

## **How to Order Easter Seals Marketing Supplies**

### **Logging into the System and Your Account**

1. Visit [www.evo-creative.com/easterseals](http://www.evo-creative.com/easterseals)
2. Click on the Gear/Account at the top of of the screen
3. Create an Account or
4. Login using your existing user name and password

**At any time you have questions email [easterseals@evo-creative.com](mailto:easterseals@evo-creative.com)**

### **Ordering Products**

5. Find the product you need, click on the view product button
6. Select Logo needed
7. Complete other information if required
8. Click Save
9. Preview Proof
10. Enter the quantity needed in the field below Order Quantity
11. Click on the green Add to Order button.

**Do not see what you need? Reach out to [easterseals@evo-creative.com](mailto:easterseals@evo-creative.com)**

### **Checking out**

12. The cart page has appeared
  - a. You can continue to shop and add more items to your cart.
  - b. You can click on the red square with minus button to remove an item
  - c. You can cancel your order or save your order for later.
13. Click Print/Download Your order from here if you like
14. Click on the Checkout button

### **Paying, Shipping and Completing an Order**

15. Create shipping location
16. Billing
  - a. You can select to be invoiced or
  - b. Pay with a credit card
  - c. Complete the address that is associated with your BILLING either your accounting address or credit card address
  - d. Enter your card information

17. If you are pleased with the order including the dollar amount, please click the Green Submit order button
18. If your order needs approval, an automated email will be sent to the person that needs to approve your order.
19. An automated email will be sent to you confirming your order.
20. Once approval has been received you will receive a second notice noting your order was approved (or declined)

### **Tracking your order**

21. An automated email will be sent with tracking when your order was shipped
22. You can also Log back into the site
23. Click on Orders
24. And check the status

**At any time you have questions email [easterseals@evo-creative.com](mailto:easterseals@evo-creative.com)**