1. 

**Slide 1:** Fill out the shopping cart options and when completed Click: “Add to Cart”
2. **Slide 2:** Check the contents of your shopping cart. Click: “Go To Checkout” or “Back to Shopping” to add more renewals or registration. When all your items are added the Click: “Go To Checkout” to continue.
3. **Slide 3:** Add Email address and Password. Click “Log in”
Slide 4: Another chance to double check all that is in your shopping cart before check-out. Click: “Go To Checkout”
5.

**Slide 5:** Step 1 of 3 for Delivery. Check Shipping address or update. Click: “Continue Check-out”
6. **Slide 6**: Step 2 of 3 for Delivery. Check Billing address or update. Click: “Continue Check-out”
Slide 7: Step 3 of 3 for Delivery. Click: “Confirm Order”
8. **Slide 8:** Payment Options. You will see your email address and encrypted password. Select either “Pay with PayPal” or at the bottom of the page select: “Pay with Debit or Credit Card.” By selecting this option, you will be able to pay with your own personal credit card.
Slide 9 & 10: PayPal Guest Checkout: This option asks for your personal credit card information. (None of the information you enter is saved. Each time you checkout you will be prompted to add your information.) After your information is added Click: “Pay Now”
10. **Slide 11:** This is your payment receipt. You can print this receipt. This receipt is also the one that comes to MLA and is what is used to check your order.