

## How to Process your order through the AccessoryCore Shopping Cart System

1. All users should have their own login names which is verified by their work email address or personal email address.
2. To complete the order, follow these steps below.
3. When viewing the shopping cart – go ahead and skip over these three options: Use Coupon Code, Use Gift Voucher, Get Shipping Quote. Just click **CHECKOUT**.

The screenshot shows the 'Shopping Cart' page of the AccessoryCore system. At the top, there is a navigation bar with links: T-Shirts, Polos, Performance, Aquatics, Dress Shirts, Outerwear, Facilities, Team Sports, Bags Caps & Gear, Caps, Custom Order, and Information. Below this, a breadcrumb trail reads 'Home » Shopping Cart'. The main heading is 'Shopping Cart'. A table lists the items in the cart:

Image	Product Name	Model	Quantity	Unit Price	Total
	7.75 oz Zip Hood Sweat - Size S-3XL Small	18600-Red	1	\$26.00	\$26.00

Below the table, there are three expandable sections: 'USE COUPON CODE', 'USE GIFT VOUCHER', and 'ENTER YOUR DESTINATION TO GET A SHIPPING ESTIMATE.'. At the bottom right, the 'Sub-Total' is \$26.00 and the 'Total' is \$26.00. At the bottom left is a 'CONTINUE SHOPPING' button, and at the bottom right is a 'CHECKOUT' button.

4. Select Billing Address (it is always easier to set this up when you originally set up your user account). Our default “bill to” address is your corporate headquarters or personal home address.

The screenshot shows the 'Checkout' page of the AccessoryCore system. At the top, a breadcrumb trail reads 'Home » Shopping Cart » Checkout'. The main heading is 'Checkout'. Below this, there are two sections: '1 CHECKOUT OPTIONS' and '2 BILLING DETAILS'. Under '2 BILLING DETAILS', there are two radio button options: 'I want to use an existing address' (selected) and 'I want to use a new address'. Below the selected option, the address is displayed: 'Preston Dortch, 268 Main Street, Great Barrington, United States'. At the bottom right, there is a 'CONTINUE' button.

5. Select Shipping Address (it is always easier to set this up when you originally set up your user account). You can always add or modify address in the account manager.

Home » Shopping Cart » Checkout

## Checkout

1 CHECKOUT OPTIONS	
2 BILLING DETAILS	MODIFY »
3 DELIVERY DETAILS	

☒ I want to use an existing address

Preston Dortch, 268 Main Street, Great Barrington, United States

☐ I want to use a new address

CONTINUE

6. Select Delivery Method – Choose FREE SHIPPING for corporate orders if your YMCA Branch is a corporate account. If your AccessoryCore account is setup for Free Shipping to a branch, the “free Shipping option will appear as an option. Otherwise, select Priority Mail or UPS for shipping for Personal Orders. Then click continue

Home » Shopping Cart » Checkout

## Checkout

1 CHECKOUT OPTIONS
2 BILLING DETAILS
3 DELIVERY DETAILS
4 DELIVERY METHOD

Please select the preferred shipping method to use on this order.

**Free Shipping-Corporate Accounts**

☒ Free Shipping - Apparel - \$0.00

**United Parcel Service (1pkg)**

☐ UPS Ground - \$12.63

☐ UPS 2nd Day Air - \$27.05

7. Select Payment Method – Choose Purchase order for corporate orders. Personal orders select Credit Card/Paypal. Then click continue

Home » Shopping Cart » Checkout

## Checkout

### 1 CHECKOUT OPTIONS

### 2 BILLING DETAILS

### 3 DELIVERY DETAILS

### 4 DELIVERY METHOD

### 5 PAYMENT METHOD

Please select the preferred payment method to use on this order.

- ☐ PayPal
- ☒ Purchase Order
- ☐ Cheque / Money Order Instructions

8. Enter Purchase Order Number in the box and then click continue to complete your order.

Home » Shopping Cart » Checkout

## Checkout

### 1 CHECKOUT OPTIONS

### 2 BILLING DETAILS

MODIFY »

### 3 DELIVERY DETAILS

MODIFY »

### 4 DELIVERY METHOD

MODIFY »

### 5 PAYMENT METHOD

MODIFY »

### 6 CONFIRM ORDER

Product Name	Model	Quantity	Price	Total
7.75 oz Zip Hood Sweat - Size S-3XL: Small	18600-Red	1	\$26.00	\$26.00
			Sub-Total	\$26.00
			Free Shipping - Apparel	\$0.00
			Total	<b>\$26.00</b>

\* Purchase Order Number:

CONTINUE