

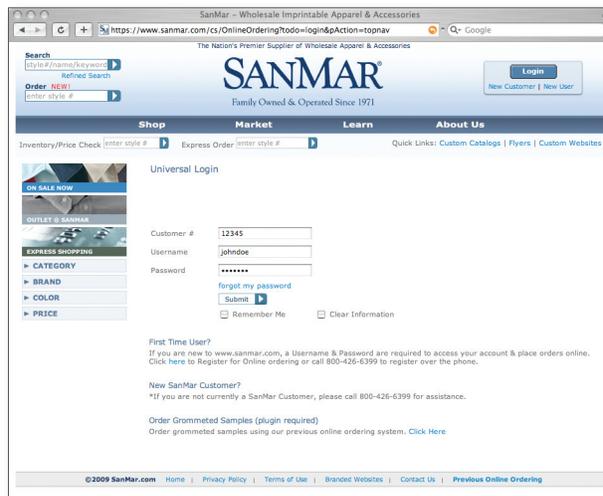
PACK SEPARATELY. SHIP TOGETHER.

Placing Orders on www.sanmar.com

1. Once on www.sanmar.com, click on the **Login** button in the upper right corner of the home page.



2. If you are not a registered SanMar web user, call SanMar Customer Care at 800.426.6399 for immediate registration. If already a web user, log on as usual with your Customer Number, Username and Password. Click **Submit**.



3. Begin shopping by browsing through the **Shop** menu or by entering a style number in the **Express Order** box.



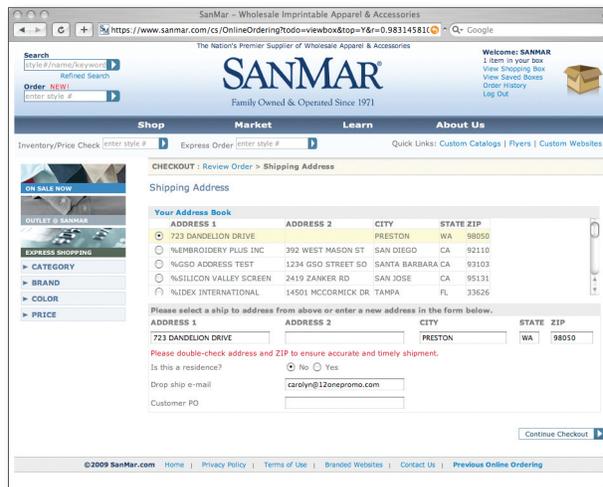
4. Once you have added the desired items to your **Shopping Box**, click **Proceed To Checkout**.



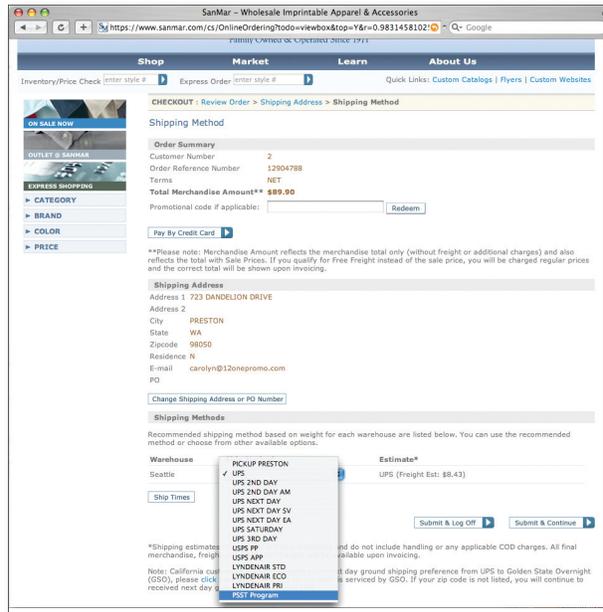
5. Verify that your order is correct and click **Continue Checkout**.



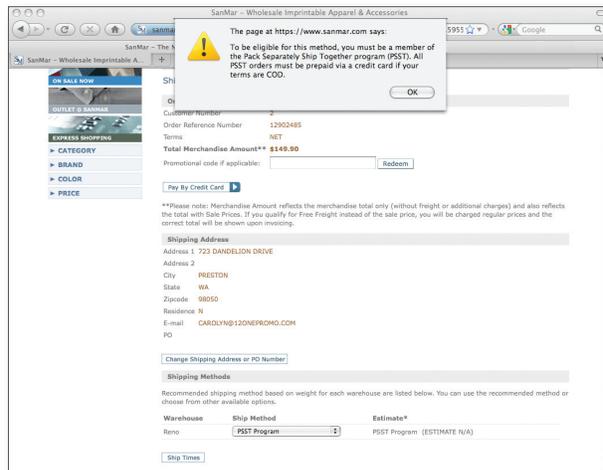
6. Either select a saved PSST decorator's shipping address in **Your Address Book** or enter a new PSST decorator's shipping address at the bottom portion of the screen. When you have finished, click **Continue Checkout**.



7. On the Shipping Methods page, verify that the ship-to address selected is your PSST decorator's address. Then use the **Ship Method** drop box to select **PSST Program**. This will ensure that your order is shipped on time via the appropriate PSST shipping method.



8. A pop-up dialogue box will appear as a reminder that in order to use this method you must be an approved user (by your decorator) of the PSST Program. Click **OK**.



9. Once you have finalized any other details on this page (e.g. Pay by Credit Card), select **Submit & Continue** to complete your order.