



# Castrol<sup>®</sup> ePODS<sup>™</sup>

**eFFICIENT PREMIUM OIL DISPENSING SYSTEM**

*[www.MyCastrolPODS.com](http://www.MyCastrolPODS.com)*  
*User Guide*



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# Welcome Email



Once your Castrol® ePODS™ website Order Management System account is activated, you will receive a welcome email from ePODS@corpcomm.com. This will contain the site URL, your username, and password needed to access the site.



Order Management System

Hello **[Your Name]**,

Welcome To The Castrol® ePODS™ Order Management System!

Below is your username and password to access the site. If this is your first time logging in, you will be asked to change your password once you log in.

**Site URL:** [mycastrolepods.com/order](http://mycastrolepods.com/order)

**Username:** [your email address]

**Password:** Welcome@1

**\* Please be advised that the site does not support Internet Explorer versions earlier than 9.0. For the best browsing experience, we recommend the latest version of [Chrome](#) or [Firefox](#). \***

## Helpful Information

- The Castrol® ePODS™ Order Management System is available online 24 hours a day, 7 days a week.

Thank you,  
Castrol ePODS Team  
[www.MyCastrolePODS.com](http://www.MyCastrolePODS.com)

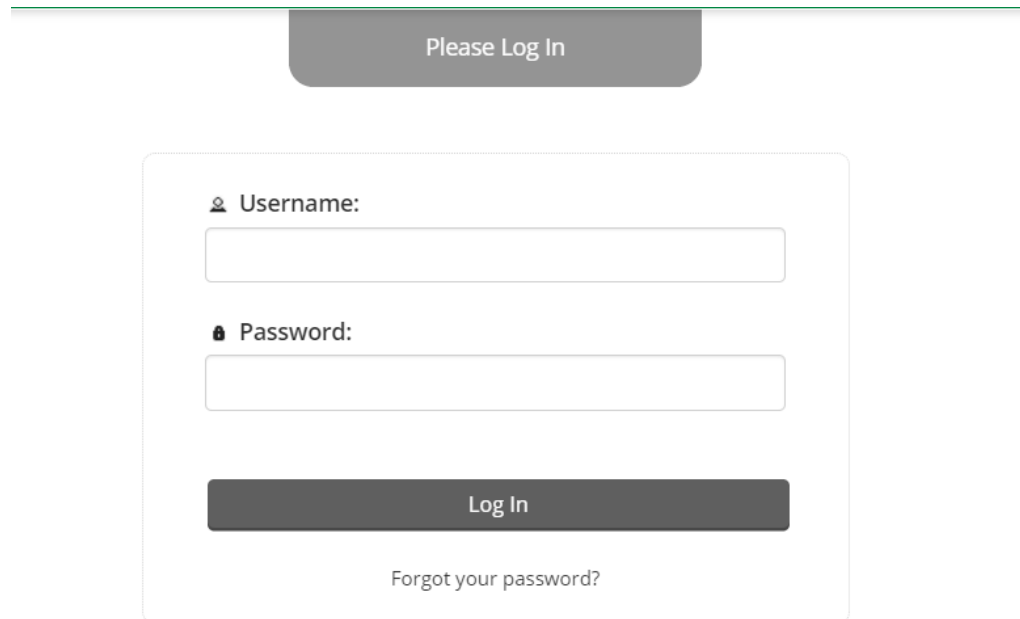


# Login Screen



Upon navigating to the main login screen, please enter your assigned username and password in the respective textboxes.

On initial login, you should use the password assigned in your welcome email message. After logging in, you will be prompted to create a new password, which should be used for all subsequent logins.

A screenshot of the login screen. At the top, a grey button with the text 'Please Log In' is centered. Below it is a white rounded rectangle containing the login form. The form has two input fields: 'Username:' with a user icon and 'Password:' with a lock icon. Below the fields is a dark grey 'Log In' button and a link that says 'Forgot your password?'.

Please Log In

👤 Username:

🔒 Password:

Log In

[Forgot your password?](#)



# Forgot Password



If you have forgotten your password, please click on the “forgot your password” link located on the login screen:

Then, enter your username and click the “Retrieve Password” button from the popup window:

A screenshot of a login screen. At the top, there is a grey bar with the text "Please Log In". Below this, there is a white form with two input fields: "Username:" and "Password:". Below the "Password:" field is a dark grey "Log In" button. At the bottom of the form, there is a red-bordered button labeled "Forgot your password?".A screenshot of a "Forgot Password" popup window. The window has a dark grey border and a title bar with the text "Forgot Password" and a close button (X). Inside the window, there is a grey bar with the text "Forgot Password". Below this, there is a paragraph of text: "If you have forgotten your password, please enter your **username** in the field below. If you have an email address established on your account profile you will shortly receive an email containing your password." Below the text is a grey input field with a red asterisk and the label "\* Username:". Below the input field is a dark grey "Retrieve Password" button.

After clicking “Retrieve Password,” an email containing your password will be sent to you.

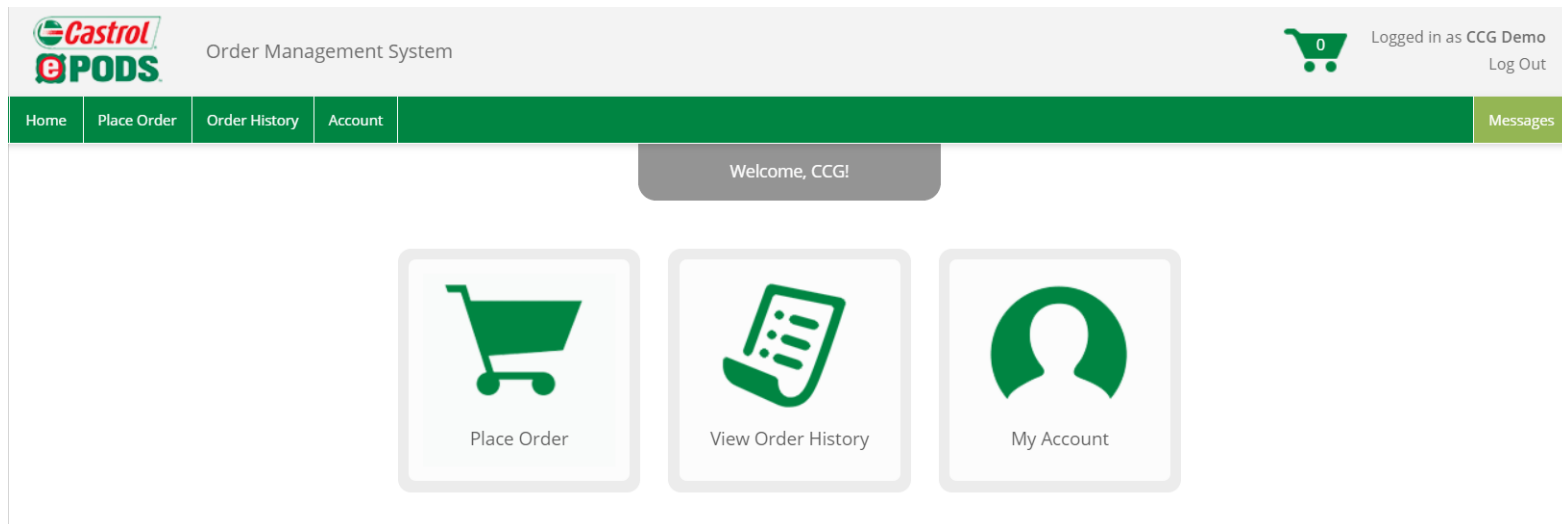


# Home Screen



After successfully logging in, you will see the screen below and have access to the following pages:

- Place Order: Order Castrol® ePODS™ Kits or Replacement Parts & Accessories
- View Order History: Check order status, view tracking information, and view past orders
- My Account: Manage your personal address book, change password, change address



# Order History



View the status of an order and view past orders that you've placed by navigating to the Order History page.

If an order has not completed processing, you can delete the order by clicking the "Delete Order" button.

Once an order has shipped, the tracking numbers will be posted to the Order History Page and the order status will change from "Processing" to "Shipped." Payment Status (if applicable) will also change from "Pending Shipping" to "Paid" when shipped.

Home Place Order Order History Account Messages

Order History

Order # Lookup

Order Number

Clear

Search Parameter

Item, Description, etc

Date Range

Start Date - End Date

Category

-- ALL ITEMS --

Search Clear

Order Number: 1107

test test  
Midwest Rebuilders Inc  
Smith & Laura  
Warrenton, MO 63383  
UNITED STATES

Delete Order

Order Date:	1/17/2020 1:08:21 PM	Payment Status:	Pending Shipping
Placed By:	Demo Ecom	Order Total:	\$5.00
Shipping Method:	Fedex Ground	Total Paid:	\$0.00
Special Instructions:			

Item	Qty	Approval Status	Order Status
15AFB8 Castrol® EDGE® 5W-20 U.S., 5G ePODS US	1 Piece(s)	N/A	Processing



# My Account



From the “Account” menu, you can:

- Manage Address Book: Delete an address you previously saved or add a new address
- Change Password: Change the password for your account
- Change Address: Change your personal address

Note: Orders should not be shipped to your personal address.

Order Management System

Logged in as CCG Demo  
Log Out

Home Place Order Order History **Account** Messages

Change Address  
Manage Address Book  
Change Password

My Address

\* Required Fields

Personal Shipping Address

* FirstName:	CCG
* LastName:	Demo
Company:	
* Address 1:	14 Henderson Dr
Address 2:	
* City:	West Caldwell
* State:	NJ
* Zip:	07006
* Country:	USA
Phone Number:	

Save Changes





# Tip: Add to Favorites



You can add items to your favorites by clicking the star icon located next to the item description.

Your favorite items will be added to the “Favorites” category, listed in the menu on the left side of your screen.

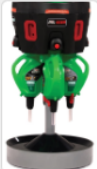
Search

NEW ITEMS

**FAVORITES**

Items

Castrol ePODS Kits (N)

Item	Unit of Measure	Max Qty	Price	Order Qty
<b>Castrol ePODS European</b>				
 Castrol ePODS European Kit Includes the following labels: EDGE 5W-40, EDGE 5W-30_A3-B4, EDGE 5W-20, EDGE 0W20, with 1 Castrol ePODS. Oil not included. SKU: 1036 Composite	Composite	1	N/A	<input type="text" value="1"/> <input type="button" value="Add"/>





# Castrol<sup>®</sup> ePODS<sup>™</sup>

*Ordering Kits*



# Place Order



To place an order, click “Place Order” from the Home Screen or top menu. Then, select “Castrol ePODS Kits” from the Item Menu on the left side of your screen and navigate to the kit you would like to order.

Order Management System

Home **Place Order** Order History Account

Place Order

Search

NEW ITEMS

FAVORITES

Items

**Castrol ePODS Kits (N)**

- Castrol ePODS European
- Castrol ePODS Domestic
- Castrol ePODS Asian
- Castrol ePODS Custom

Replacement Parts (N)

Castrol ePODS European	
	<p>Castrol ePODS European Kit Includes the following labels: EDGE 5W-40, EDGE 5W-30_A3-B4, EDGE Castrol ePODS. Oil not included.</p> <p>SKU: 1036</p> <p>Composite</p>
Castrol ePODS Domestic	
	<p>Castrol ePODS Domestic Kit Includes the following labels: GTX MAGNATEC 5W-30, GTX MAGNATEC EDGE 5W-30 U.S, with 1 Castrol ePODS. Oil not included.</p> <p>SKU: 1016</p> <p>Composite</p>



# Add Item to Cart



Once you choose which kit to order, add it to your cart by selecting “1” from the “Order Qty” field and clicking the “Add” button.

## Notes:

- Each kit includes one Castrol® ePODS™ and four labels. To see specific labels included, hover your mouse over the gray “Composite” button or read the item description. Oil is not included.
- You are limited to one kit per order.

	Item	Unit of Measure	Max Qty	Order Qty
Castrol ePODS European				
	<p>Castrol ePODS European Kit <span style="float: right;">★</span></p> <p>Oil not included. Includes 1 Castrol ePODS with the following labels: EDGE 5W-40, EDGE 5W-30_A3-B4, EDGE 5W-20, EDGE 0W20</p> <p>SKU: 1036</p> <p><a href="#">Composite</a></p>	N/A	1	<div style="border: 2px solid red; padding: 5px;"><input type="text" value="1"/> <span>▼</span> <a href="#">Add</a></div>



# Castrol® ePODS™ Custom Kit



The Castrol ePODS Custom kit allows you to order 1 Castrol ePODS with 4 unique labels of your choosing.

To order this kit, select “1” from the “Order Qty” field from the Custom Kit item listing and click the “Add” button. Then, you will be prompted to select your labels.

NEW ITEMS

FAVORITES

Items

Castrol ePODS Kits (N)

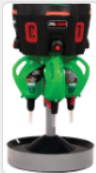


Castrol ePODS European

Castrol ePODS Domestic

Castrol ePODS Asian

Castrol ePODS Custom

Replacement Parts (N)

	Item	Unit of Measure	Max Qty	Price	Order Qty
Castrol ePODS Custom					
	<p>Castrol ePODS Custom Kit </p> <p><i>Oil not included. Includes 1 Castrol ePODS. Select 4 unique labels that work for you.</i></p> <p>SKU: 1042</p> <p><a href="#">Composite</a></p>	Composite	1	N/A	<input type="text" value="1"/>  <a href="#">Add</a>



# Castrol® ePODS™ Custom Kit, cont.









A pop-up window will appear, where you can choose labels for your Custom kit.

From this pop-up window, select a quantity from the “Order Qty” field next to your desired labels, then click the “Add to Cart” button.

## Notes:

- You must select a total of 4 labels for your kit order.
- You can select up to 4 of each Castrol® EDGE® label.
- You can select up to 1 label for all other Castrol® products.

Please select a total of 4 labels for your Castrol ePODS Custom Kit

	Item	Order Qty
	Castrol® EDGE® 0W-20 U.S., 5G ePODS US Label SKU: 15AFB7	-- ▾
	Castrol® EDGE® 5W-20 U.S., 5G ePODS US Label SKU: 15AFB8	-- ▾
	Castrol® EDGE® 5W-30 U.S., 5G ePODS US Label SKU: 15AFB9	-- ▾
	Castrol® EDGE® 5W-30 C3, 5G ePODS US Label SKU: 15B4EA	-- ▾
	Castrol® EDGE® 5W-30 A3/B4, 5G ePODS US Label SKU: 15B7ED	-- ▾
	Castrol® EDGE® 0W-40 A3/B4, 5G ePODS US Label	-- ▾

[Add to Cart](#) [Close](#)



# View Cart




To see what you've added to your cart, click the green cart icon located on the top right side of your screen.

To delete an item from your cart, click the "Delete" button next to the item or the "Clear Cart" button at the bottom of the screen.

To checkout, select the "Checkout" button at the bottom of the screen.

The screenshot displays the Castrol ePODS Order Management System interface. At the top left is the Castrol ePODS logo. The header text reads "Order Management System". On the top right, there is a green shopping cart icon with the number "1" inside, highlighted by a red box. Next to it, the text says "Logged in as CCG Demo1" and "Log Out". Below the header is a green navigation bar with buttons for "Home", "Place Order", "Order History", "Account", and "Messages". A grey "Shopping Cart" button is centered below the navigation bar. The main content area features a table with the following columns: "Print Cart", "Item", "Unit of Measure", "Max Qty", "Status", "Price", and "Order Qty". The table contains one row for the "Castrol ePODS European Kit" (SKU: 1036), which is a composite item. The price is listed as "N/A". To the right of the item, there is a quantity selector set to "1", a "Change" button, and a "Delete" button. Below the table, a "Sub-Total" box shows "\$0.00". At the bottom, there are three buttons: "Clear Cart", "Continue Shopping", and "Checkout".

Print Cart	Item	Unit of Measure	Max Qty	Status	Price	Order Qty
1	 <p>Castrol ePODS European Kit ★ Includes the following labels: EDGE 5W-40, EDGE 5W-30_A3-B4, EDGE 5W-20, EDGE 0W20, with 1 Castrol ePODS. Oil not included. SKU: 1036 Composite</p>	N/A	1	In Stock	N/A	1 Change Delete

Sub-Total \$0.00

Clear Cart Continue Shopping Checkout



# Checkout



After you click the “Checkout” button, you will be taken to the first checkout page:

Checkout

\* Required Fields

### Personal Address Book

-- Select from Personal Addresses --

Manage Address Book

### Shipping Options

\* Method: Fedex Ground

Continue Checkout

### Shipping Information

* First Name:	Test
* Last Name:	User
Company:	
* Country:	UNITED STATES
* Address 1:	14 Henderson Dr
Address 2:	
* City:	West Caldwell
* State/Province:	NJ
* Postal Code:	07006
* Phone Number:	123456789
* Email:	test@test.com

Save This Address To Personal Address Book

Address Title:		Save Address
----------------	--	--------------

Enter the shipping information here. After required fields are filled out, click “Continue Checkout.”

Click “Save Address” to save to your personal address book for future use, if needed.





# Review Order



On the second checkout page, you will be able to review your order:

**Review Order**


\* Required Fields

Shipping Details		E-Mail Order Notification	
Shipping Address:	Test User 14 Henderson Dr West Caldwell, NJ 07006 UNITED STATES	* Primary E-Mail:	akrivoruchko@corpcomm.com <input type="button" value="Edit"/>
* Shipping Method:	Fedex Ground	Shipping E-Mail:	test@test.com <input type="button" value="Edit"/>
		Additional E-Mails:	(comma-separated)

Review shipping address here.

Order and Shipping Notifications will be sent to the email addresses listed here.

Send notifications to additional emails by entering email addresses here.

Print Cart	Item	Unit of Measure	Max Qty	Status	Price	Order Qty
	 Castrol ePODS European Kit Includes the following labels: EDGE 5W-40, EDGE 5W-30_A3-B4, EDGE 5W-20, EDGE 0W20, with 1 Castrol ePODS. Oil not included. SKU: 1036 <input type="button" value="Composite"/>	N/A	1	In Stock	N/A	1 <input type="button" value="Change"/> <input type="button" value="Delete"/>

Selected item is listed here. To choose a different item, click the "Delete" button and place a new order.

Required Field: Select a distributor from the drop down menu here. Contact information for the selected DSR will be included with the kit.

Required Field: You must check this box in order to submit an order.

By clicking here, you are agreeing to the volume agreement found in the terms and conditions of the master agreement.

Click "Submit" to submit your order after selecting a distributor and checking the above box. Button will turn green when the order can be submitted.



# Order Confirmation



After successfully submitting an order, you will see an order confirmation screen with your order number.

An order confirmation email will also be sent to you.

Order Submission

Order #: 1056

Your order has been received. Please retain the order number above for future reference.





# Castrol<sup>®</sup> ePODS<sup>™</sup>

*Ordering Replacement  
Parts & Accessories*



# Place Order



To place an order for a replacement part or accessory, click “Place Order” from the Home Screen or top menu. Then, select “Replacement Parts” from the Item Menu on the left side of your screen and navigate to the item(s) you would like to order.

Order Management System

Home **Place Order** Order History Account

Place Order

Search

NEW ITEMS

FAVORITES

Items

- Castrol ePODS Kits (N)
- Replacement Parts (N)**
- Labels
- Parts & Accessories


	Item
Labels	
	Castrol® EDGE® 0W-20 U.S., ePODS US Pitcher & Dispenser Label SKU: 15AFB7
	Castrol® EDGE® 5W-20 U.S., ePODS US Pitcher & Dispenser Label SKU: 15AFB8
	Castrol® EDGE® 5W-30 U.S., ePODS US Pitcher & Dispenser Label SKU: 15AFB9



# Add Item to Cart



Once you choose which item(s) to order, add to your cart by selecting a quantity from the “Order Qty” field and clicking the “Add” button.

	Item	Unit of Measure	Max Qty	Price	Order Qty
Labels					
	Castrol® EDGE® 0W-20 U.S., ePODS US Pitcher & Dispenser Label SKU: 15AFB7	★ Piece	4	\$5.00	<input type="text" value="-"/> <input type="button" value="Add"/>

How many you are allowed to order at one time

Quantity that you would like to order. Select quantity from dropdown menu, then click “Add” to add to your cart.

How the item is packaged

Cost of item



# View Cart



To see what you've added to your cart, click the green cart icon located on the top right side of your screen.

To delete an item from your cart, click the "Delete" button next to the item or the "Clear Cart" button at the bottom of the screen.

To checkout, select the "Checkout" button at the bottom of the screen.

The screenshot displays the Castrol ePODS Order Management System interface. At the top left is the Castrol ePODS logo. The text "Order Management System" is centered. On the top right, a shopping cart icon with the number "1" is highlighted with a red box, next to the text "Logged in as CCG Demo1" and a "Log Out" link. Below this is a green navigation bar with buttons for "Home", "Place Order", "Order History", "Account", and "Messages". A grey "Shopping Cart" button is centered below the navigation bar. The main content area features a table with the following columns: "Print Cart", "Item", "Unit of Measure", "Max Qty", "Status", "Price", and "Order Qty". The table contains one row for a Castrol® EDGE® 0W-20 U.S., ePODS US Pitcher & Dispenser Label (SKU: 15AFB7). The price is \$5.00 and the order quantity is 1. Below the table, a "Sub-Total" of \$5.00 is shown. At the bottom, there are three buttons: "Clear Cart", "Continue Shopping", and "Checkout".

Print Cart	Item	Unit of Measure	Max Qty	Status	Price	Order Qty
	Castrol® EDGE® 0W-20 U.S., ePODS US Pitcher & Dispenser Label SKU: 15AFB7	Piece	4	In Stock	\$5.00	1

Sub-Total \$5.00

Clear Cart Continue Shopping Checkout



# Checkout



After you click the “Checkout” button, you will be taken to the first checkout page:

Checkout

\* Required Fields

**Personal Address Book**

-- Select from Personal Addresses --

Manage Address Book

**Shipping Information**

\* First Name:

\* Last Name:

Company:

\* Country: UNITED STATES

\* Address 1:

Address 2:

\* City:

\* State/Province: --

\* Postal Code:

\* Phone Number:

\* Email:

Save This Address To Personal Address Book

Address Title:

**Shipping Options**

\* Method: Fill in the shipping address first

Enter the shipping information here.

Click “Save Address” to save to your personal address book for future use, if needed.



# Checkout, cont.



After you click the “Checkout” button, you will be taken to the first checkout page:

**Checkout**

\* Required Fields

**Personal Address Book**

-- Select from Personal Addresses --

Manage Address Book

**Shipping Information**

* First Name:	test
* Last Name:	user
Company:	
* Country:	UNITED STATES
* Address 1:	14 Henderson Dr
Address 2:	
* City:	West Caldwell
* State/Province:	NJ
* Postal Code:	07006
* Phone Number:	
* Email:	testuser@test.com

Save This Address To Personal Address Book

Address Title:  Save Address

**Shipping Options**

\* Method: -- Select a Shipping Method --

-- Select a Shipping Method --

- FedEx Priority Overnight
- FedEx Standard Overnight
- FedEx 2Day
- Fedex Ground

After shipping information is entered, select a shipping method from the Shipping Options field.

Then, click the “Continue Checkout” button.





# Review Order



On the second checkout page, you will be able to review your order:

**Review Order**

\* Required Fields

**Shipping Details**

Shipping Address: test user  
14 Henderson Dr  
West Caldwell, NJ 07006  
UNITED STATES

\* Shipping Method: Fedex Ground

**E-Mail Order Notification**

\* Primary E-Mail: rtibang@corpcomm.com **Edit**

Shipping E-Mail: testuser@test.com **Edit**

Additional E-Mails: (comma-separated)

Review shipping address here.

Order and Shipping Notifications will be sent to the email addresses listed here.

Send notifications to additional emails by entering email addresses here.

Selected item is listed here. To choose a different item, click the "Delete" button and place a new order.

Print Cart	Item	Unit of Measure	Max Qty	Status	Price	Order Qty
	Castrol® EDGE® 0W-20 U.S., 5G ePODS US Label SKU: 15AFB7	Piece	4	In Stock	\$5.00	2 <b>Change</b> <b>Delete</b>

Subtotal:	\$10.00
Shipping & Handling:	Shipping and Handling charges are additional and determined by what item(s) you order and the selected shipping service. Your credit card will not be charged until your order has been processed and shipped.
Order Total:	\$10.00

Save This Order:



# Review Order, cont.



On the second checkout page, you will be able to review your order:

Subtotal:	\$10.00
Shipping & Handling:	Shipping and Handling charges are additional and determined by what item(s) you order and the selected shipping service. Your credit card will not be charged until your order has been processed and shipped.
Order Total:	\$10.00

Enter your credit card information here



Credit Card Information	
Credit Card #:	<input type="text"/>
Expiration Date (MM/YYYY):	<input type="text"/>
Security Code (CVC):	<input type="text"/>

Enter your billing information here



Billing Address	
Same as Account Address:	<input type="checkbox"/>
* Cardholder Full Name:	<input type="text"/>
* Address:	<input type="text"/>
Address 2:	<input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Zip:	<input type="text"/>

Submit



After you review your order and enter payment details, click "Submit"



# Order Confirmation



After successfully submitting an order, you will see an order confirmation screen with your order number.

An order confirmation email will also be sent to you.

Order Submission

Order #: 1056

Your order has been received. Please retain the order number above for future reference.

