

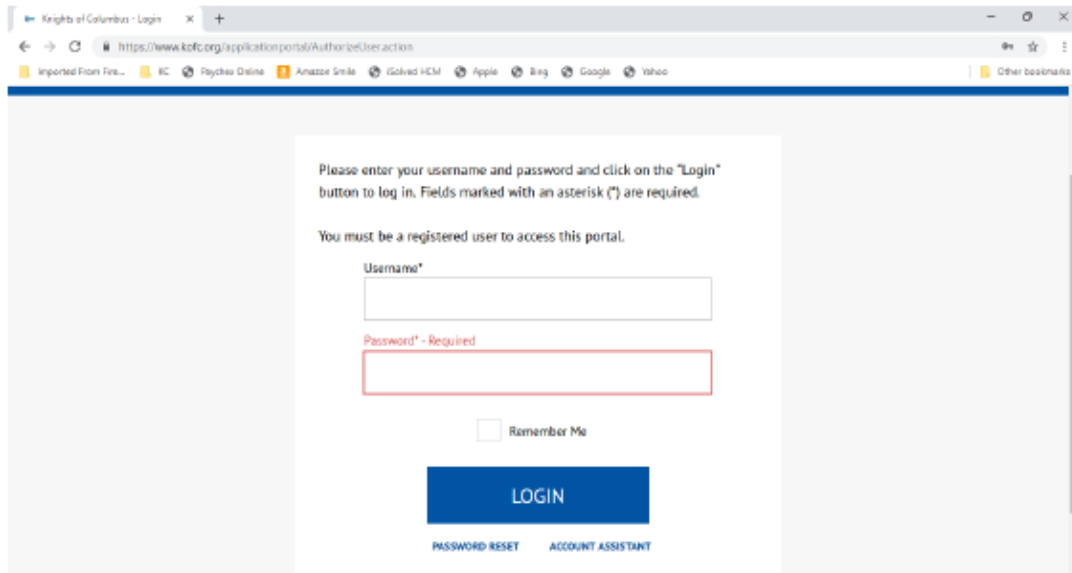


How To Order the Delta Church Drive Kit from Supplies Online

1. From the Knights of Columbus homepage (kofc.org). Select the Sign-In icon to get to the *Officers Online* Portal. You will need access to *Officers Online*, as well as your username and password, to complete this.

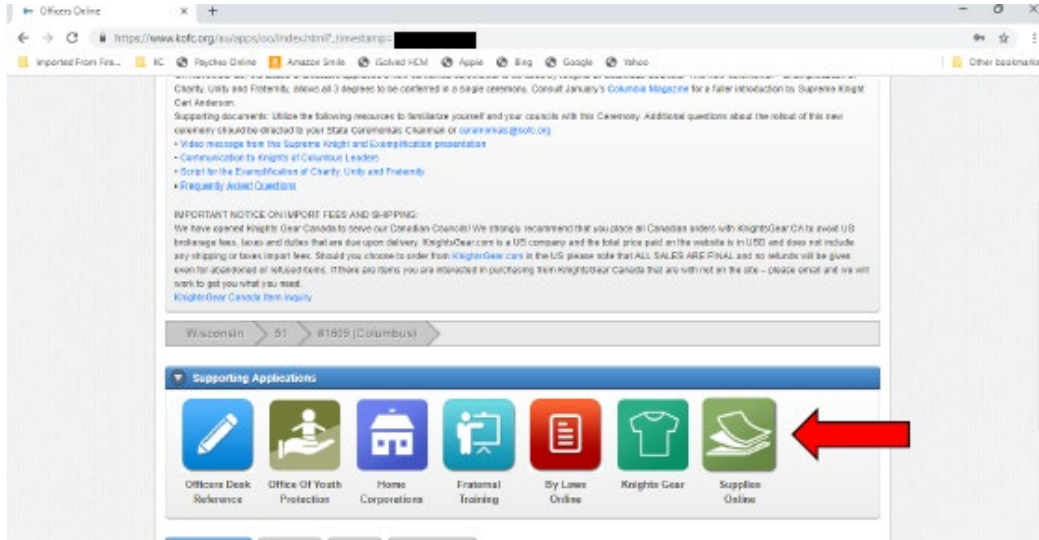


2. If you forgot your username or password, please use the "password reset" or "account assistant" to help with this.

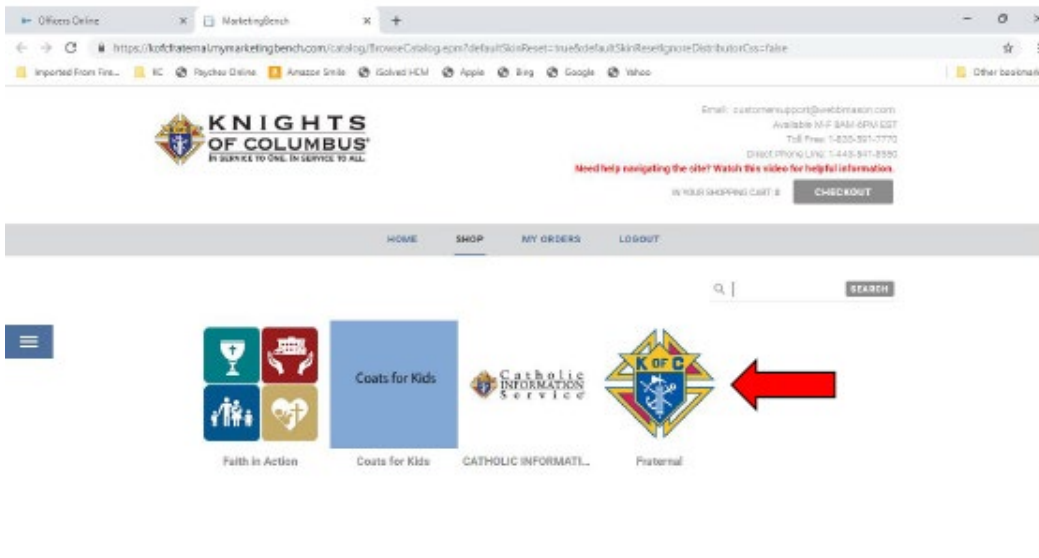




- When you are on *Officers Online*, select the *Supplies Online* icon. Canadian councils should select the *Canadian Supplies Online* icon.

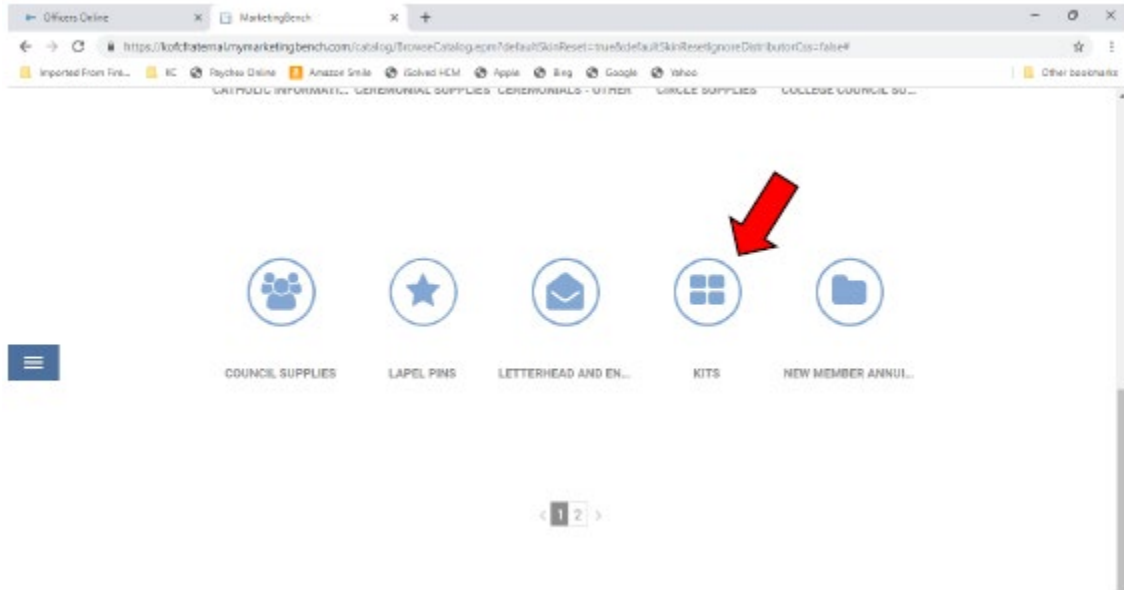


- When in the *Supplies Online* page, select the *Fraternal* icon. This is the Knights of Columbus emblem.

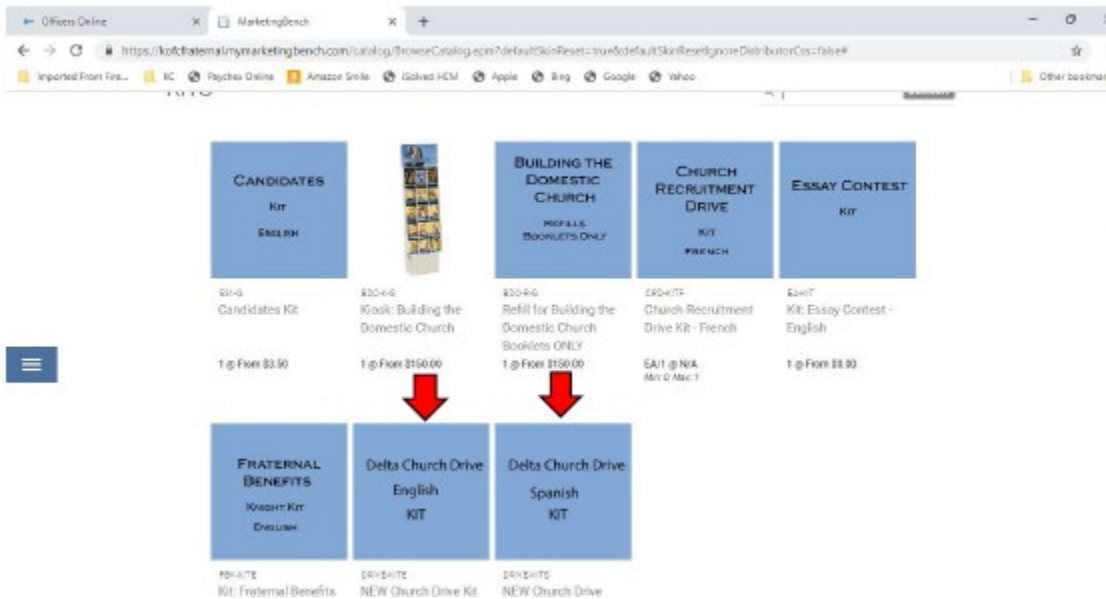




5. Scroll down on the fraternal page, and select the “kits” icon.

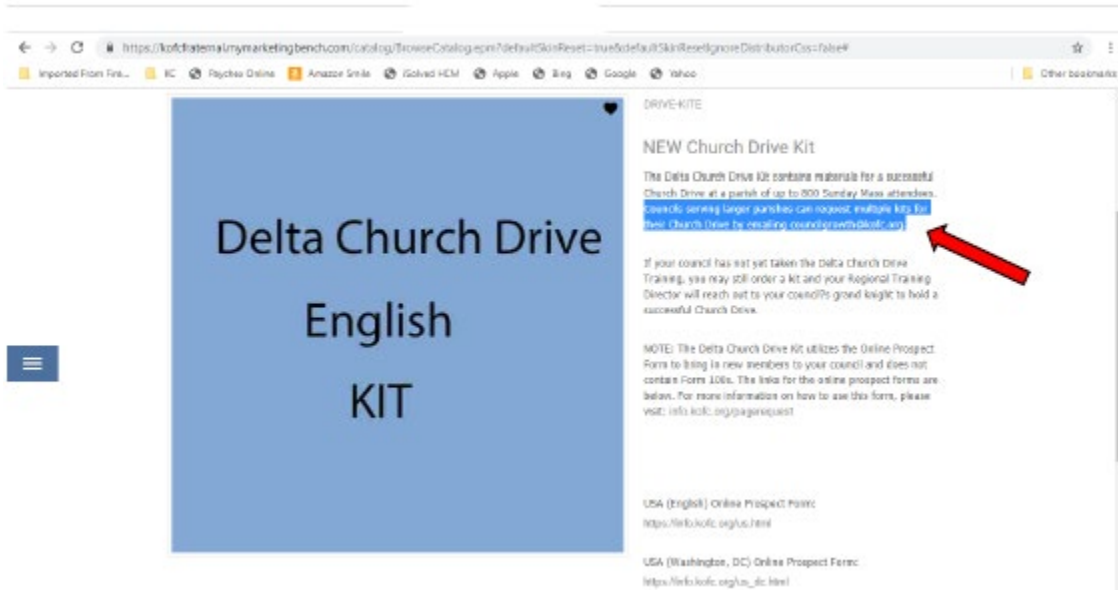


6. You will see the English and Spanish kits. Please select the one that you would like.

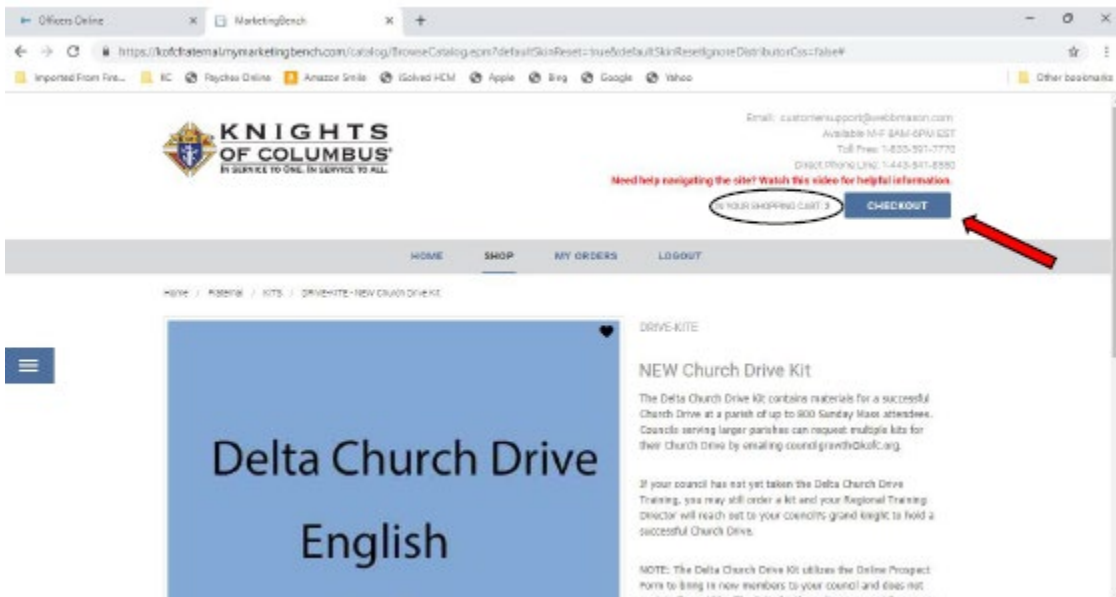




7. Enter either 1 or 2 kits. If you need more than that, please email your request to councilgrowth@kofc.org.



8. Make sure that the amount of kits you requested is correct and select the “checkout” icon.





- If you have not already had something shipped to through this portal, you may have to select the “enter a custom location” from the “select a location” pull down menu. Please fill out as precisely as possible. The page will need you to enter a credit card and the billing information, you will not be charged for the shipping of the delta kits if that is the only items on the order. **Please order Delta kits separate from any other supply orders. This will ensure you will not be charged.**

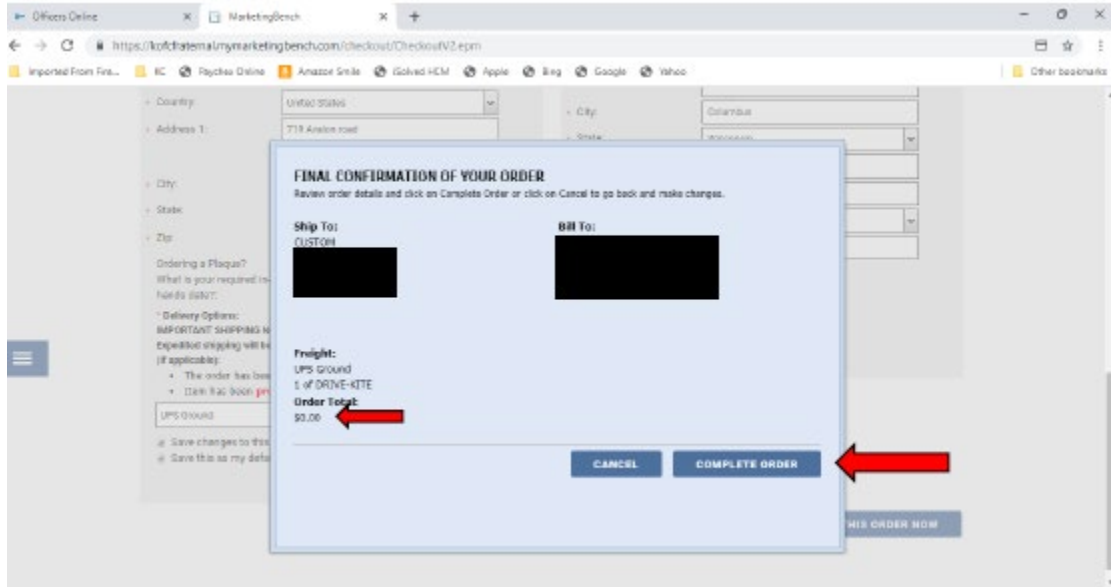
The screenshot shows a web browser window with the URL <https://kofcstoremymarketingbench.com/checkout/CheckoutV2.jsp>. The page is divided into two main sections: Shipping and Billing. The Shipping section includes a dropdown menu for "Select a Location" with "Enter a Custom Location" selected. Below this are fields for "Mark to the Attention of:", "Company Name/your Name", "Country" (set to "United States"), "Address 1:", "City" (set to "Columbus"), "State" (set to "Select a State"), and "Zip". There is also a section for "Ordering a Plaque?" with a text input field. The Billing section includes a dropdown menu for "Select a Payment Method:" and two checkboxes: "Save this credit card for later use?" and "Save this as my default payment method?". At the top right, there is a summary: "Handling: TBD" and "Total: \$0.00".

- Select “Place this Order Now” to see if you have any errors on the page and then continue.

The screenshot shows the same web browser window, but now the Shipping section is expanded. The "Country" dropdown is set to "United States". The "Address 1:" field is empty. The "City" field is set to "Columbus". The "State" dropdown is set to "Select a State". The "Zip" field is empty. Below the shipping information, there is a section for "Ordering a Plaque?" with a text input field. There is also a section for "Delivery Options" with a text input field. Below this, there is an "IMPORTANT SHIPPING NOTICE" section with the following text: "Expedited shipping will be effective once the following conditions have been met (if applicable):". Below this, there are two bullet points: "The order has been approved (not all orders need approval)" and "Item has been produced (non-inventory items)". At the bottom of the page, there are two buttons: "CONTINUE SHOPPING" and "PLACE THIS ORDER NOW". A red arrow points to the "PLACE THIS ORDER NOW" button.



11. When no more errors are detected, the pop-up will appear for your final check. Notice you were not charged. Select the “complete order” icon.



12. After a few moments of processing, you will see the “thank you for your order” page with your confirmation number and the email address it was sent to. Please write this number down before you exit the page.

