



## ***Purchasing Instructions for ETC Shopify Program***

Welcome to the ETC Shopify purchasing program. If you follow the below steps you will be able to purchase the item(s) of your choice.

Step 1: Access the ETC Shopify Page: From the ETC website ([www.edutrav.org](http://www.edutrav.org)), select "News & Links", then "Click here to make online payments to ETC"

Or visit the Shopify Page directly - <http://education-travel-culture-inc-store.myshopify.com/>

The screen will have verbiage that reads "*Welcome to the Education Travel and Culture, Inc. Online Store,*" with a brief explanation of how to view the item(s) you wish to purchase.

Step 2: Click on the "*All Products*" tab and select the item you wish to purchase.

Step 3: You will be taken to a screen that describes this item in detail, usually outlining any important information that may go with the item.

Step 4: Once you have determined the item you want, click on "*Add to Cart*" and proceed to your "*Cart*" on the upper right hand corner of the screen.

Step 5: When you click on "*Checkout*," you will be taken to a page that reads "*Customer Information.*" This is where you will enter your personal contact information.

Step 6: Once you have entered your personal contact information, click on "*Continue.*"

Step 7: You will be taken to the next page that will show you "*Billing & Payment,*" and ask you to confirm the "*Billing Address.*"

Step 8: Under "*Billing & Payment,*" please enter in your credit card payment information. Any type of credit card represented by a symbol in the payment information box is acceptable.

Step 9: If your billing address is different from the personal contact address you entered earlier, click on "*Use a different billing address,*" and enter in your correct billing address.

Step 10: Once all your credit card information and correct billing address is entered, please click on "*Place my order*" to complete the purchase.

Congratulations! You should receive a confirmation that you have completed your purchase. You will be able to print out the confirmation sheet with your confirmation code.

If you did not receive a confirmation code, it is possible you skipped one of the above steps. Please start over and make sure to follow each step. If you have done this and are still unable to make your purchase, please contact Kara Peterson @ (480) 225-9487 or [kpeterson@edutrav.org](mailto:kpeterson@edutrav.org)

**Thank you!**