## How to Use Our Online Ordering System

Click on the links below for specific instructions about:
How to Place an Order with Your Custom Information Instructions
Checkout Instructions
Paying Using PayPal Instructions
Paying Using Your Credit Card Instructions
How to Order More than One of the Same Product, But Each with Different Custom Engraving Instructions

## How to Place an Order with Your Custom Information:

Step 1: Select the product you would like to order by clicking your mouse on the product.


Step 2: After the page loads, you will see a description of the product on the left and a gray shaded area on your right. Answer each question on your right with the personalized information you want on your product.


Step 3a: Click on "Add to Bag".


Step 3b: You will know this product has been added to your shopping cart, when you see a "check mark" in the shopping bag image.


Step 4: You can either, "Continue Shopping" or "Go to Checkout" if you are finished.


## If You Are Done Shopping And Ready To Checkout:

Step 1: Click "Go To Checkout":


Step 2: You will see this screen with the contents of your shopping bag:

| Military ID Tags |
| :--- |
| License Frames |
| License Tags |
| Key Rings |
| Tractor Pins |

Store
Your Shopping Bag


Step 3: Review your order information to be sure the information you entered is correct.


Step 4: Click the "Change" button if you need to make any corrections!


Step 5: Once everything is correct, click the blue "Checkout" button to pay by credit card, or click the yellow "Checkout with PayPal" button if you want to use your PayPal account to submit your payment.


## If You Select To Pay With PayPal:

If you click the yellow "PayPal" button, you will be sent to the PayPal sign in area, to complete your transaction.


## If You Select To Pay By Credit Card:

If you click the blue "Checkout" button, you can pay by credit card. You will be asked to:
Step A: Enter your shipping information.


Step B: Once you have entered your shipping information, a "continue" box will appear under choose delivery method. Click "continue", and you will be taken to a new screen.


Step C: Select your payment method. You can pay by credit cards, e-check via PayPal, or your PayPal account.

Step D: You can add any extra information or comments about your order in the next section, titled, "Order Comments"

Step E: Enter your "Email Address" so we can communicate with you if needed.
Step F: If you want to create an online account with us, you can create your own password to gain access to your account. THIS IS OPTIONAL!

Step G: Enter your billing address here. This should be the address that your credit card statement gets mailed to.

Step H: Click "Continue" to be taken to the next screen. You will be taken to the PayPal website regardless of which payment method you selected in step C.


Step I: Click on "Don't have a PayPal account?" You don't have to create an account with PayPal!!! You can pay with your debit or credit card as a PayPal guest.


Step J: You will be redirected to a page where you can enter your credit card information. Enter your information as directed.

Step K: Click "Review and Continue" button


Step L: Review your "order summary"
Step M: Make sure your shipping address is correct. If not, click the change button.
Step N: Once you are satisfied everything is correct, click the "Pay Now" button.


Your credit card will be charged and you will be sent a confirmation email with the details of your order.

## How to Order More than One of the Same Product, But with Different Custom Engraving:

For example: You want to order two 3 " $\times 6$ " signs each with different information on the sign.
Step 1: Select the product you would like to order by clicking your mouse on the product.


Step 2: After the page loads, you will see a description of the product on the left and a gray shaded area on your right. Answer each question on your right with the personalized information you want on your first product.


Step 3a: Click on "Add to Bag".


Step 3b: You will know this product has been added to your shopping cart, when you see a "check mark" in the shopping bag image.


Step 4: Now that you have ordered the first item, all you have to do is go back to step 2, and clear out the information from the first sign by using the backspace or delete key, and enter the information for the second sign.

Step 5: Click the "Add More" Button. You can do this for as many different products as you need.


Step 6: As you can see, the "Qty (quantity) box hasn't changed, it still says " 1 ". But, the number of products in the shopping bag has changed to " 2 in the bag".


Step 7: Review the contents of your shopping bag to ensure that you have two of the same items in your cart, but each with different custom engraving. You can do this by clicking on "Go to Checkout"


Step 8: You should be directed to a screen which shows all the items in your shopping bag. Review the contents to ensure you have included the correct information for each different item.


Step 9: You can continue to add more items to your shopping cart, or continue to checkout and pay for your order.


