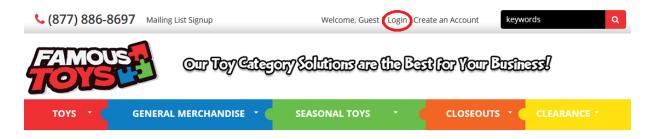
## How to Create an Order

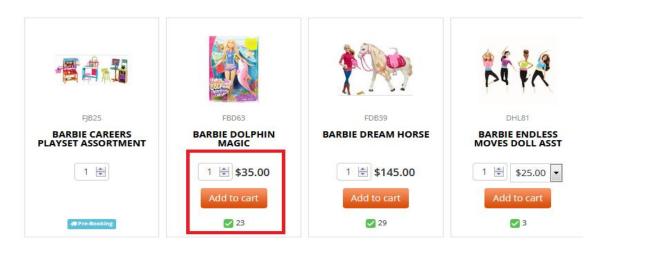
- 1. Navigate to <a href="www.cmsfamoustoys.ca">www.cmsfamoustoys.ca</a>
- 2. Login to your account.



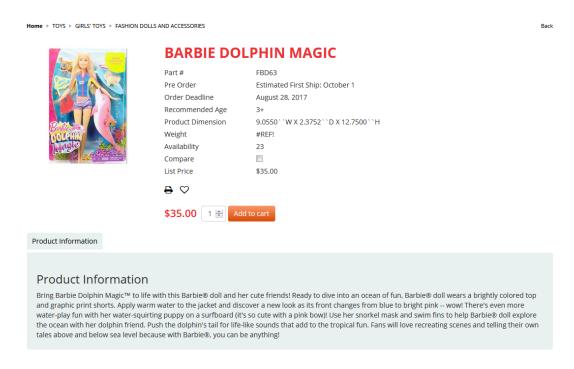
3. Use the buttons at the top of the page to navigate to different sections and see our products.



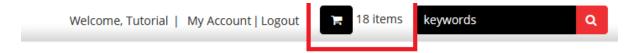
4. Use the "browse" view to quickly add items to your order by changing the quantity and clicking "Add to Cart"



5. You can also click on a product for more details about an item.

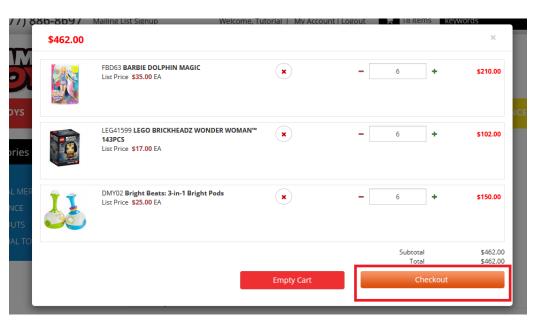


6. Once you have chosen all your items, click on the Shopping Cart icon in the top right to being the checkout process.

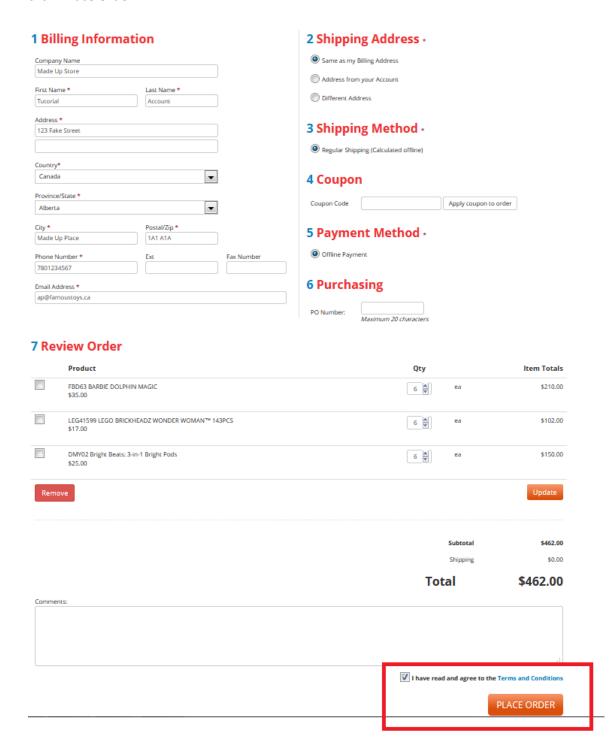


## effections are the Best for Your Business!

7. A pop-up will appear with your entire order. You can make any changes to quantities or remove items if you with. When you are ready, click the "Checkout" button.



8. The checkout screen will be automatically filled out with the billing and shipping information you entered when you created your account. Please double check it for accuracy before you finish your order. Any field marked with a red asterisk (\*) is mandatory to fill in. Once you are sure you want to place your order check the "I have read and agree to the Terms and Conditions box" (making sure to read our Terms and Conditions if you have note done so already) and then click "Place Order"



9. You will receive an order confirmation email once we have received your order. Our warehouse will pack and ship your order, which should arrive with an invoice. Payment is due within 30 days of receipt.



## CMS FamousToys: Order Confirmation

Order #: W000003221

Order Date: 2018-02-27

Payment Method: Offline Payment

Shipping Method: Regular Shipping (Calculated offline) (Regular Shipping (Calculated offline))

Order Total: \$462.00

## Billing Address Shipping Address

Company: Made Up Store Company: Made Up Store

Name: Tutorial Account Name: Tutorial Account

Address: Address:

123 Fake Street 123 Fake Street

City: Made Up Place City: Made Up Place

Province/State: Alberta Province/State: Alberta

Country: Canada Country: Canada

Doetal Codo: 141414 Doetal Codo: 141414