

## Order Online

To order Online, you need select the “Question Banks” drop-down menu, select the grade level, and then select the question bank’s image to view your options to order. Please note that all orders processed through the website will auto-recur. Please email [support@examgen.com](mailto:support@examgen.com) or call 315-471-2215 M-F 9-5 EST with any questions.

## Tax-Exempt Ordering

To order with Tax-Exempt status:

If you are tax-exempt, then you will need to email [orders@examgen.com](mailto:orders@examgen.com) a copy of your *Tax-Exempt Certificate* with your *affiliation name* and *address* **before ordering online**. Once I receive proof of your tax-exempt status, then I will mark your user account as tax-exempt and send you an *email confirmation to proceed* ordering online.

Examgen Inc. will not be held liable to reimburse any sales tax if you order before submitting proof and receiving confirmation that your account has been updated as tax-exempt.

## Purchase Orders:

Examgen accepts school purchase orders for yearly subscriptions. This cannot be processed online. All purchase orders need to be emailed [orders@examgen.com](mailto:orders@examgen.com) and processed internally. Once I receive your purchase order, you will receive a receipt confirmation. Orders are processed within 1-3 business days and once processed you will be emailed access instructions.

## Credit Card Orders:

All Monthly Subscriptions are auto-recurring and will need to be ordered through the website. For Yearly Subscriptions, you can order through the website to auto-recur or you can call 315-471-2215 to be processed as a one-time charge.

## Contact Information:

Email: [orders@examgen.com](mailto:orders@examgen.com)

Phone: 315-471-2215 M-F 9am-5pm EST

Mail: Examgen Inc., 1201 E Fayette St, Suite 1, Syracuse, NY 13210