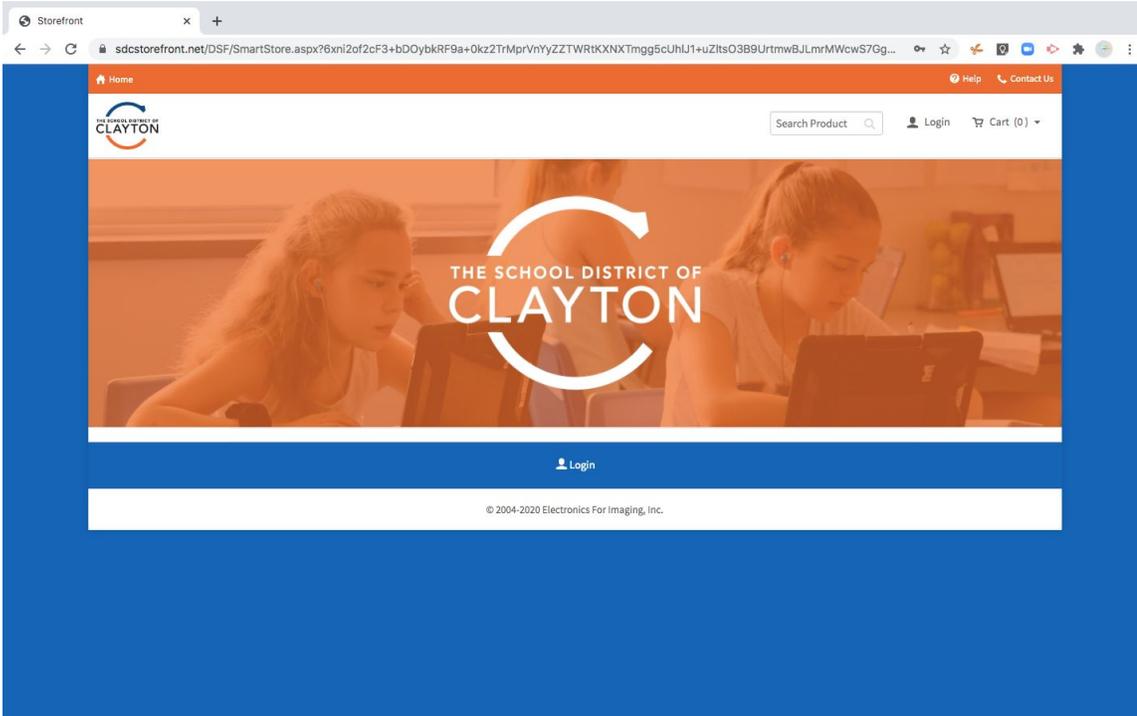


School District of Clayton Business Card Ordering Instructions

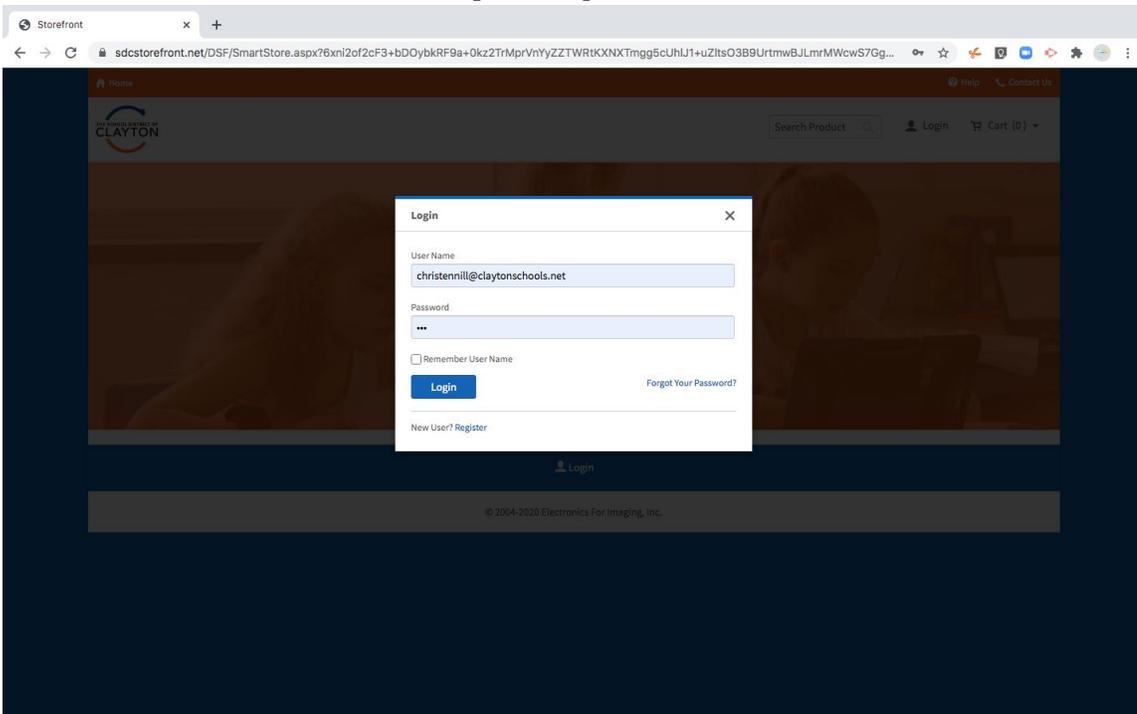
1. Go to claytonschools.net/businesscards



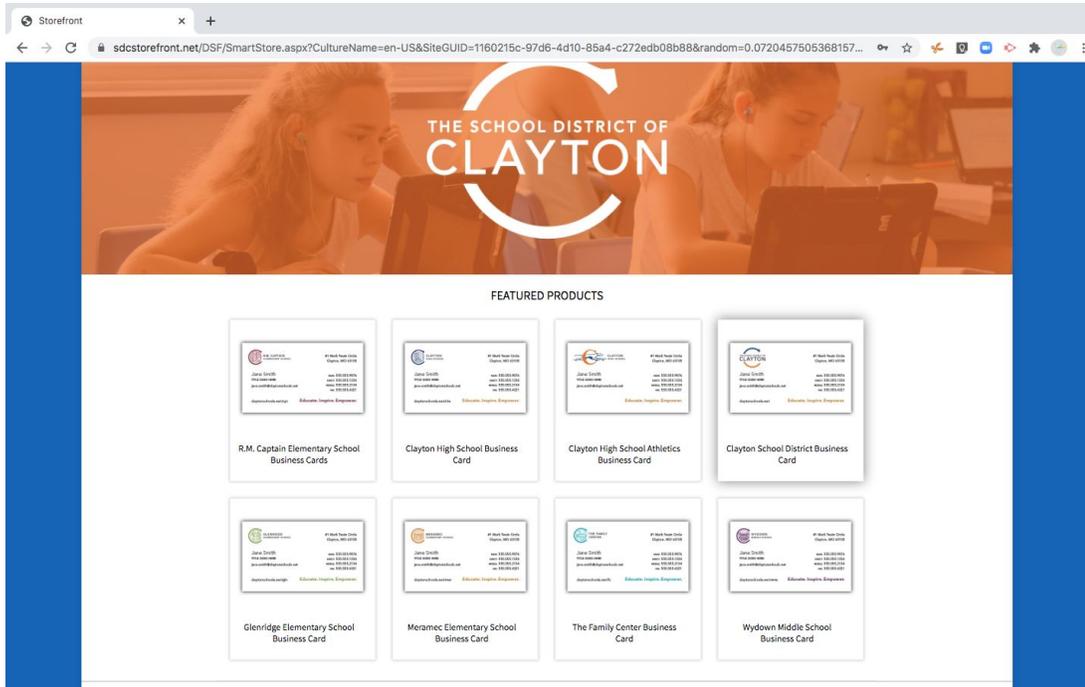
2. Log-in using the following information:

Username: **Your claytonschools.net email address**

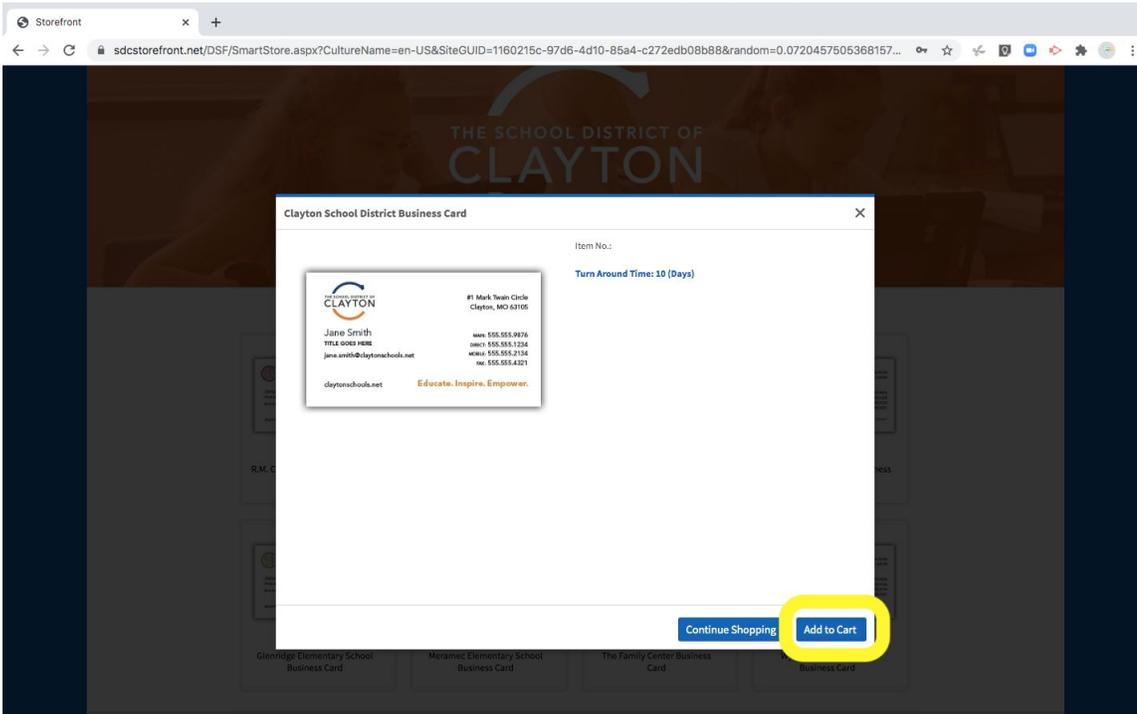
Password: **1way@mlp**



3. Select your school/work location by clicking on the card you wish to order.



4. Then click on "add to cart" in the pop-up window.



7. Confirm your quantity and click Proceed to Checkout.

The screenshot shows the cart page for 'CPT Business Cards'. The cart contains one item: Clayton School District Business Card, with a quantity of 250, a unit price of \$0.12, and a total of \$30.00. The 'PROCEED TO CHECKOUT' button is highlighted in a yellow box.

Products	Quantity	Unit Price	Total
CPT Business Cards Item Name: Clayton School District Business Card Turn Around Time : 10 Days Turnaround time does not indicate the shipping date <input checked="" type="checkbox"/> Tax Exempt	250	\$0.12	\$30.00

Subtotal: \$30.00
Taxes: \$0.00
Total: \$30.00

You are exempted tax on products

Proceed to checkout to view final order total, including taxes, fees, shipping.

[CONTINUE SHOPPING](#) [CLEAR CART](#) [PROCEED TO CHECKOUT](#)

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8. Shipping details will be entered automatically. Scroll down and click Proceed to Payment.

The screenshot shows the shipping address and options page. The shipping method is 'MLP Truck Delivery Local'. The address is 'Administrative Center, 2 Mark Twain Cir'. The company is 'School District of Clayton'. The email is 'christennill@claytonschoools.net'. The 'PROCEED TO PAYMENT' button is highlighted in a yellow box.

Select a shipping address & shipping options

SHIPMENT 1
Please select a shipment type.
MLP Truck Delivery Local

ADDRESS
[Add from Address Book](#)
* First Name: Christopher
* Last Name: Tennill
Address Line 1: Administrative Center
Address Line 2: 2 Mark Twain Cir
Address Line 3:

Company: School District of Clayton
Email: christennill@claytonschoools.net
Delivery Instructions

Save to My Address Book
[Save](#) [Cancel](#)
You must click save to proceed with checkout.

Products
CPT Business Cards
Item Name: Clayton School District Business Card
Qty Unit Price Total
250 \$0.12 \$30.00

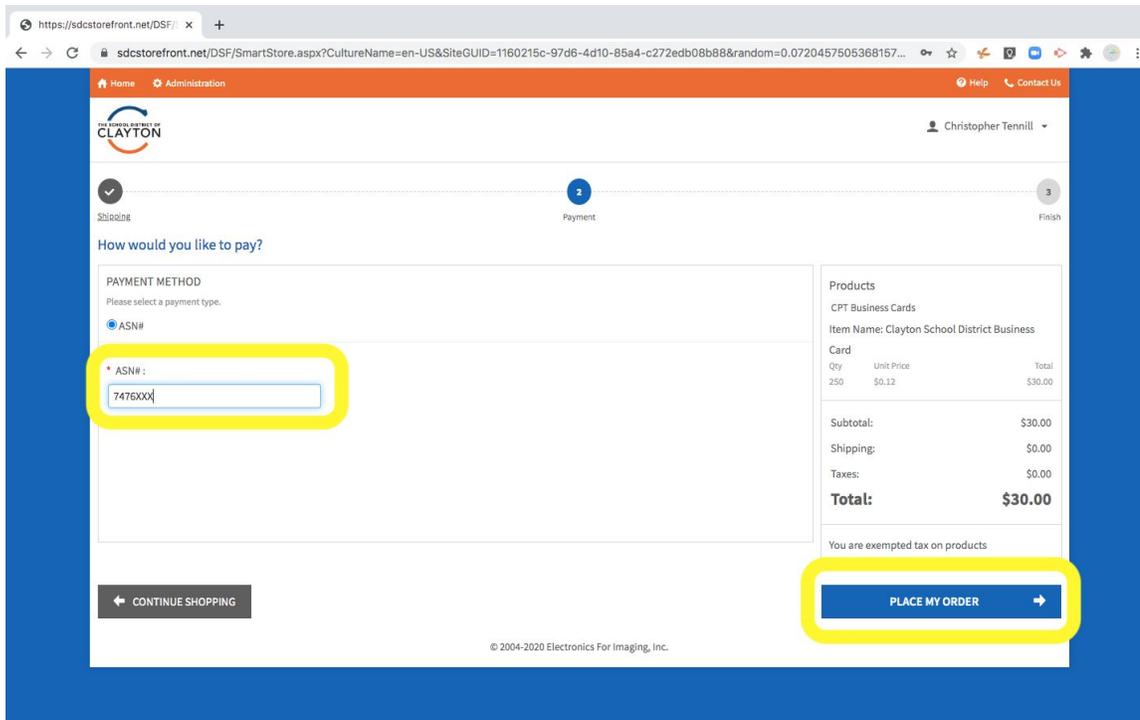
Subtotal: \$30.00
Shipping: \$0.00
Taxes: \$0.00
Total: \$30.00

You are exempted tax on products

[CONTINUE SHOPPING](#) [PROCEED TO PAYMENT](#)

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9. Enter the ASN this order will be charged to. (This is a 7-digit number.) If you don't know this, then contact the person who processes POs/Vouchers for your department or school. After entering the ASN, click "Place My Order" and you're done.



The screenshot shows a web browser window with the URL <https://sdcstorefront.net/DSF/SmartStore.aspx?CultureName=en-US&SiteGUID=1160215c-97d6-4d10-85a4-c272edb08b88&random=0.0720457505368157...>. The page is titled "CLAYTON" and shows a user named "Christopher Tennill". The navigation bar includes "Home", "Administration", "Help", and "Contact Us". The main content area is titled "How would you like to pay?" and has a progress indicator with steps "1", "2" (Payment), and "3" (Finish). Under "PAYMENT METHOD", the "ASN#" option is selected. A text input field for "ASN#" contains the value "7476XXX". To the right, the "Products" section shows "CPT Business Cards" with an item name "Clayton School District Business". A table lists the product details:

Card	Qty	Unit Price	Total
	250	\$0.12	\$30.00

Below the table, the summary shows: Subtotal: \$30.00, Shipping: \$0.00, Taxes: \$0.00, and Total: \$30.00. A note states "You are exempted tax on products". At the bottom, there are two buttons: "CONTINUE SHOPPING" and "PLACE MY ORDER".

To create business cards for additional staff members, logout and repeat steps 2-9.