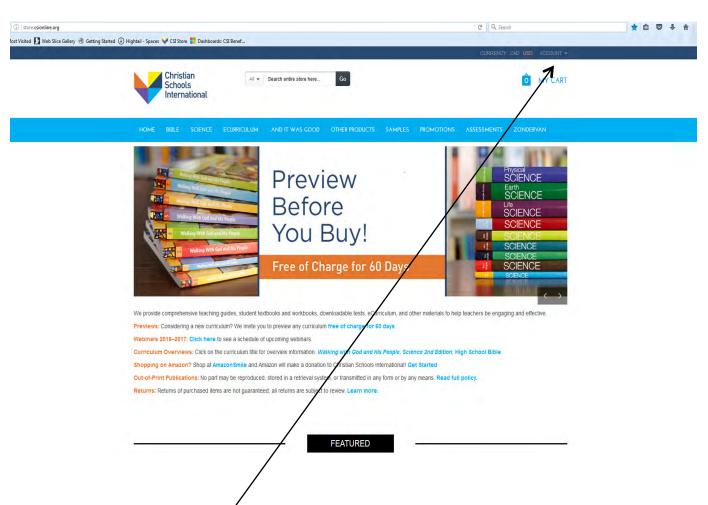
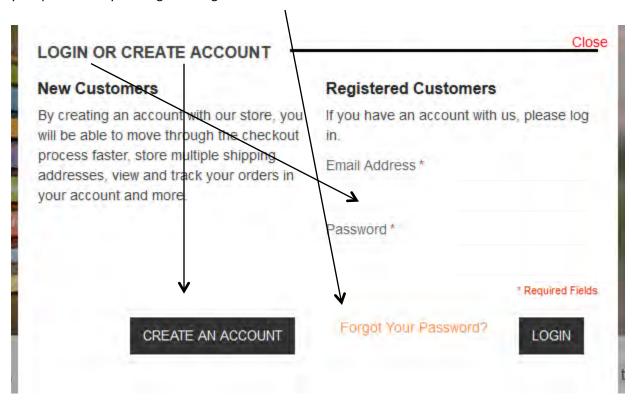
How to place an order on CSI's online store

Store website http://store.csionline.org/



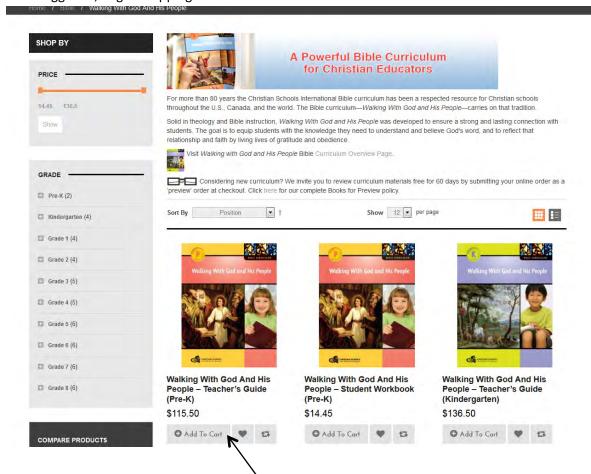
1. Click on "account", then log in

2. Create an account or LOGIN using your currently registered email and password. You can reset your password by clicking on "Forgot Your Password "button.



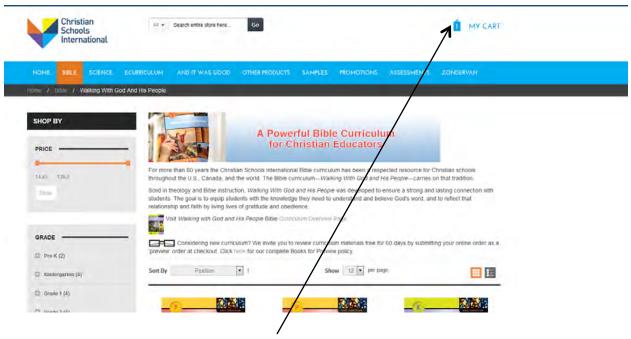
Schools, please note you can have several people with their own log in and passwords. The system allows for multiple people and emails, but does not allow for the same email to be used by more than one person.

3. Once logged in, begin shopping.

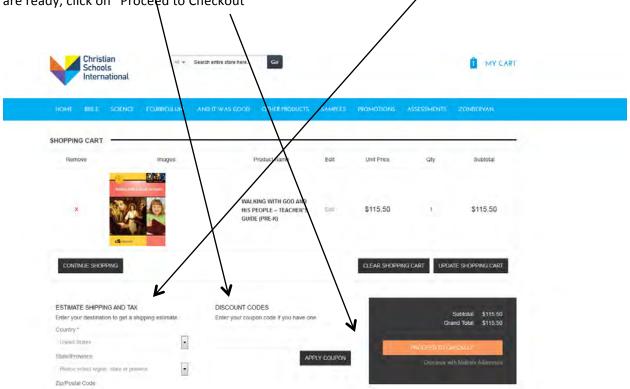


4. Click "Add to Cart" button if ready to purchase.

5. The "Add to Cart" button adds the item to your cart for checkout and keeps you on the screen to order additional products. Continue clicking "Add to Cart" for each item you wish to purchase.

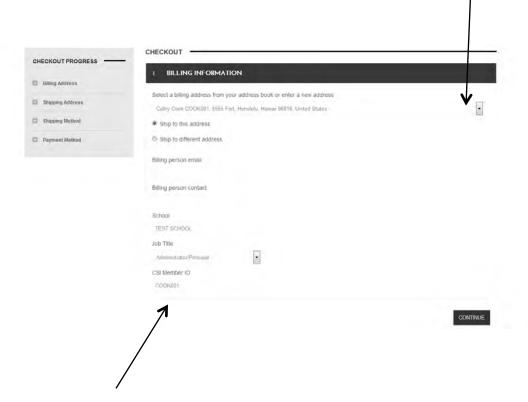


6. When you're ready to checkout, click on "My Cart" this is where you can review your order and enter any DISCOUNT CODES you might have or get a quote on the shipping amount. Once you are ready, click on "Proceed to Checkout"



7. Select the correct billing address from the drop down or type a new address in.

Please note; if you are using a credit card to pay for the order, the name and address of the billing person must match what is on the credit card.

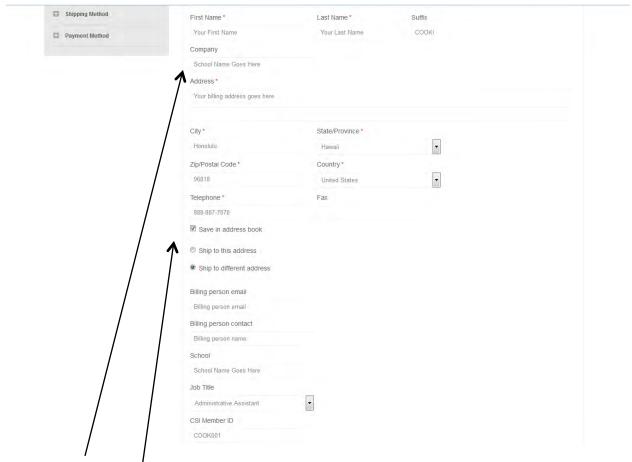


e. "CSI Member ID" refers to the ID we issue to member Schools. Entering this ID qualifies you for your 20 percent membership discount on qualified products.

8.

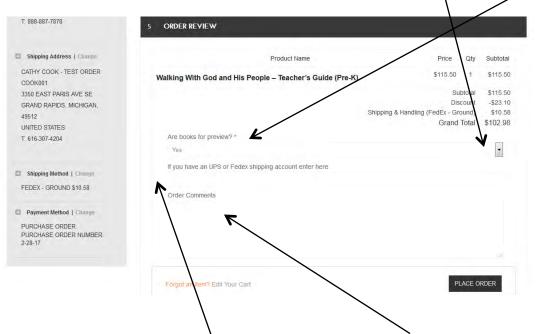
Please note; if you are not currently paying membership dues to CSI, you are probably not a member school. If you are not sure, you can leave this blank and we will check and apply any membership discount to the qualified products before we process the order completely.

New address information

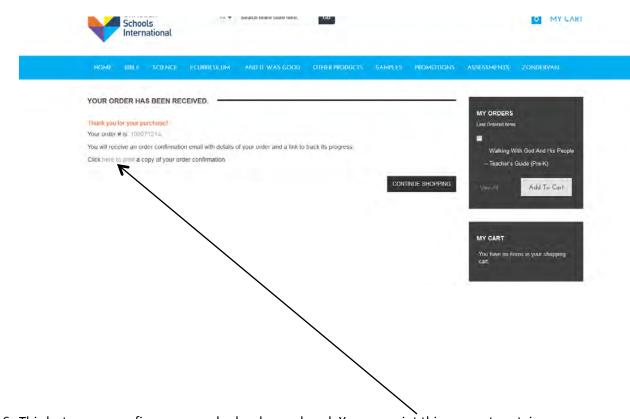


- b. "Company" refers to your school name
- c. "Save in address book" should be selected if you wish to use this contact information for future orders. Then click on continue.
- 9. Now select a shipping address or type in a new one, and then hit continue. The shipping address can be different than the billing address.
- 10. Next, select shipping method, and then continue.
- 11. Next, select your method of payment by clicking on the bubble beside your preference.
 - a. "Credit card" option requires you to enter your credit card information. (This site is secure and does not allow anyone access to your account information.)
 - b. "Purchase order" option offers the opportunity to insert your purchase order number or use today's date as the purchase order number if you don't have one.
 - c. "Check/money order" option allows you to send payment to specified address. Note: Your order will not ship until payment is received.
- 12. Next, then hit continue.

13. "Are books for preview?" Only select "yes" from the drop down menu if you wish to preview these items for 60 days rather than purchase them for your use. \



- 14. If you have any question on your order, you can enter a comment. We review all comments before we process the order completely. If you want to use your own UPS or FedEx account, you can enter the number in here.
- 15. Click "Place Order" to progress.



16. This last screen confirms your order has been placed. You can print this screen to retain your order number

This completes your part of processing the order; CSI will finish processing the order within 48 hours.

Once your order is completely processed, you will be emailed. You will receive an order confirmation email, an invoice email (if you didn't pay by credit card), and a shipment email with shipping tracking information.

Schools, please note that our electronic material require a credit card to purchase. We do allow purchase orders on printed materials. You can do two separate orders if you would like.

During busy season, it can be difficult to reach us by phone. If you have a question you can email sales@csionline.org. Phone number is 800.635.8288, ext.259. Cathy Karaoglan our inside sales manager is the person who processes orders. Cathy responds to all calls and emails as soon as possible or within 48 hours.