

HOMESCHOOL BUYERS CLUB

Order Placement Instructions for Charter Schools Using a Credit Card

These instructions can be used by schools purchasing curricula for homeschool families with a credit card.

Please note: The Club works with various suppliers and fulfillment varies from offer to offer. Failure to follow these instructions can result in your order being canceled by the supplier.

Questions? Contact charterschools@homeschoolbuyersclub.com

STEP 1 - GETTING STARTED

1. Ensure the receiving family has a Club account and obtain the email address they use when they login to the Club website.

STEP 2 - PLACING AN ORDER

1. Navigate to the Club website and ensure that you are NOT logged in:
<https://www.homeschoolbuyersclub.com/>
2. Add product(s) to the shopping cart for **ONE FAMILY** as needed. (DO NOT place orders for multiple families in one cart/transaction.)

3. Once all items for **ONE** family have been added to the cart, go to the cart by clicking the cart icon in the top right and then click the CHECKOUT button.
4. Review your cart on the right side of the screen.
5. Under Contact, enter the email address that the family uses when they login to their Club account.
6. Next, click the Credit Card radio button and enter the school's credit card information.

The screenshot shows the checkout page for Homeschool Buyers Club. At the top, there are logos for shopify, PayPal, amazon pay, and G Pay. Below these are options for 'Express checkout' and 'Show more options'. The 'Contact' section has a red box around the email input field with a blue arrow pointing to it from a red box labeled 'Enter Family's email address'. Below the email field are checkboxes for 'Email me with news and offers' (checked) and 'Text me with news and offers'. The 'Payment' section has a radio button selected for 'Credit card' and a blue arrow pointing to it from a red box labeled 'Enter school's credit card info'. Below the radio button are input fields for 'Card number', 'Expiration date (MM / YY)', 'Security code', and 'Name on card'. At the bottom, there are radio buttons for 'PayPal' and 'Amazon Pay'. On the right side of the page, a shopping cart summary shows two items: 'Reading Eggs + Mathseeds Family Combo Subscription' for \$99.99 and 'Explore The Code Online Subscription' for \$27.00, with a total of USD \$126.99.

7. Fill in the BILLING information fields ensuring the following:

IMPORTANT:

- Enter the PARENT'S first/last name.
- Enter the SCHOOL'S address and phone number.

- IF you added a shipped good to your cart, click the SHIP TO A DIFFERENT ADDRESS radio button and fill in the appropriate shipping address.
- Click the PAY NOW to complete your transaction.

Billing address

Country/Region
United States

First name
PARENT First Name

Last name
PARENT Last Name

Company (optional)

Address
SCHOOL Address

+ Add apartment, suite, etc.

City

State
Colorado

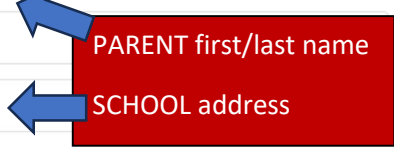
ZIP code

Phone (optional) ?

Remember me

Save my information for a faster checkout

Pay now



All items in the order will be fulfilled electronically and/or shipped to the appropriate family.

The Club will no longer have the ability to store order information in a "school" Club account. It will be the school's responsibility to screen shot or record and transaction information when the order is placed.

If you have any questions, please email charterschools@homeschoolbuyersclub.com

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