

Using the Online Portal



LINEN & UNIFORM
SINCE 1915

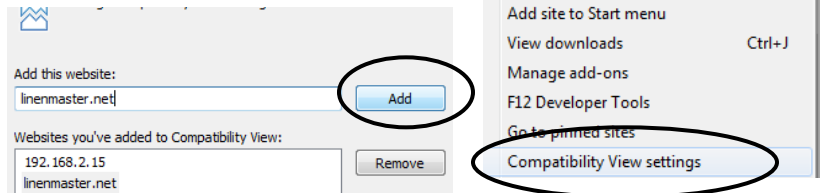
Signing up and Logging In:

1. Sign up for portal access at www.centurylinen.com/portal
2. Once you receive your confirmation email, you can login
3. On our portal access page, click the Already Registered? Login Here link.
 - a. Or go to <http://centurylinen.linenmaster.net>
 - b. Log in with your username (email) and password

Already Registered? [Login Here](#)

Compatibility Settings (**IMPORTANT**):

1. Our portal requires the **latest version of Internet Explorer**
 - a. Firefox, Chrome, and other/mobile browsers may have limited functionality
2. **Pop-up blockers must be disabled**, or allow pop-ups from “linenmaster.net”
3. Enable **Compatibility View** for our portal site:
 - a. Locate the Tools “gear” or menu
 - b. Click Compatibility View settings
 - c. Add “linenmaster.net” to the site list (click Add)
 - d. Restart browser



Viewing a Delivery or Invoice:

1. Go to the Deliveries tab > Details
2. Ignore the “Invoices” tab – that is used for accounts with multiple orders (hospitals)
3. Enter a date range to search
4. Leave Route as All Routes
5. If you have multiple accounts with us, they will show in the Customer field – if not, leave as All Customers
6. Select OK to view a list of relevant deliveries
7. Double click a delivery (the line) for options
8. **TIP: “View Delivery Document” displays the invoice you are familiar with**
9. **TIP: Use “Email Delivery” to email the invoice**
10. Email us at customerservice@centurylinen.com to edit a delivery

