 PR	\$157.06	Add to Cart
DR. MARTENS Wellington Boot, 9, M, Men's, Black, Steel Toe Type, 1 PR	\$148.47	Add to Cart

You have 1 product(s) in your shopping cart.

[CONTINUE SHOPPING](#) [View Cart](#)

11) After clicking VIEW CART click PROCEED TO CHECKOUT.

Cart      Review      Complete

[Proceed to Checkout](#)

**Order Summary**

You are eligible for FREE Standard Ground shipping!

Subtotal: \$168.03

Availability, shipping, tax, subsidy & promotions are not final until you complete your order.

[+ Add Promotional Code](#)

**My Products**      [Show Reference Information](#)      [Clear Cart](#)

Product	Qty	TOTAL
CAT 6" Work Boot, 7-1/2, W, Men's, Brown, Composite Toe Type, 1 PR Item # 489R21 Price \$168.03 / pair	1	\$168.03

[Update](#) [Remove](#) [Save For Later](#)

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- 12) If your company requires you to ship to your home address, scroll down to the Address Section and click on CHANGE
- 13) In the pop-up box click on ADD NEW SHIPPING ADDRESS”.
- 14) Enter your name and home address
- 15) Click SAVE.

Shipping Address **Click here to change shipping address** → **Change**

BENMAN ADMIN TRAINING ACCOUNT/BMS  
E OHIO STREET  
Chicago, Illinois 60611  
USA

+ Add Recipient

Shipping address **+** Add new shipping address

0 total addresses

0 total addresses...

**Click here to enter your home address**

New shipping address

Please use the fields below to add a new shipping address and be sure to click 'Save' when you're done.

Company or Contact Name

+ Additional Company

Street Address

CANCEL **Save**

**Enter your name and home address in this section and click Save**

**Click here to save the Address change**

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16) If your company requires a P.O. number you can use the drop-down menu in the P.O. field to chose the correct P.O. number or if there is no drop-down menu you can enter the P.O. number directly into that field.

17) Then click SUBMIT ORDER and your purchase is complete.

Cart      Review      Complete

Purchase Order Number

PO #

Select One

- 100a
- 100b
- 100c
- 100d
- 100e
- 100f

Price \$168.03 / each

Click here to submit order →

Submit Order

Order Summary

You are eligible for FREE Standard Ground shipping!

Subtotal	\$168.03
Estimated Tax	N/A
Estimated Standard Shipping	
Subsidy Applied <a href="#">Show Breakdown</a>	-\$125.00
<b>Estimated Total</b>	<b>\$43.03</b>

Availability, shipping, tax, subsidy & promotions are not final until you complete your order.

Click on drop down menu and choose a PO

Qty: 1      TOTAL \$168.03      SUBSIDY APPLIED TO ITEM \$125.00

Update      Remove

Show Reference Information

18) If payroll deduction is being used, you will also see the amount you owe after Subsidy as "Payroll Deduction". Otherwise, you will be prompted to enter credit card information if there is a balance due.

Cart      Review      Complete

Purchase Order Number

PO #

Select One

- 100a
- 100b
- 100c
- 100d
- 100e
- 100f

Price \$168.03 / each

Submit Order

Order Summary

You are eligible for FREE Standard Ground shipping!

Subtotal	\$168.03
Estimated Tax	N/A
Estimated Standard Shipping	
Subsidy Applied <a href="#">Show Breakdown</a>	-\$125.00
<b>Estimated Total</b>	<b>\$43.03</b>

Availability, shipping, tax, subsidy & promotions are not final until you complete your order.

Amount of Subsidy applied →

Balance Due →

Qty: 1      TOTAL \$168.03      SUBSIDY APPLIED TO ITEM \$125.00

Update      Remove

Show Reference Information



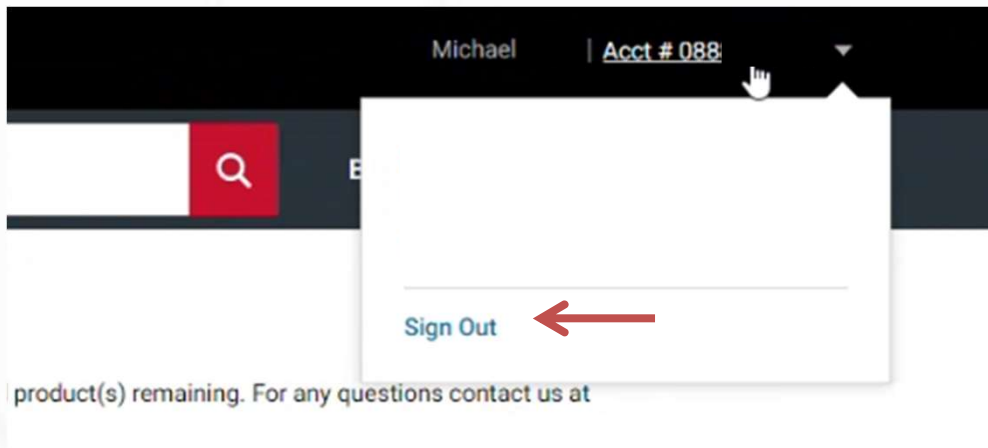
# Benefit Management System Footwear Program



- 19) Click on ADD PAYMENT METHOD to enter your card details
- 20) Click SUBMIT ORDER

Order Summary	
You are eligible for FREE Standard Ground shipping!	
Subtotal	\$138.65
Estimated Tax	\$10.40
Estimated Standard Shipping	FREE
Subsidy Applied <a href="#">Show Breakdown</a>	-\$130.00
<b>Estimated Total</b>	<b>\$19.05</b>

- 21) Hover over your account # on the top right of the screen and click on SIGN OUT
- 22) You will receive a confirmation email for your order.



For issues or questions please contact a Customer Service Representative at:  
[BMSgrainger@grainger.com](mailto:BMSgrainger@grainger.com) or 1-844-820-6290