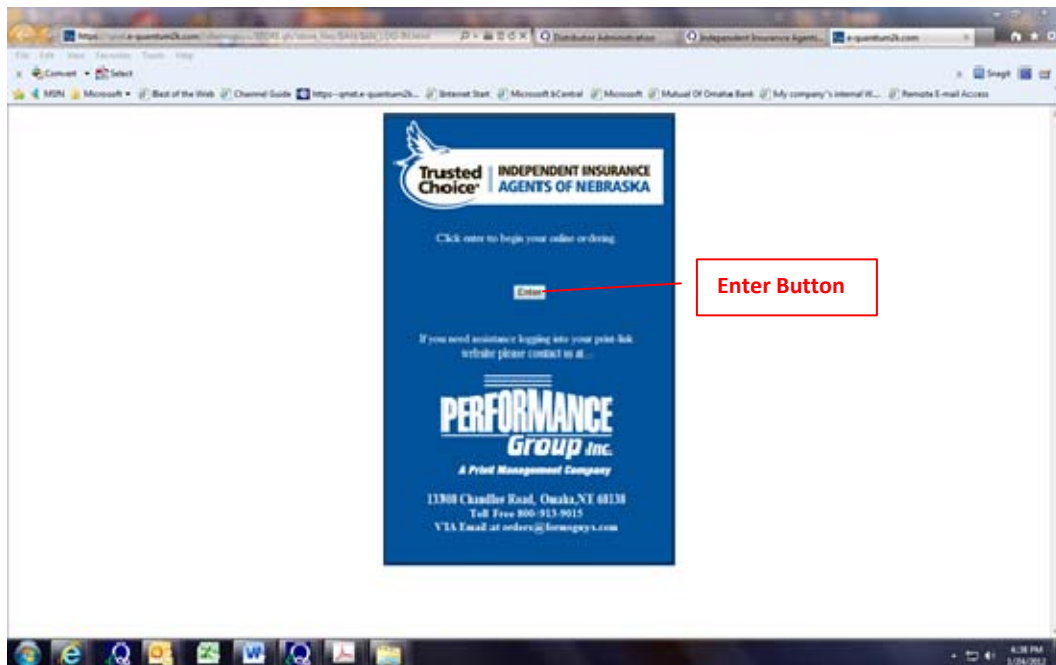


IIAN Online Ordering Guide

Go to www.iian.org website.

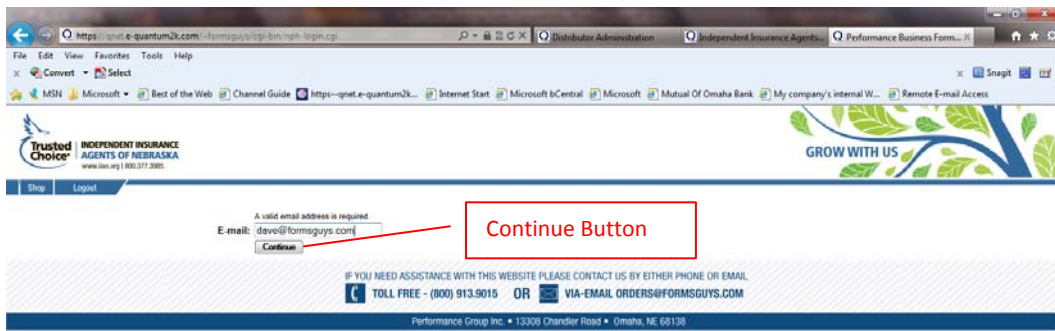


Login to Trusted Choice On-line Store



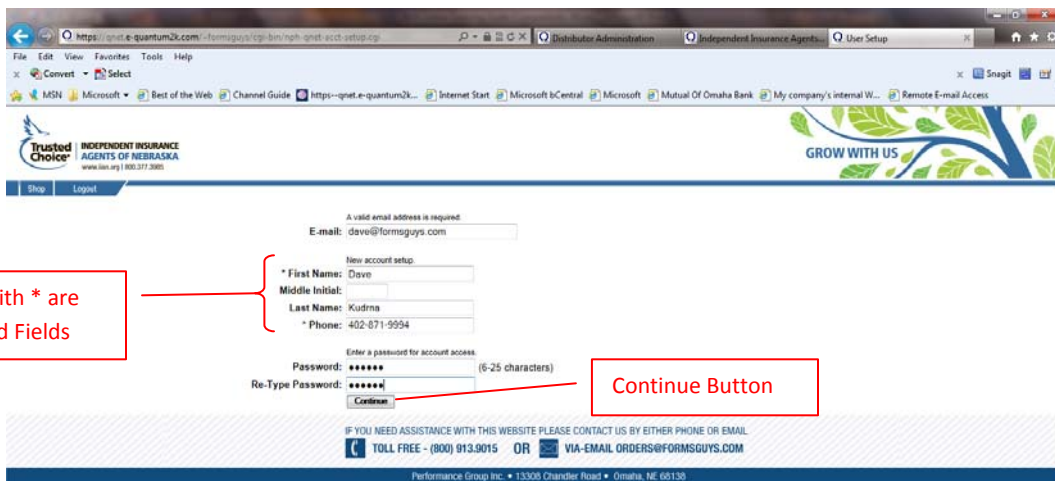
Select **“Enter”** button.

First time that you visit the site you will need to register.



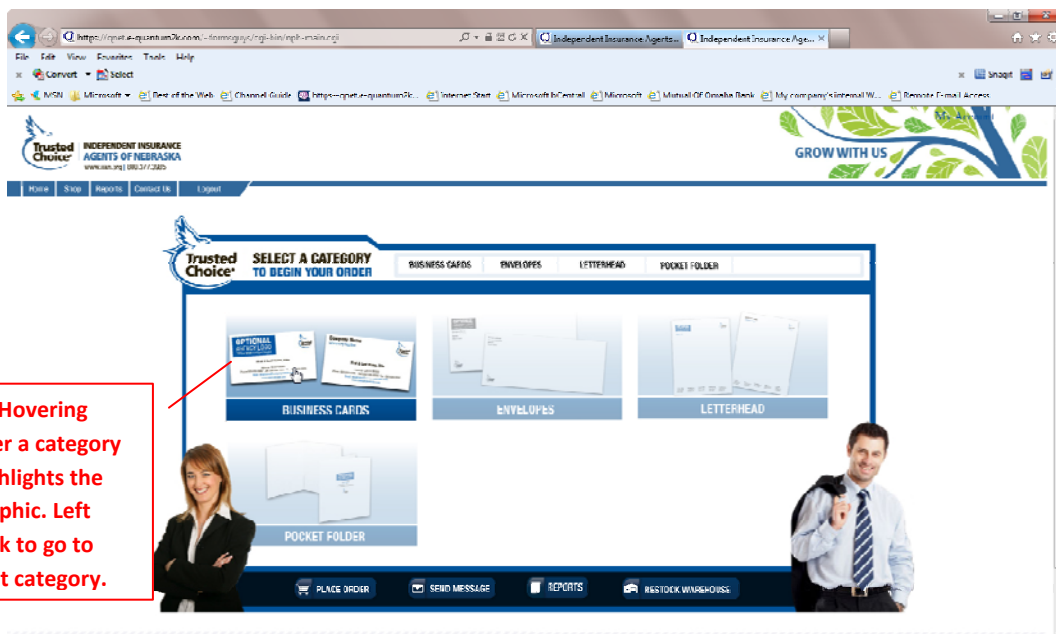
Enter your email address.

Then select **“Continue”** button.



Enter Account information. **Fields with * are Required Fields**

Then select **“Continue”** button.



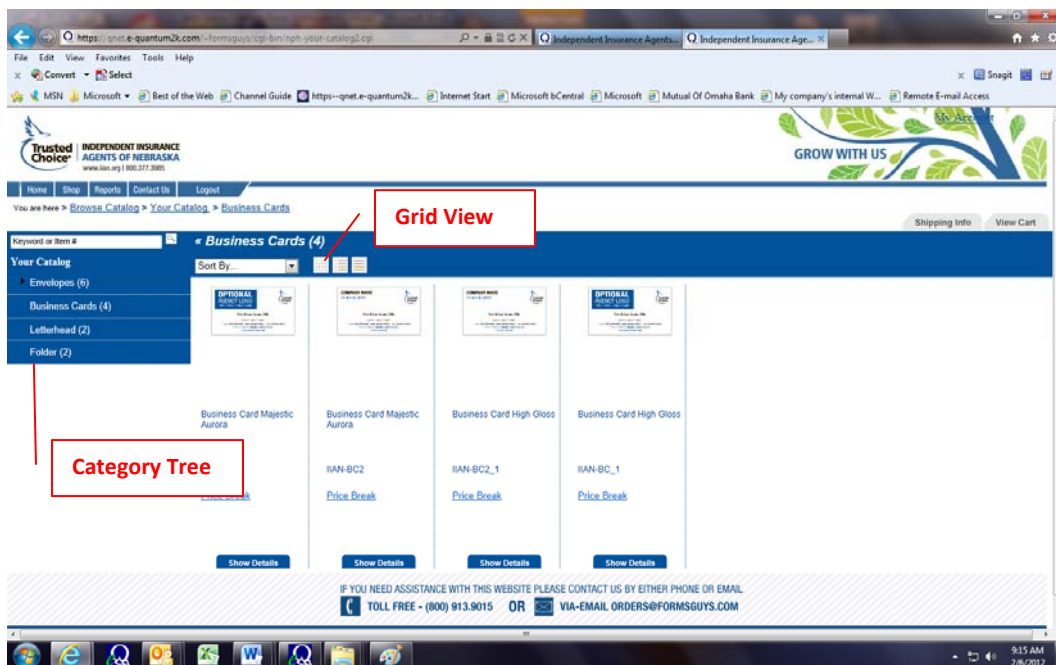
Click on the **“Category”** graphic you would like to order.

When you select a Category you will be taken directly to that particular category.

Once there you have three different potential Views for the catalog pages, **Grid View**, **List View**, or **Entry View**.

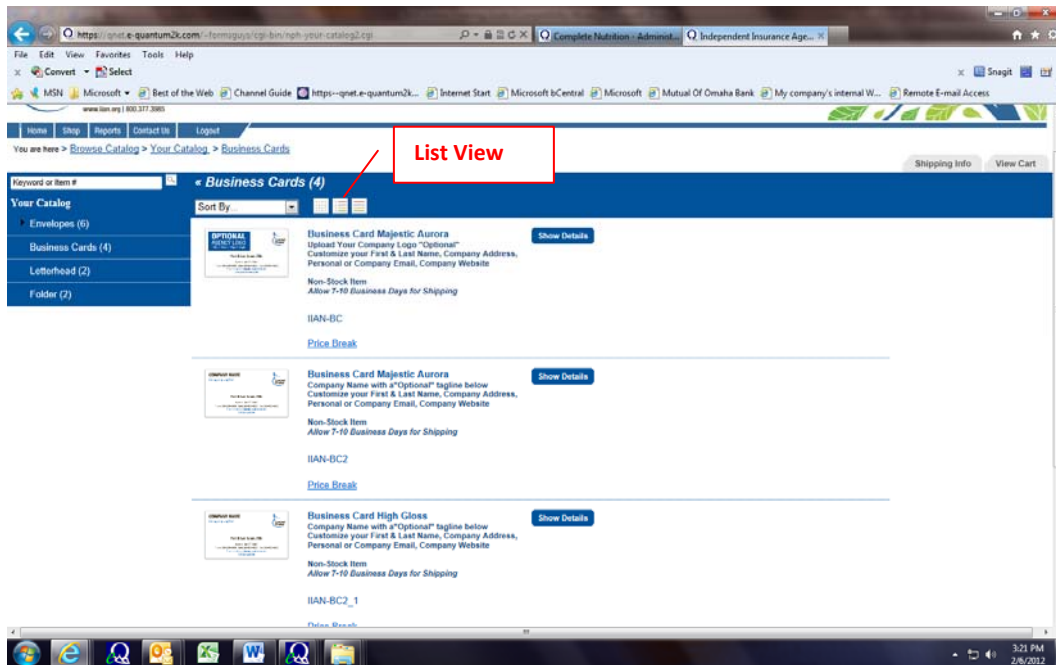
Also you will see the **Category Tree** to the left. This allows you to go from Category to Category as you shop.

Grid View

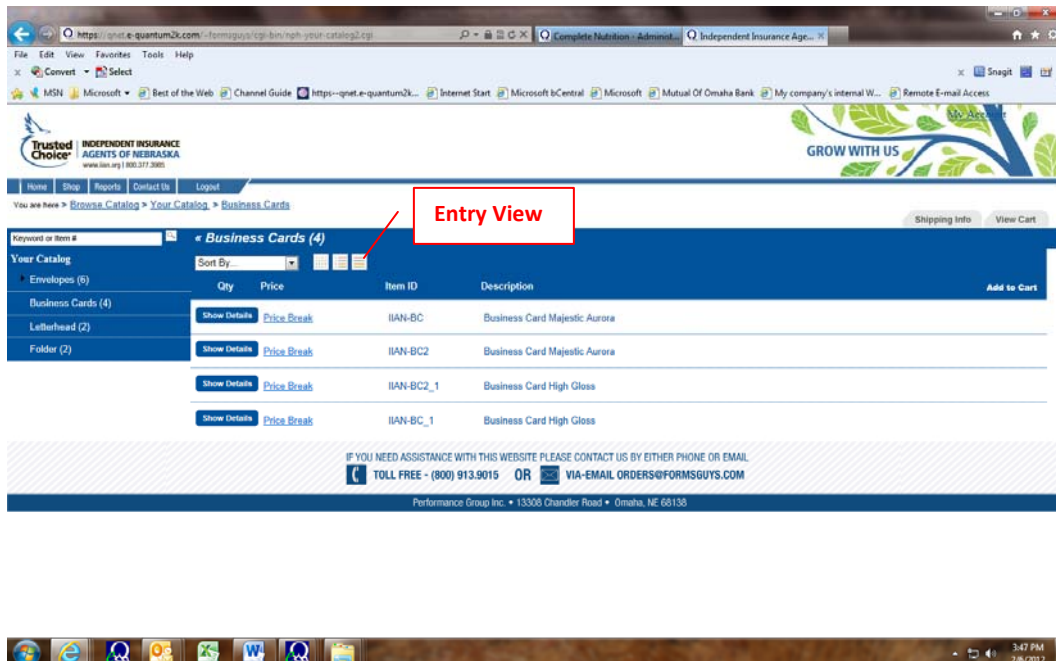


Select the **“View”** that you wish to use. This will be the view that the next time you visit the site you will see. You can change it at any time. The one you are using when you leave the site will default next visit.

List View

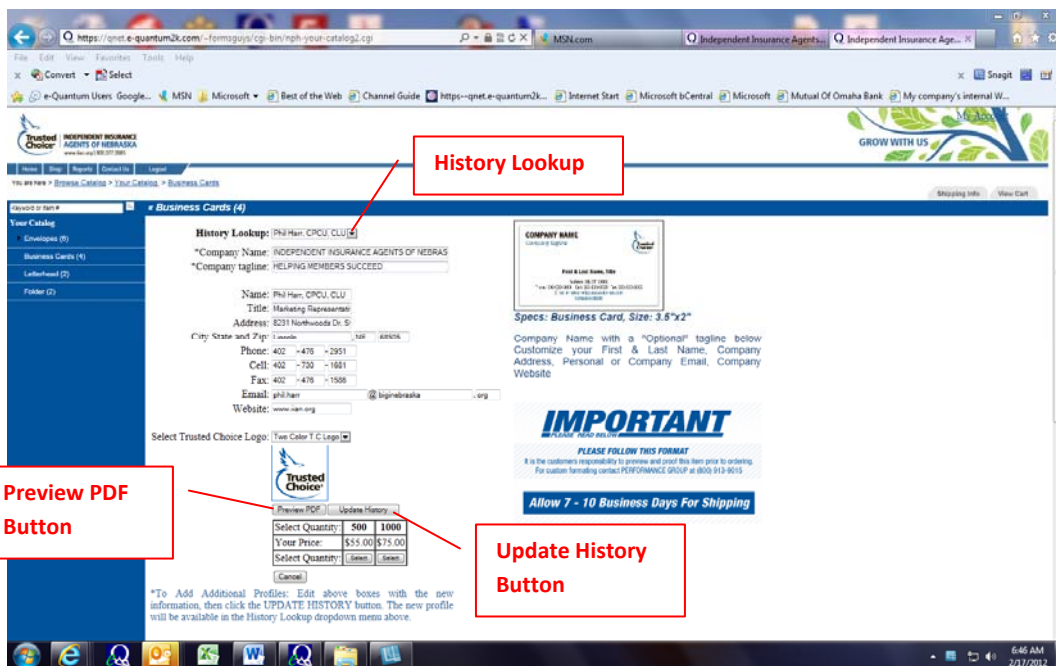


Entry View



Business Card ordering process:

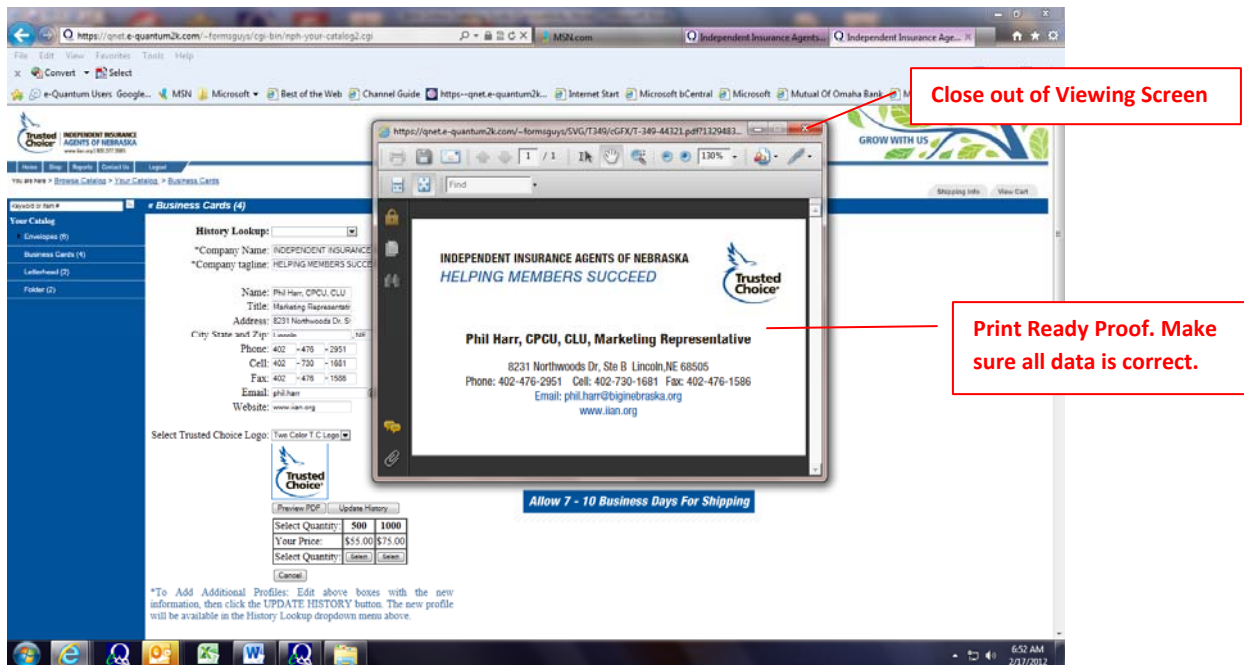
Go to the Business Card Category. Select the Item you wish to order.



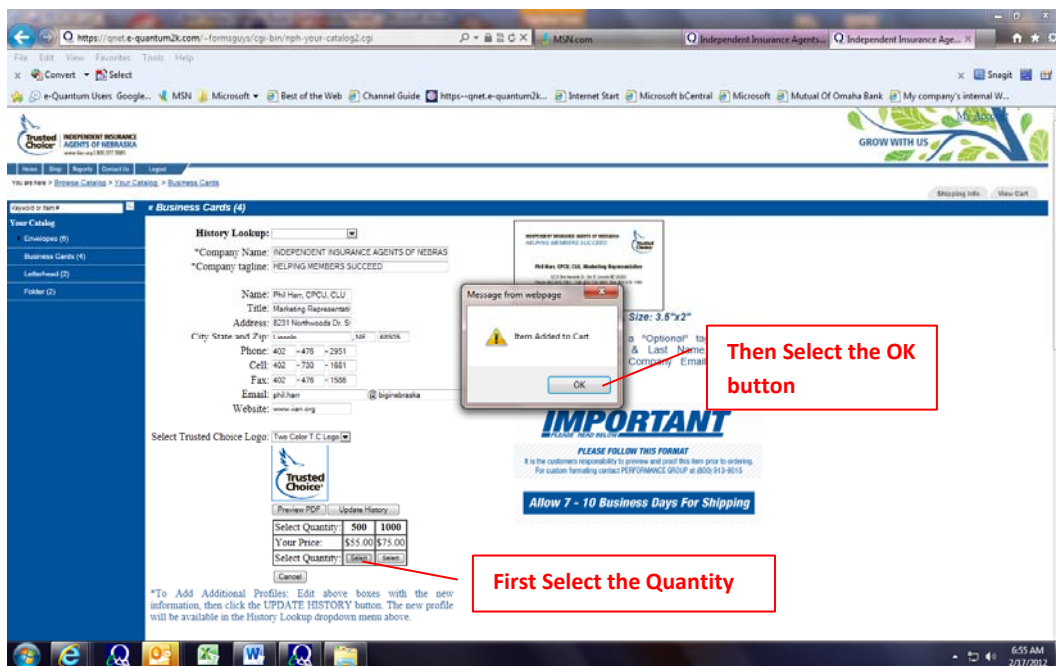
Enter the information you wish to have on the business card.

Then select **“Update History”** button. This will store your information and allow you to look it up on your next visit.

Now select the **“Preview PDF”** button. *(You must preview and Proof prior to ordering)*

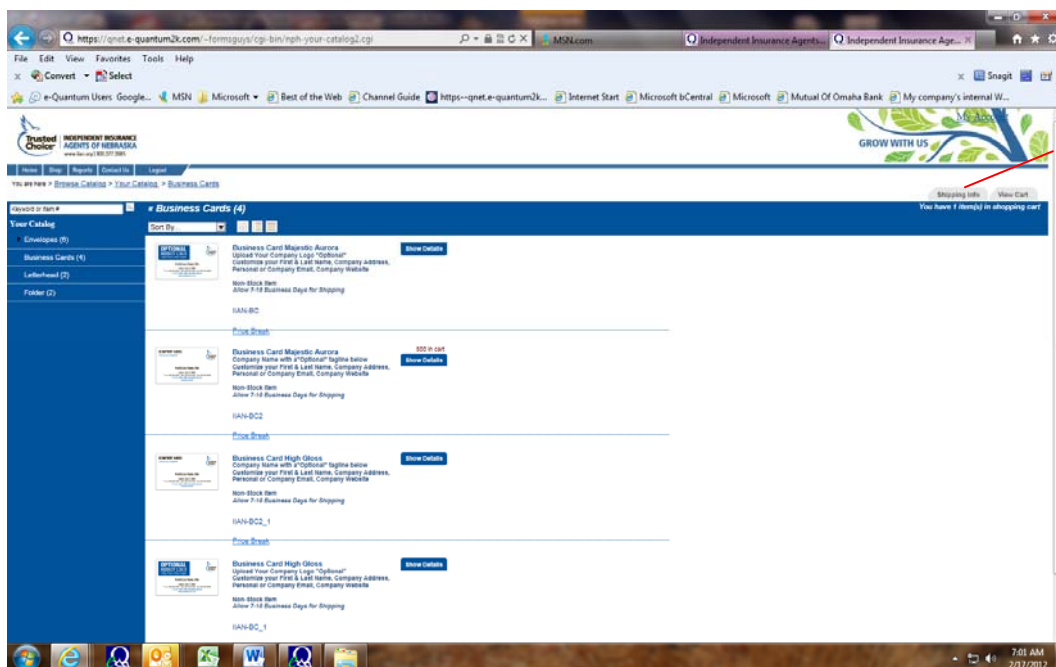


Once you have proofed the card. Close out of the viewing screen.



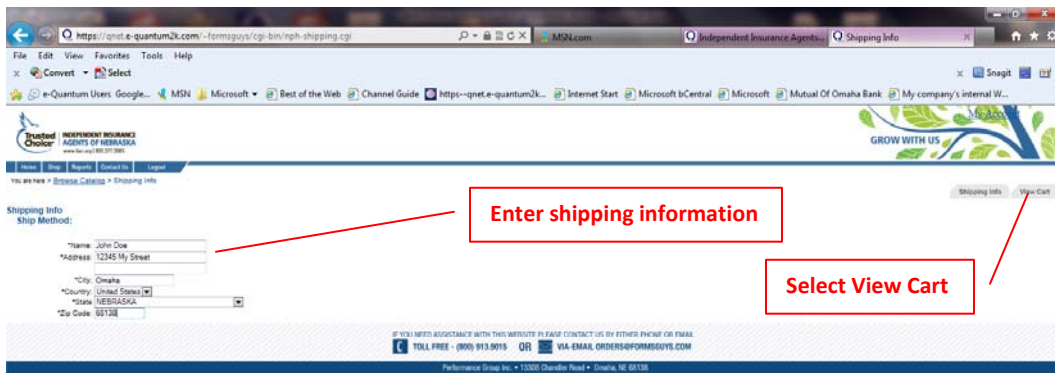
Select the **Quantity** you wish to order.

Then Select the **OK** button on the Item added to Cart message.

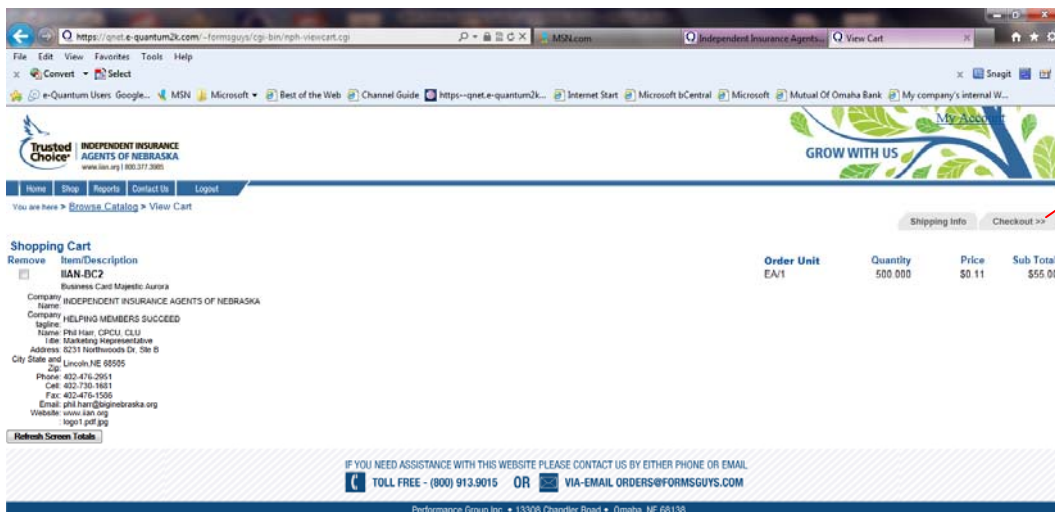


Select the **Shipping Info** tab.

Enter your shipping location information.

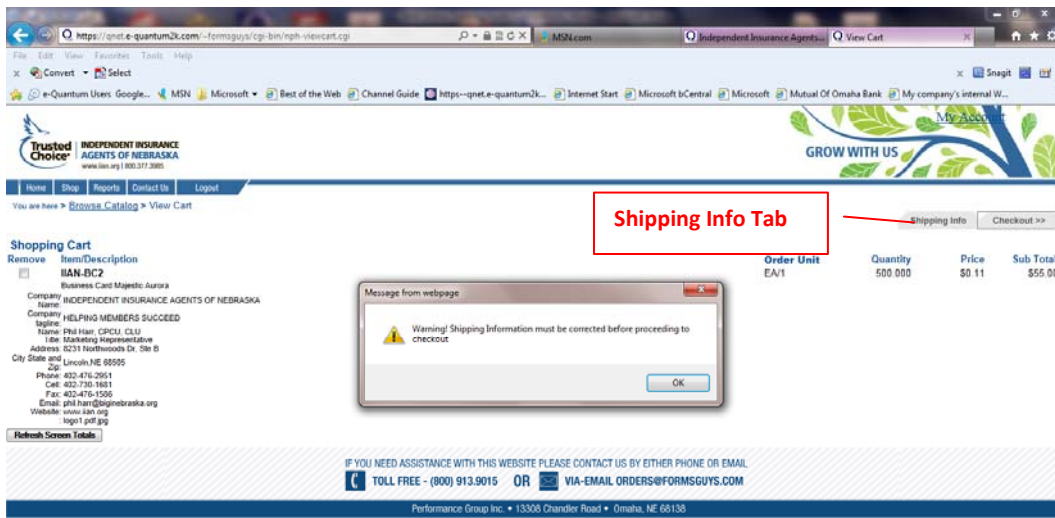


Select the **View Cart** button.



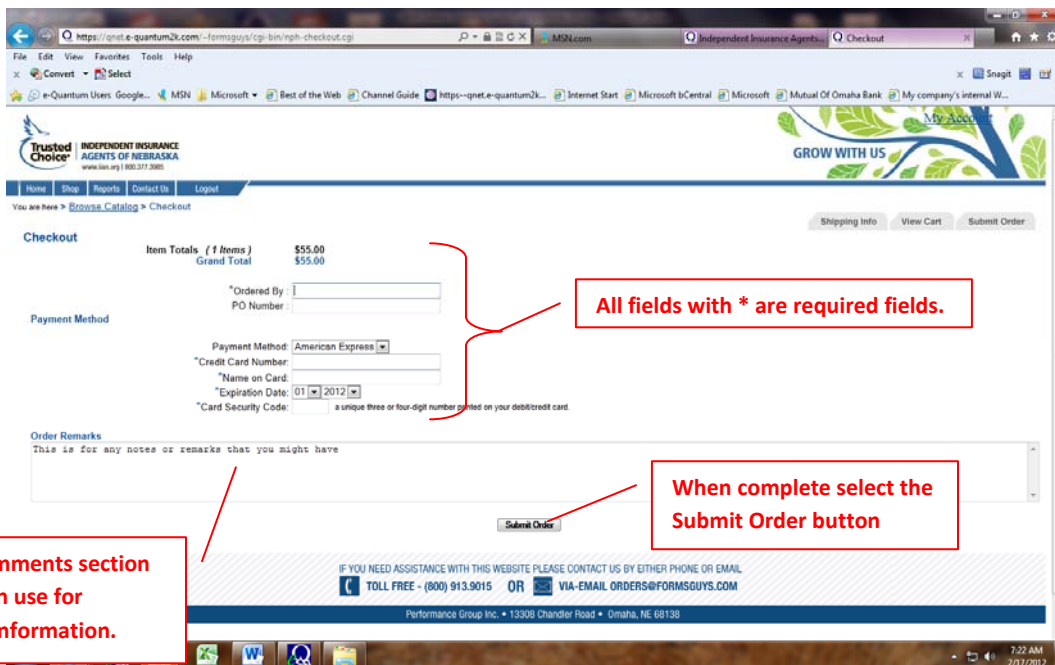
Verify the information in your cart. Then select the **Check Out** tab.

If you try to Check Out and you have not entered or selected your shipping location you will receive this error.



If you receive this error go to the **“Shipping Info”** tab and enter your shipping information.

Return to the **“View Cart”** screen then select the **“Check Out”** tab.



Select **“Submit Order”** button.

Your order has been submitted.
Please print out this order confirmation for your records.
Thank you

Order Number 19110

Ordered
By: nancy.robeson@biginebraska.org
Order Date: 02/17/2012
Ordered By : Phil Harr
PO Number : BC-102
Payment Method: Visa

Ship To
1
John Doe
12345 My Street
Omaha, NE 68138

Charge To
1
Independent Insurance Agents NE
8231 Northwoods Drive
Ste B
Lincoln, NE 68505
United States

Qty	Item/Description	Order Unit	Price	Total
500.000	IIAN-BC2 Business Card Majestic Aurora	EA/1	\$0.11	\$55.00

Company Name: INDEPENDENT INSURANCE AGENTS OF NEBRASKA
Company tagline: HELPING MEMBERS SUCCEED
Name: Phil Harr, CPCU, CLU
Title: Marketing Representative
Address: 8231 Northwoods Dr, Ste B
City State and Zip: Lincoln, NE 68505
Phone: 402-476-2951
Cell: 402-730-1681
Fax: 402-476-1586

Print a copy of the confirmation for your records.

Order Complete

Ordering of other products is handled in the same way as this example.