HOW TO PAY ONLINE

1. Choose the item(s) from the catalog that you wish to purchase.
2. Choose **Add to Cart** for every item. After choosing all items, choose **Checkout**
3. Next screen will have you make up a user name and password- use first and last name (no spaces) for user name and first name for password
4. Enter password twice, then **create account**
5. Next screen: enter required information; Full name, email, address, phone
6. Please use the address that is associated with the credit card you will be using
7. Under Billing Information, choose **same as shipping address** and mark box **I have read and agree to the privacy policy**. Click **next step**
8. On shipping methods page, scroll to bottom of page and select **0.00 shipping rate**, click **next step**
9. On next page, check information for accuracy and choose **pay via paypal** at bottom of page
10. On next page, click on **PayPal click here to pay**
11. On next page, fill in credit card information
12. Click on **Review order and continue**
13. You may be directed to a page that says you already have a paypal account and asks you if you want to sign into that account. Click on **continue without logging in**
14. On the next page, click **pay now** at bottom of page
15. You will get confirmation or rejection page
16. If rejection page, re-check credit card info and address and try again
17. If confirmation page, you can choose to print receipt or write receipt number down