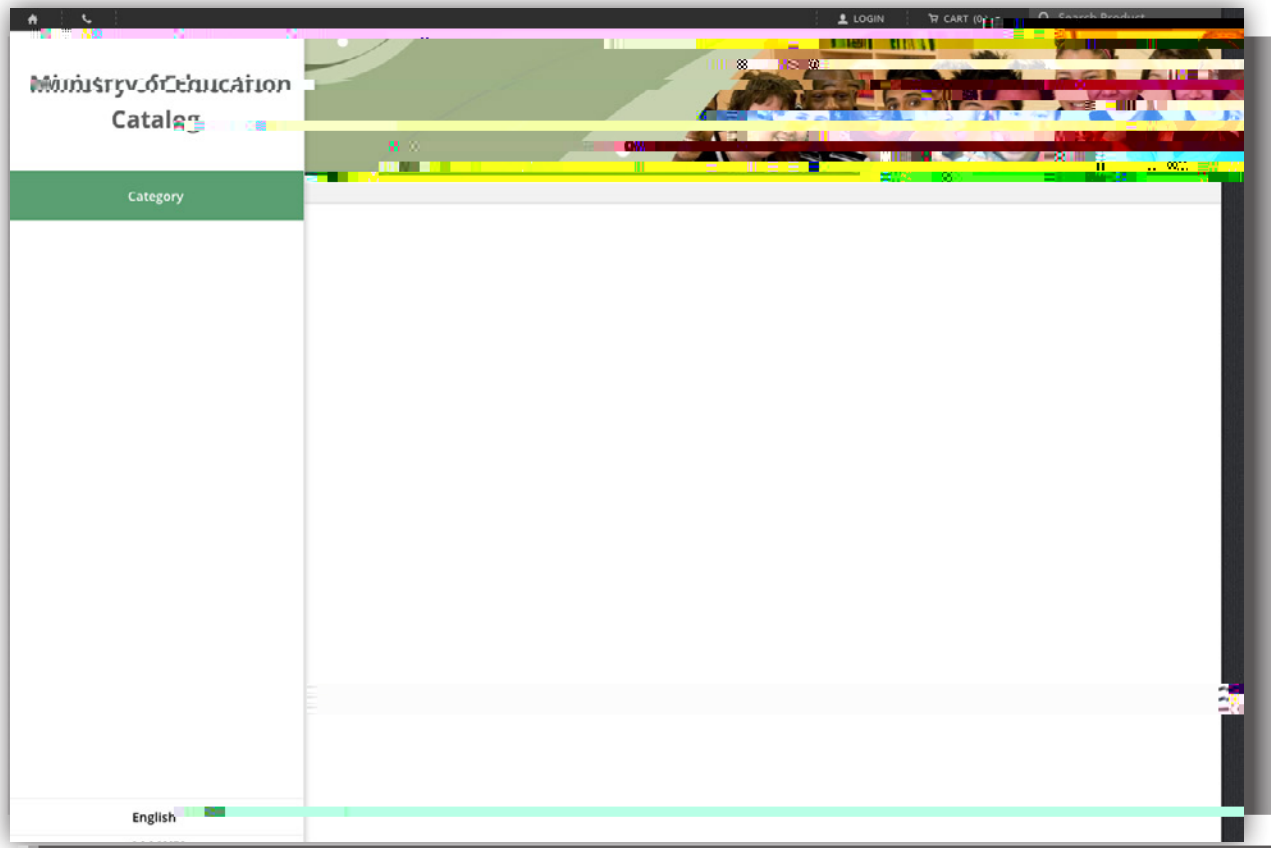


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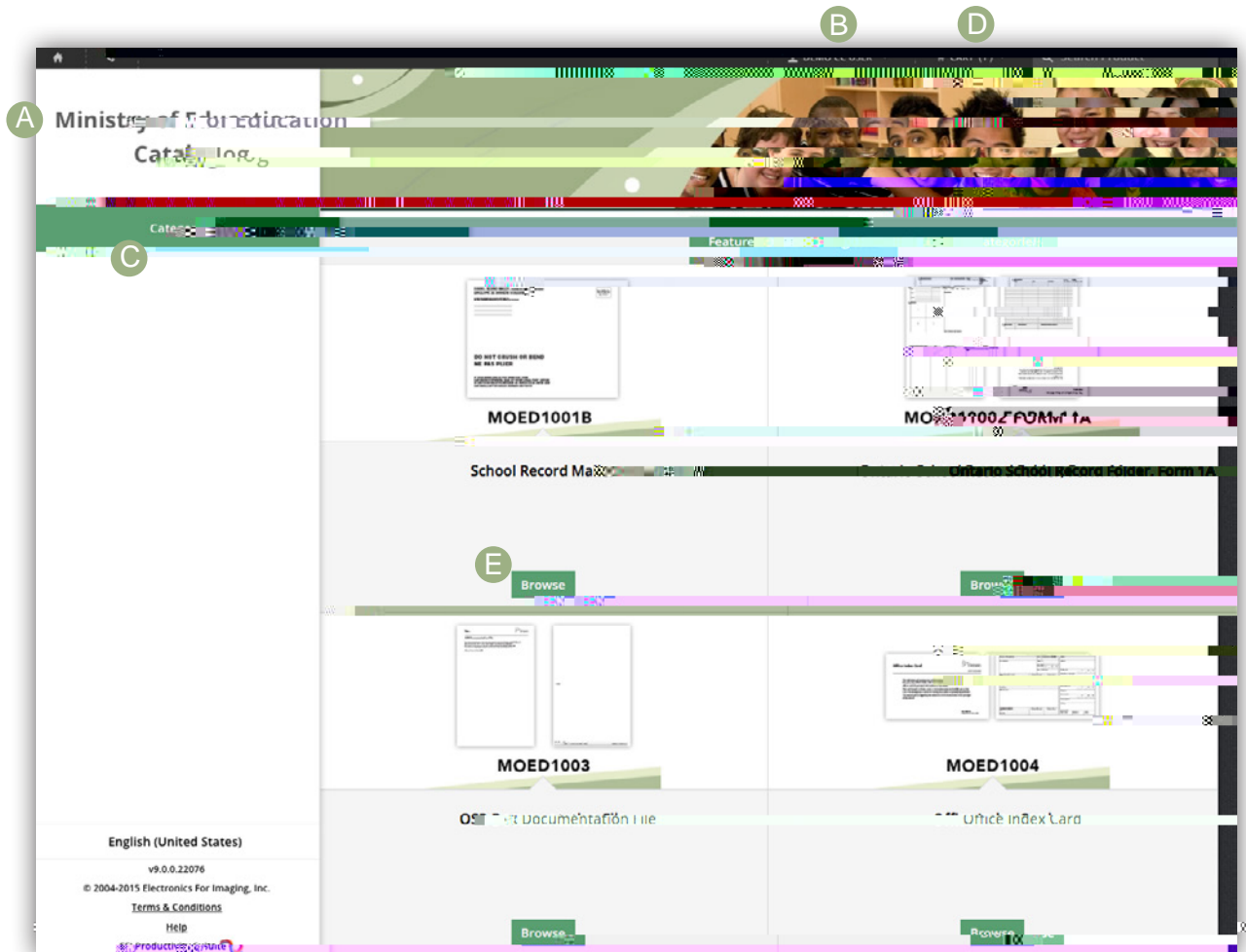
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LOGIN



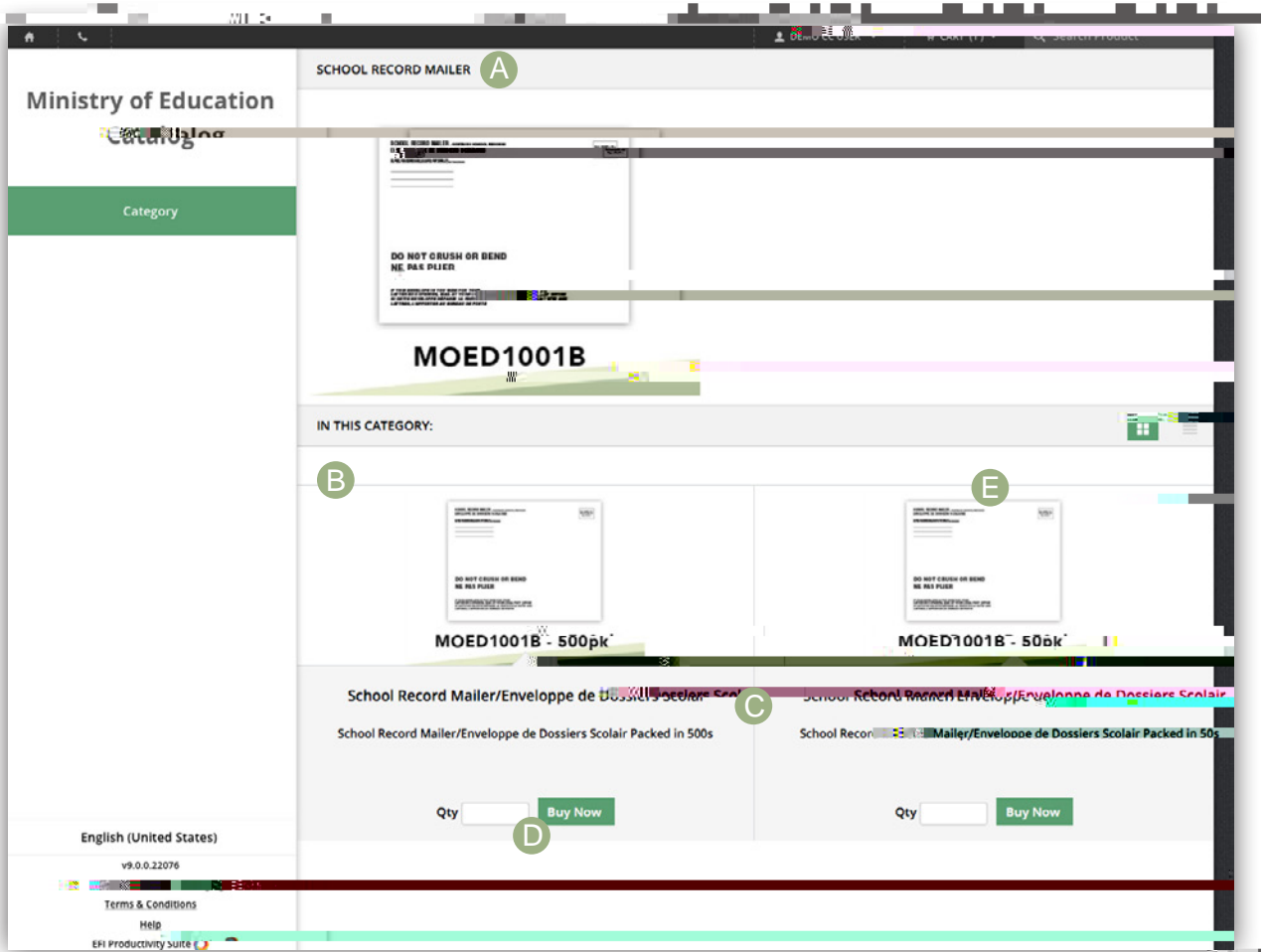
Open your preferred internet browser and enter the following into the Address bar..
<https://moed.printreserve.com>

HOME PAGE



- A** This is your home page view. You can always get back here by clicking the "Ministry of Education Catalog" text located in the top left hand area.
- B** Hover on your account name to access your account information.
- C** Hover over "Category" to view a list of categories available to you.
- D** Hover over the "CART" to view shopping cart items or to proceed to checkout.
- E** Click "Browse" to view the contents of a category.

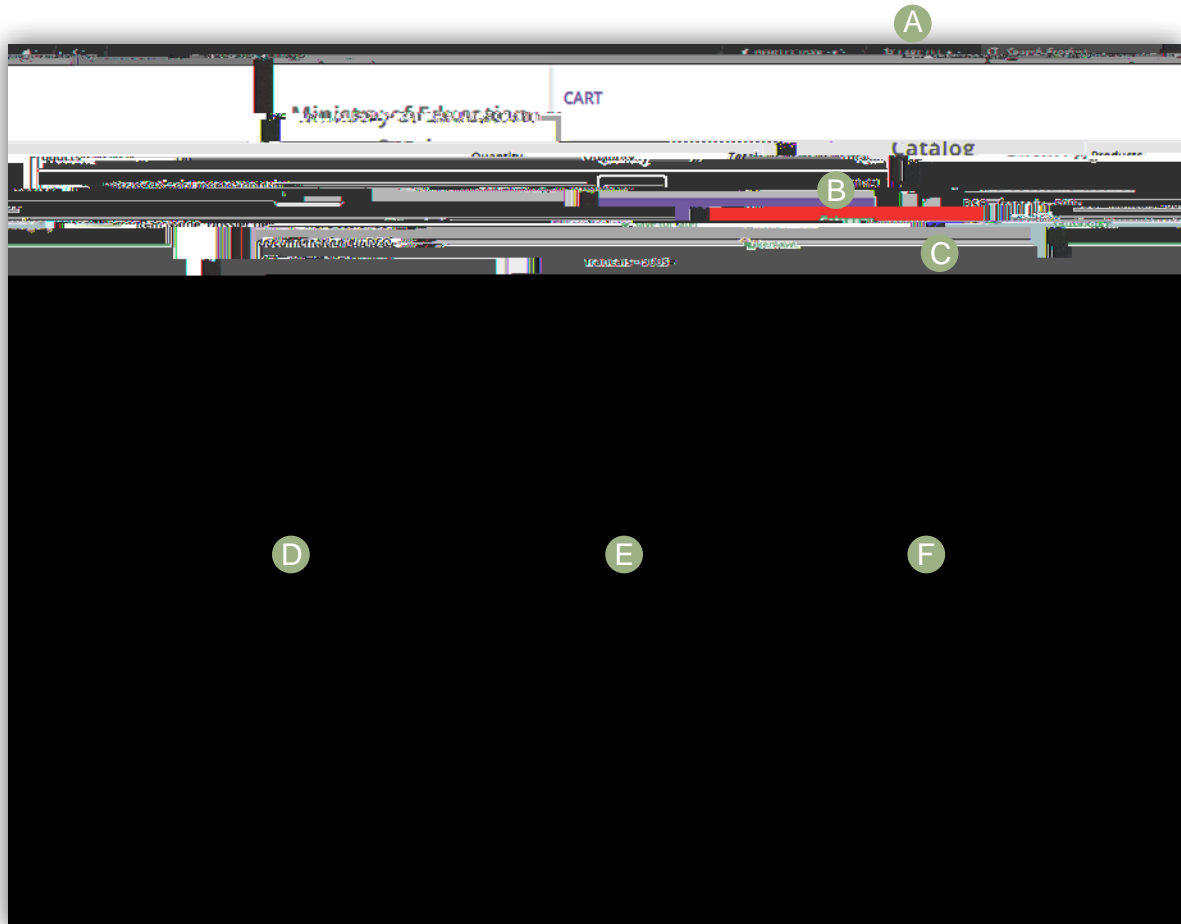
CATEGORY PAGES



When a category is clicked on you will be shown its contents.

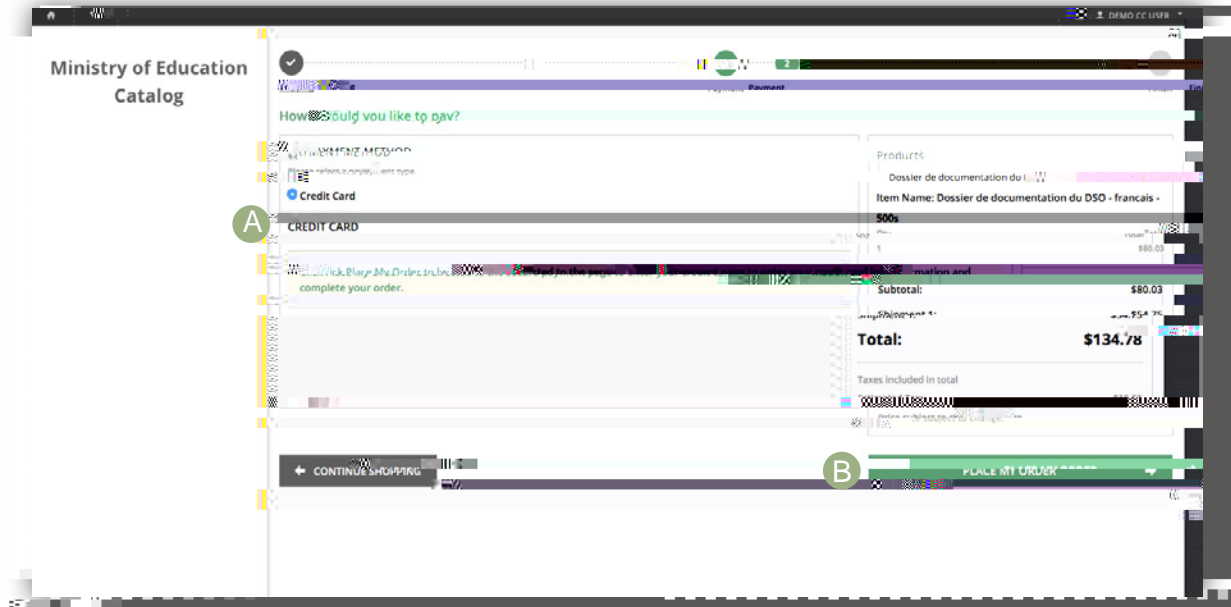
- A** The displayed category is indicated here. In this case "School Record Mailer".
- B** Category products are listed in this area.
- C** Product information appears here. When hovering over a product the inventory is displayed.
- D** Enter a quantity and Click "Order Now" to quickly add it to your cart.
- E** Click on the product thumbnail to view expanded information about the product.

CART



- A Navigate to your cart at any time via the "Cart" link.
- B You can make on the fly adjustments to a product's quantity.
- C You can remove an item from the cart by clicking "Remove"
- D Click "Continue Shopping" if you would like to add additional items to your cart.
- E Delete the entire contents of your cart with "Clear Cart".
- F Click on "Proceed to Checkout" to continue.

CHECKOUT



- A Your account permissions will determine the payment methods available to you.
- B Click "Place my Order" and follow the remaining prompts to complete your transaction.

***This new storefront can consolidate instances where a user may have 2 accounts for the purpose of payment methods (1 for credit card, 1 for invoice). If you fall into this category please email ecom-toradmin@lmgroup.com stating your usernames and which user login you would like to keep.

