

HOW TO

ORDER ONLINE

STEP 1

Place the items you wish to order into your cart by clicking 'add to cart' (next to product description).

STEP 2

Once you have finished adding items to your cart, click on 'checkout' (along the top).

STEP 3

If you have ordered on the website before, you can login under the area titled 'Already a User?'.
If this is your first order online then scroll down and enter your details under 'New User'. If you want the goods to be charged to your account (already existing with Every Educaid) then use your organisation name in the first name section.

STEP 4

Once your details are filled in, click on 'Login New User'. Then select to pay on account, or enter your credit card details. Once you have clicked on 'Process Order', you will receive a confirmation email.

Once your email is received via our website it will be entered through our system. Delivery is usually around 7 working days.

Please do not re-send your order by fax or mail.

If you are still having difficulties please contact **Carina on 0508 807 654**