

## **Step-by-Step for Name Badges Ordering**

1. Go to: <http://www.aarpdsp-store.org/volunteers/>
2. Click the "Name Badges" tab - found underneath the "On-boarding" section
3. Click the picture of the Name Badge
4. Fill in the fields with your personal information. Required fields are marked with an asterisk (\*) Remember, every volunteer must choose one title to use for their name badge
5. Click the "Add a Cart" button at the bottom of the screen
6. You will be taken to a confirmation page to show you what you filled out for your badge as well as a green sentence that says "Items have been added to your cart"
7. To complete your order of the name badge - select either "Cart" or "Checkout" at the top of the screen
8. Confirm the information shown on the page and click "Checkout". If you need to change any information, add more items to your cart, or delete items from your cart - you may do so on this page
9. You will be taken to a page where you can log into your account if you have already created one, or create an account for the store. If you need to create an account, click on "Click here to create a login account".
10. Under the create login account screen, you will create a username and password. You must also fill in your shipping and billing information. Once you have completed all the fields, click on the "Submit" button at the bottom of the page
11. If your account was successfully created, you will be taken to a page that says "Success!" You then must click on the "Please login here" button to be taken back to the login page and complete your order
12. Now that you have created your login information, enter your username and password into the appropriate fields
13. Confirm that your billing and shipping address are correct. You will not be charged for name badges but you still must confirm that the billing address is correct. If all the information is right, click the "Continue" button at the bottom of the screen
14. You will be taken to a final confirmation page for your order. What you ordered as well as the shipping address and shipping method will be shown. If you need to edit any information, you may click the "Edit Information" button. You may also cancel your order or go back to your cart. If everything is correct and you are ready to have your name badge ordered and sent out, click the "Process Order" button
15. The final screen will say "Thank you for your order!" and have all the ordering and shipping information for your completed order. You may print this page for your records.