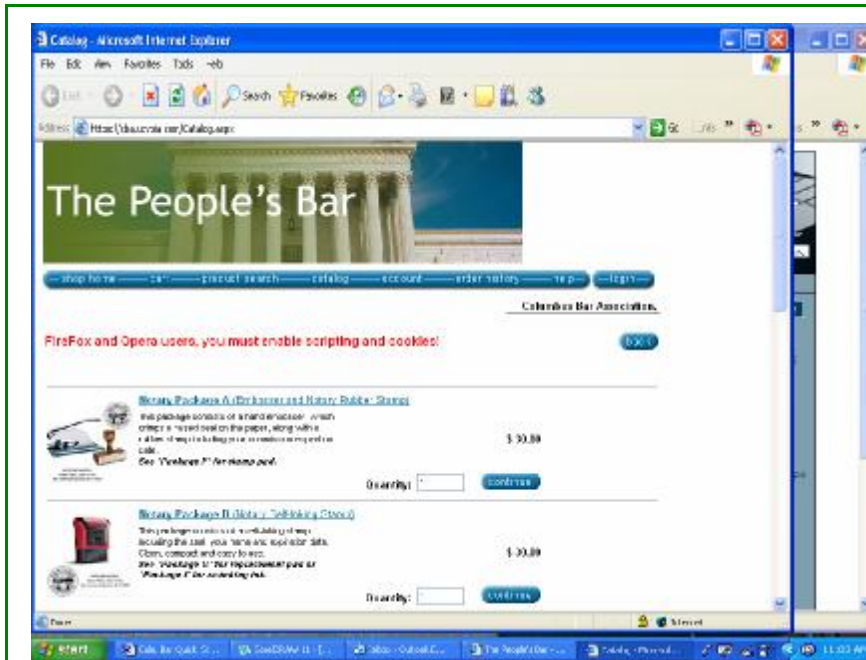


Quick Start Guide



Go to: www.peoplesbar.org

Click on: **Order notary supplies**

This will bring you to the **NOTARY PACKAGE Page**

Here you will find a listing of all the available Notary Packages

Find the Package you are looking for, Enter the quantity needed and **Click on Order**

For this example, we will enter a Quantity of (1) for Notary Package B, then Click on Order



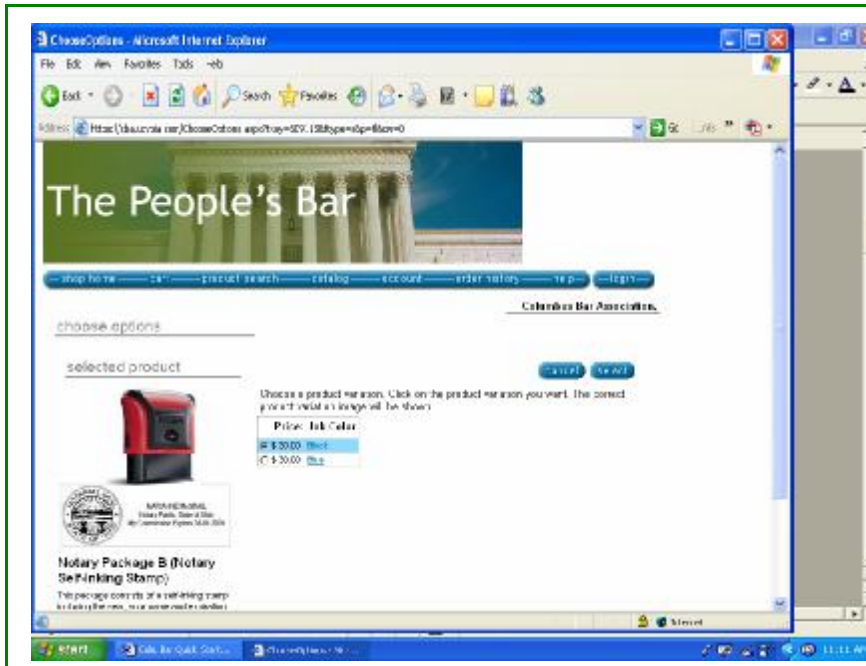
This will bring you to the **Select Template Page**

The templates that are available are for the *Attorney Layout* and the *Standard Notary Layout*

Click on the Template that applies to your commission

For this example, we will click on the NOTARY SEAL Layout Template

Quick Start Guide

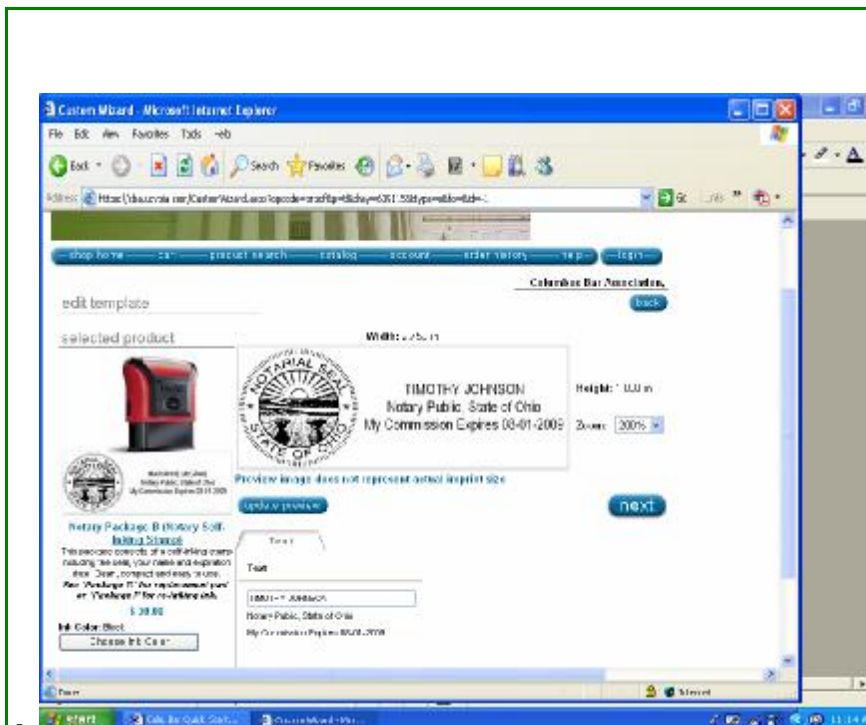


This will bring you to the **Choose Options Page**

The default ink color is *Black*, click *Blue* if that is the ink color you prefer

Click **SELECT**

For this example, we will choose Black



This will bring you to the **Edit Template Page**

In the appropriate field enter your information

Click **UPDATE PREVIEW** to see your actual layout

Click **NEXT**

Quick Start Guide

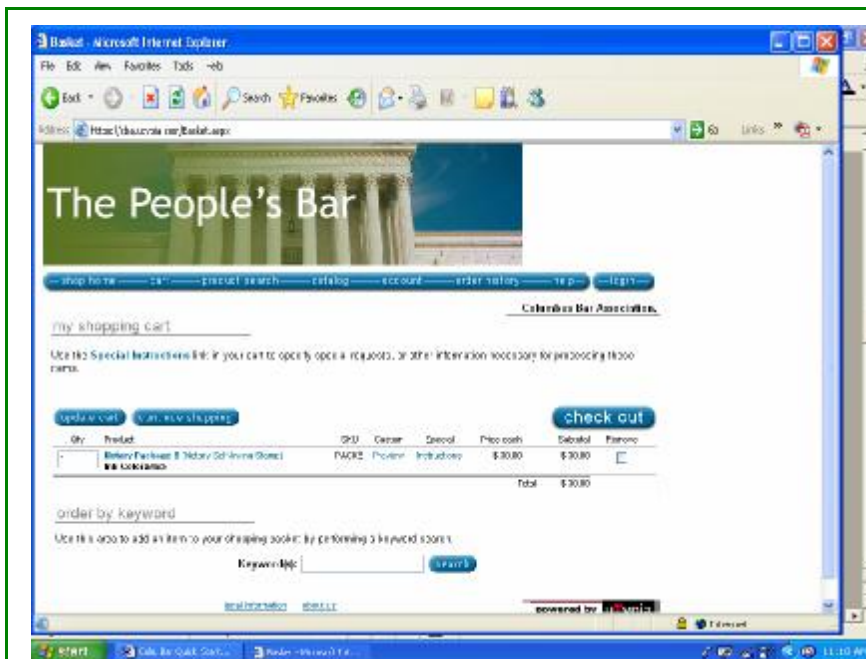


This will bring you to the **Proofreading Page**

Check carefully to be sure that you have spelled everything correctly

If you need to make a change, Click **BACK**

If everything is okay, Click **ADD TO CART**



This will bring you to the **Shopping Cart Page**

You have three options at this point:

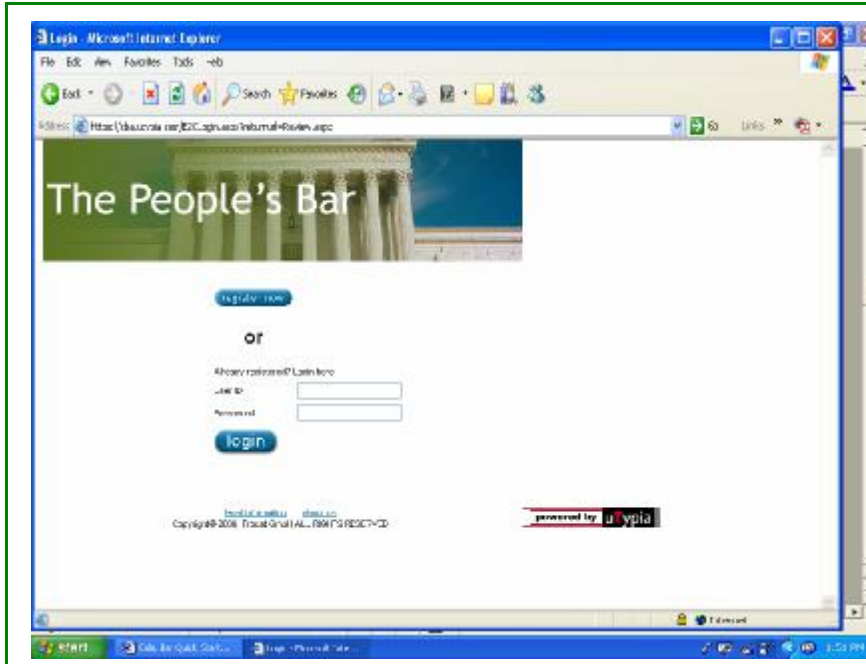
UPDATE CART – If you make a change to your quantity, click here to Update the Cart

CONTINUE SHOPPING – If you have other stamps to order, click here to go back to the Home Page

CHECK OUT – If you are finished ordering click here to continue

Click **CHECK OUT**

Quick Start Guide

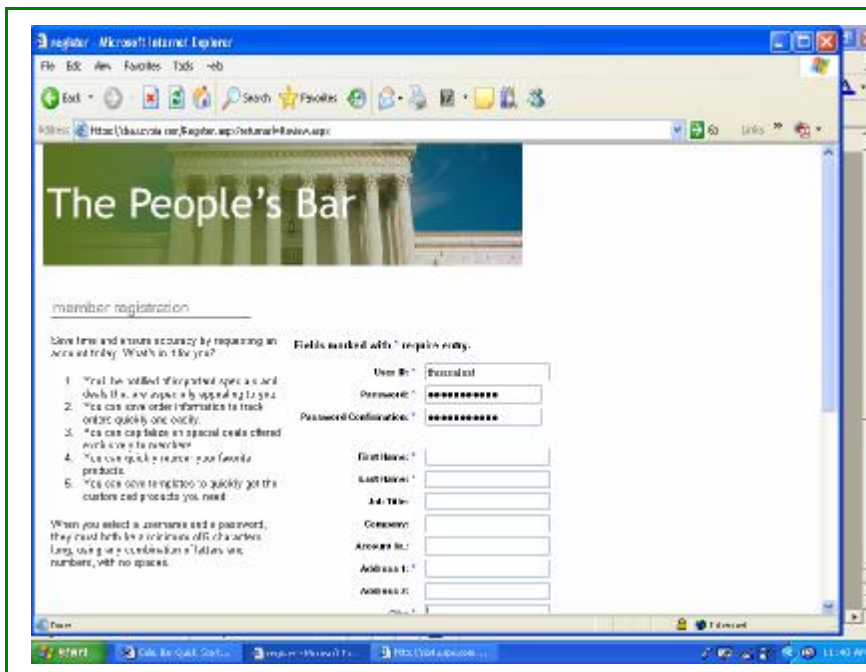


This will bring you to the **Register/Login Page**

When ordering the first time you will need to click **REGISTER NOW**

If you have placed an order previously, enter your **USER ID** and **PASSWORD** and Click **LOGIN**

For this example, Click **REGISTER NOW**



This will bring you to the **Member Registration Page**

Here is where you will **CREATE** your **USER ID** and **PASSWORD** for future orders and enter information for payment

USER ID: This should be a minimum of 6 characters using any combination of letters or numbers

PASSWORD: This should be a minimum of 6 characters using any combination of letters or numbers

PASSWORD CONFIRMATION:
Re-enter your **PASSWORD**

Quick Start Guide

Microsoft Internet Explorer

Address: <https://visaonline.us/register.asp?returnurl=Home.aspx>

1. Click on the link to register your Visa account.
2. You can quickly receive your rewards products.
3. You can view the history to quickly get the customized products you need.

When you select a username and a password, they must be 8 to 16 characters long, using any combination of letters and numbers, with no spaces.

First Name:
Last Name:
Job Title:
Company:
Account No.:
Address 1:
Address 2:
City:
State/Province:
Zip (Postal Code):
Country:
Phone Number:
Fax Number:
eMail Address:
Total Amount:
Send Me Marketing Materials: ☐
Language:

Only fields with a **BLUE** Asterisk require information

FIRST NAME: Enter your First Name

LAST NAME: Enter your Last Name

ADDRESS: Enter the address for your Credit Card Bill

CITY: Enter your City

STATE: Select your State

ZIP CODE: It is necessary to enter your Zip+4 Code. If you do not know it, Click **LOOKUP ZIP+4 CODE**

UNITED STATES POSTAL SERVICE

ZIP Code Lookup

Search By Address | Search By City | Search By Company | Find All States by ZIP

Find a ZIP Code by entering an address.
(You can also search for a postal address, such as "Main Ave., Washington, D.C.")

* Required Fields

Address 1:
Address 2:
City:
State:
ZIP Code:

Related Links

What's New: Access and links to verify
Address Information: Get more US ZIP Code info
Business in Real Estate: Look up
What's New: Access and links to verify

Enter your 5-digit zip code and Click **SUBMIT**

Quick Start Guide

The screenshot shows the USPS ZIP Code Lookup website. The search results for the address 2455 LEBON DRIVE, COJUMBO OH 43022 are displayed. The results show the ZIP+4 code as 43022-4595. The website also provides a map and a list of nearby locations.

It will show you your Zip+4 Code

Close this window and enter the information in the **Zip Code** field

The screenshot shows the Register - Microsoft Internet Explorer window. The registration form is displayed with the following fields: First Name, Last Name, Job Title, Company, Account No., Address 1, Address 2, City, State (dropdown), Zip (Postal Code), Country (dropdown), Phone Number, Fax Number, and Email Address. The form also includes a checkbox for "Send Me Marketing Updates" and a "Submit" button.

PHONE NUMBER: Enter you Phone Number

EMAIL ADDRESS: Enter the email address where you would like to receive your Order Confirmations

Click **SUBMIT** (This will take about 30 seconds to calculate the information, only Click Submit **ONE** time)

Quick Start Guide

change billing address

change shipping address

my shopping cart

Use the Special Instructions link in your cart to specify special requests, or other information necessary for processing these items.

Your extra freight charge will be reflected on your invoice. If you wish to have your items shipped via another method please note this preference in the SPECIAL INSTRUCTIONS field on the SHOPPING CART.

continue shopping

continue and submit order

Qty	Product	SKU	Custom	Spills	Price each	Subtotal
1	History Package: 8.5x11cm-Softcover-2000	PAC20	Previous	Insulation	\$12.00	\$12.00
Total						\$12.00
Next Business Day (S-T business days) (S-T 00)						\$1.13
Subtotal						\$13.13
Grand Total						\$13.13

This will bring you to the **Submit Order Page**

Confirm that your *Billing Address* (Must be the address that your Credit Card Bill goes to) and *Shipping Address* information is accurate. Click **MAKE CHANGES** if anything needs corrected

Confirm that the *Shopping Cart* information is accurate

my shopping cart

Use the Special Instructions link in your cart to specify special requests, or other information necessary for processing these items.

Your extra freight charge will be reflected on your invoice. If you wish to have your items shipped via another method please note this preference in the SPECIAL INSTRUCTIONS field on the SHOPPING CART.

continue shopping

continue and submit order

billing option

Card Type: American EXPRESS

Card Number: [Redacted]

Expiration Date: [Redacted]

Cardholder Name: [Redacted]

powered by iVypia

Select your **CARD TYPE**

NAME ON CARD: Enter the name on your Credit Card

CARD NUMBER: Enter your Card Number with no spaces

EXPIRES: Select the Month and Year that your card expires

Only fields with a **BLUE** Asterisk are necessary

Click **CONFIRM AND SUBMIT ORDER** to place your order. You will receive an email confirmation.