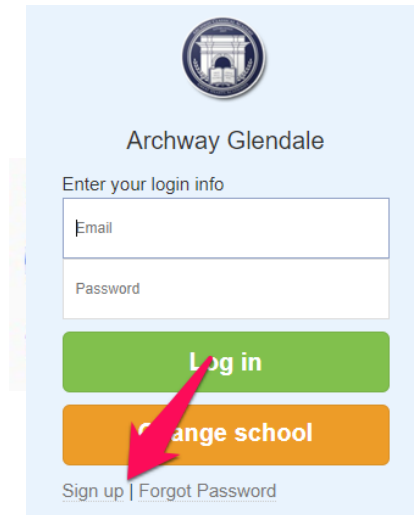


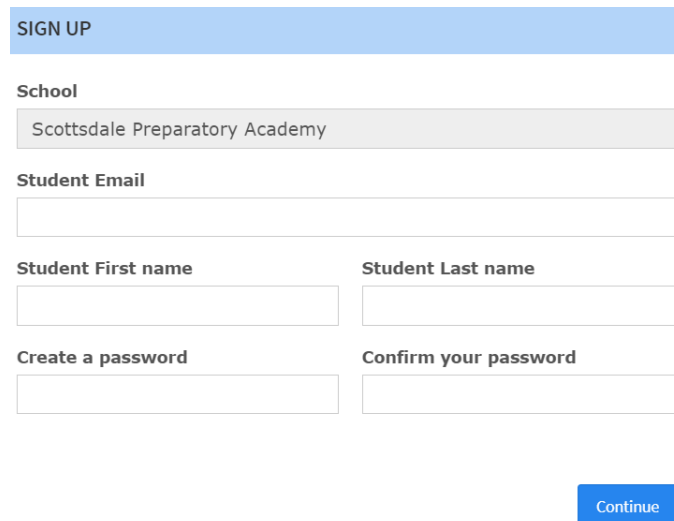
# How to Place an Order

**Step 1:** Go to your school's bookstore at [spa.shelfit.com](https://spa.shelfit.com).

**Step 2:** To create a new account, click **Sign up**.

A login form for Archway Glendale. At the top is a circular school seal. Below it is the text "Archway Glendale". Then "Enter your login info". There are two input fields: "Email" and "Password". Below these are two buttons: a green "Log in" button and an orange "Change school" button. A red arrow points to the "Change school" button. At the bottom are links for "Sign up" and "Forgot Password".

**Step 3:** Complete all fields to create your account and click the green **Continue** button. **Student information is NOT required. All fields can be completed with parent/ guardian information.**

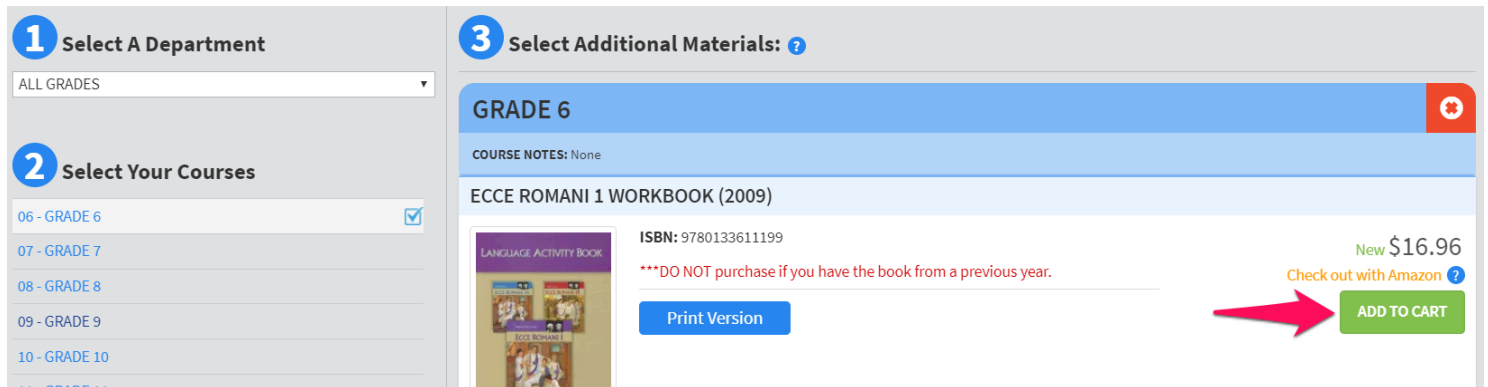
A sign up form. At the top is a blue header with the text "SIGN UP". Below it is a "School" dropdown menu with "Scottsdale Preparatory Academy" selected. Then a "Student Email" input field. Below that are two input fields: "Student First name" and "Student Last name". Then two more input fields: "Create a password" and "Confirm your password". At the bottom right is a blue "Continue" button.

**Step 4:** After creating your account, or logging back in later, click **Store** in the sidebar on the left..

**Step 5:** Click the **Select A Department** dropdown menu and select **All Grades**.

**Step 6:** Click the **Select Your Courses** dropdown menu and select your (first) student's grade level.

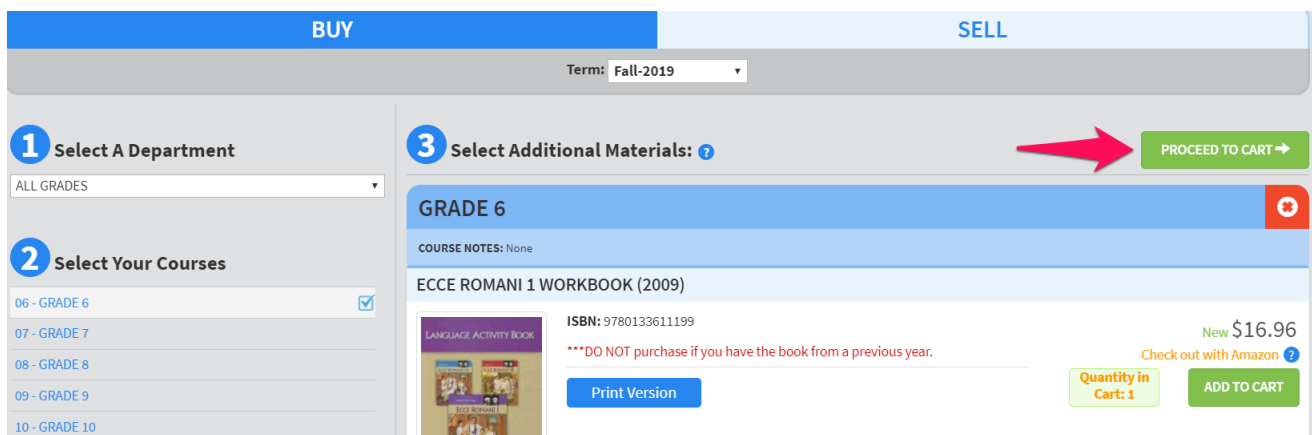
**Step 7:** To add an item to your cart, click the green **Add to Cart** button. Add all grade level appropriate items to your cart.



The screenshot shows the EdTech software interface. On the left, there are two dropdown menus: '1 Select A Department' with 'ALL GRADES' selected, and '2 Select Your Courses' with '06 - GRADE 6' selected. On the right, the '3 Select Additional Materials' section displays 'GRADE 6' and 'COURSE NOTES: None'. Below this, the 'ECCE ROMANI 1 WORKBOOK (2009)' is shown with its ISBN (9780133611199) and a warning: '\*\*\*DO NOT purchase if you have the book from a previous year.' A 'Print Version' button is visible. To the right of the book information, the price is listed as 'New \$16.96' with a link to 'Check out with Amazon'. A red arrow points to the green 'ADD TO CART' button.

**Step 8:** To shop for additional students, repeat steps 5 through 7 for each one.

**Step 9:** When all necessary items have been added to your cart, click the green **Proceed to Cart** button.



This screenshot shows the same EdTech software interface as the previous one, but with the '3 Select Additional Materials' section expanded. The 'ECCE ROMANI 1 WORKBOOK (2009)' is still displayed. A red arrow points to the green 'PROCEED TO CART' button located at the top right of the '3 Select Additional Materials' section. Below the book information, the price is listed as 'New \$16.96' with a link to 'Check out with Amazon'. A 'Quantity in Cart: 1' indicator is visible next to the 'ADD TO CART' button.

**Step 10:** Enter your billing Information. All required fields have a red asterisk next to them. When all required fields have been completed, click the **Continue** button.

**Step 11:** Select either an internal credit or a credit card as your payment option. To pay with a credit card, complete all required fields and click the green **Continue** button.

**Step 12:** Confirm that all information is correct, and click the green **Place Order** button.

**Step 13:** A window will pop up asking you to confirm or cancel your order. If you're sure that your order is correct, click the green **Confirm** button.

**Step 14:** Once your order has been placed, our system will generate an order number for you. Please keep a record of this number, as it will be very helpful if you have any need to contact Customer Support.