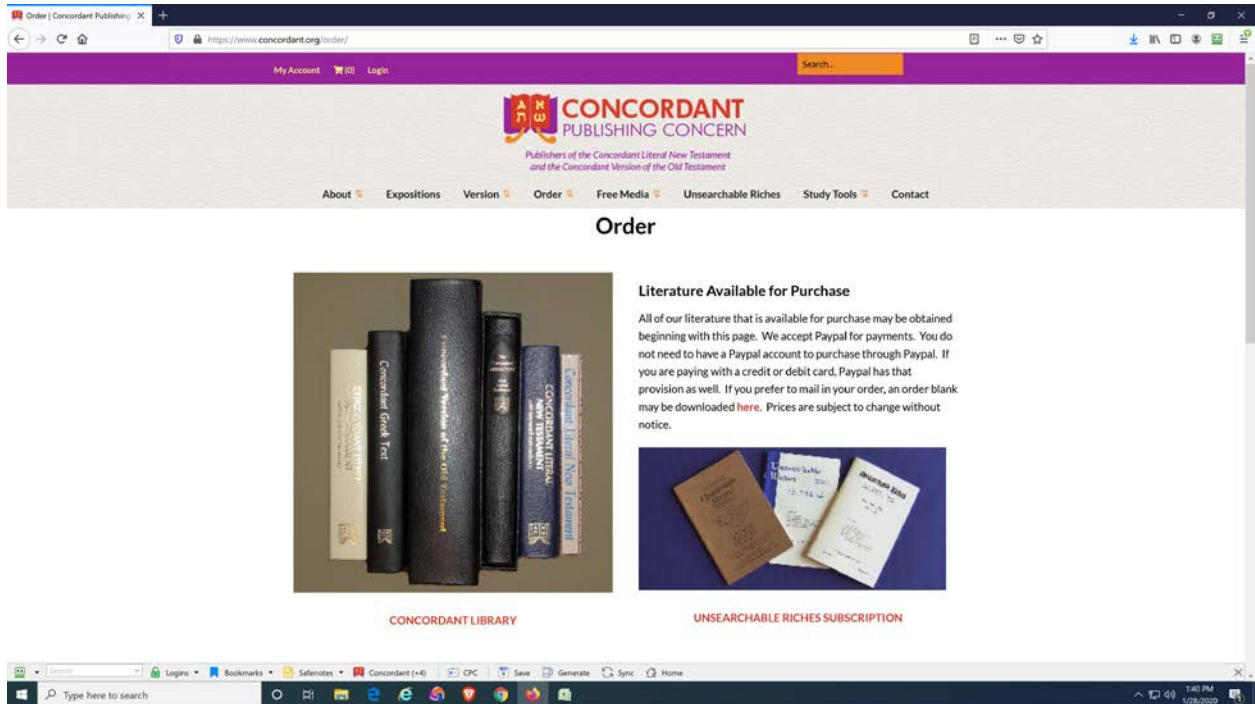


Instructions for Placing a Order and Checking Out on www.concordant.org

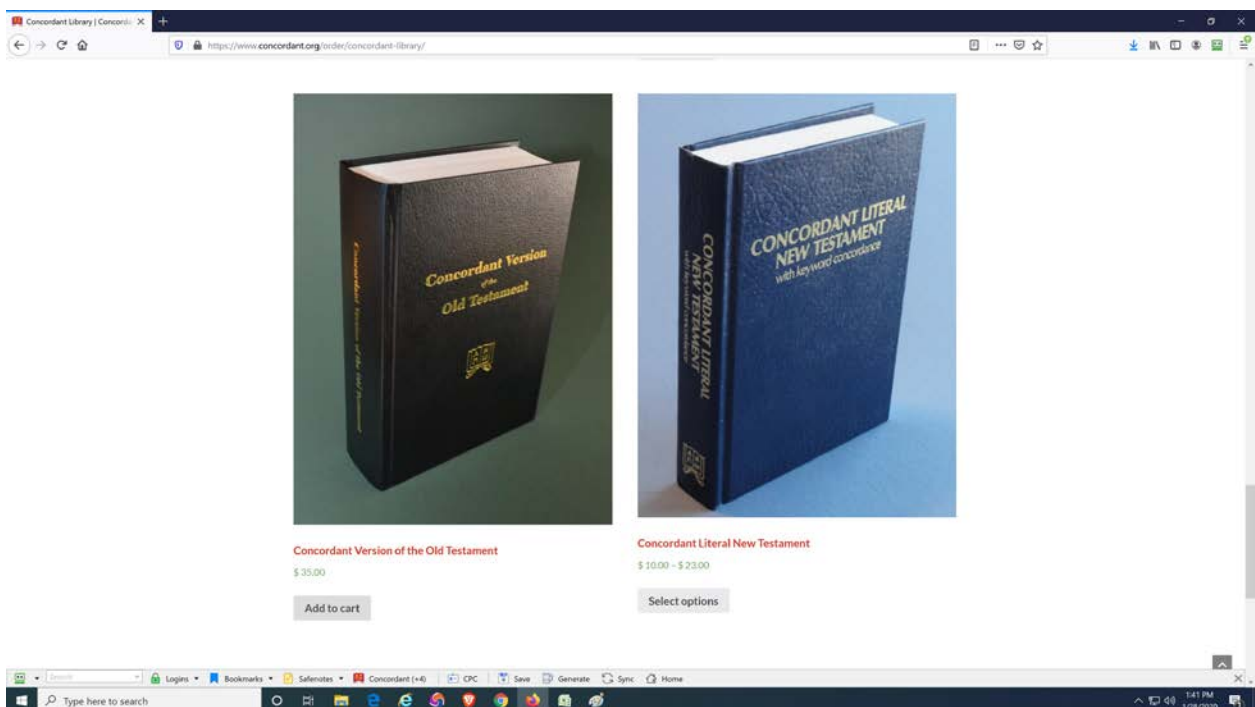
(Instructions are for a Windows-based PC.)

(These instructions are for those who are a first-time user of our checkout system)

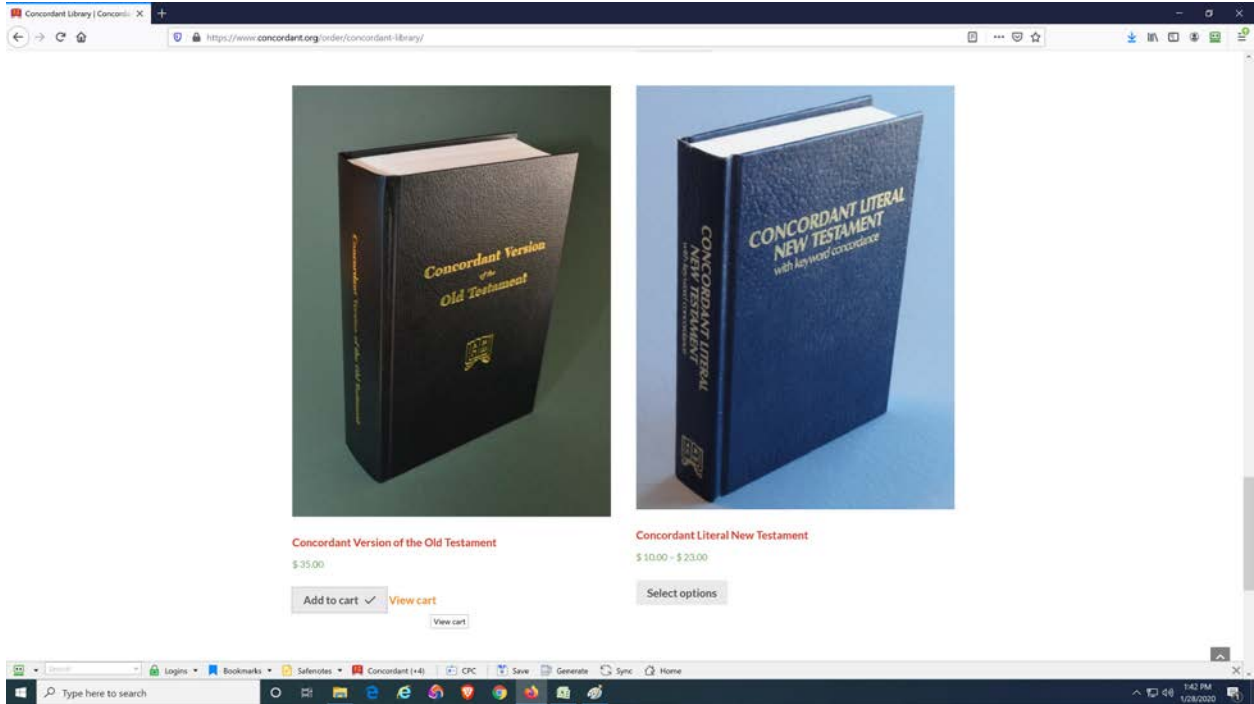
To purchase an item from Concordant Publishing, you must first go to the Order page: <https://www.concordant.org/order/>



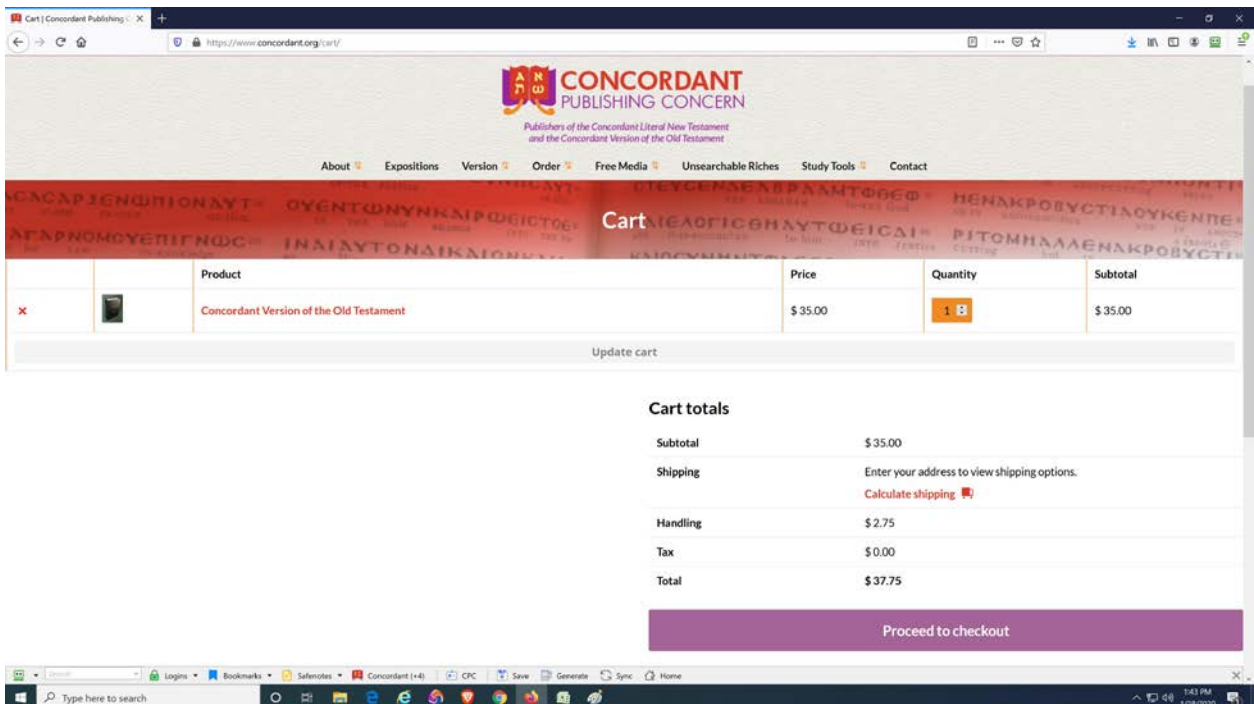
Then, choose the items you wish to order and add to Cart.



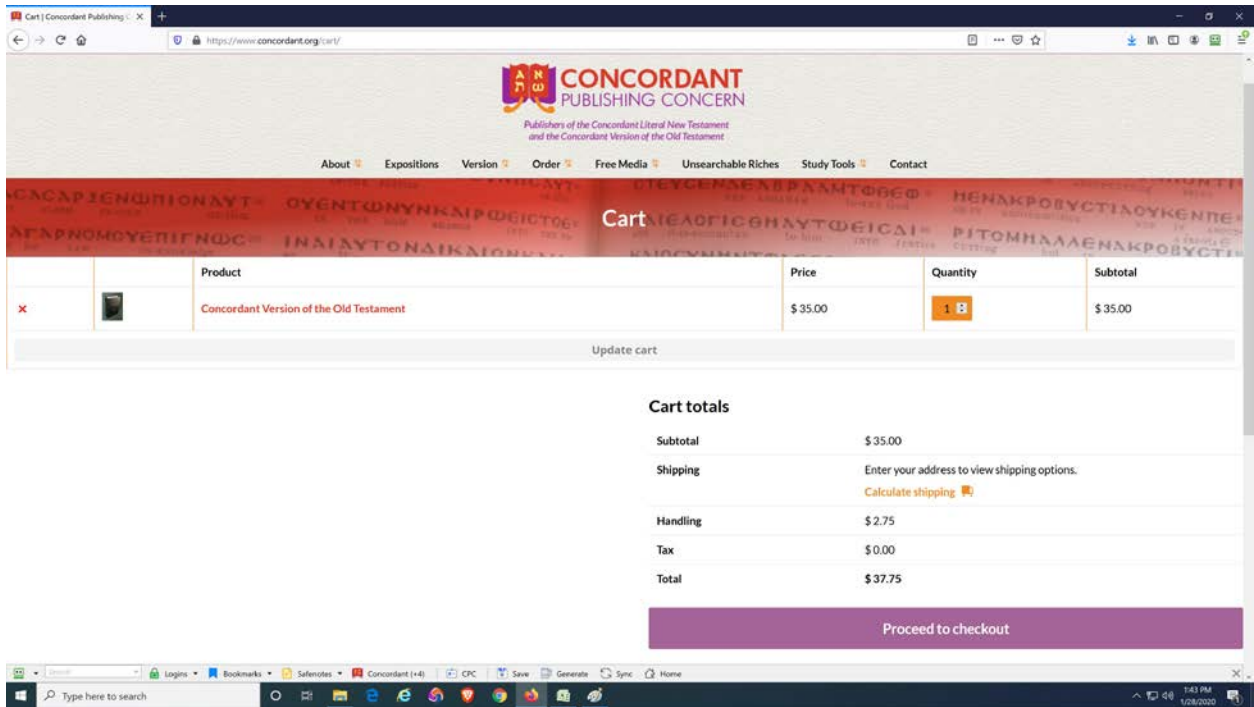
Choose the items you wish to order and add to Cart continued...



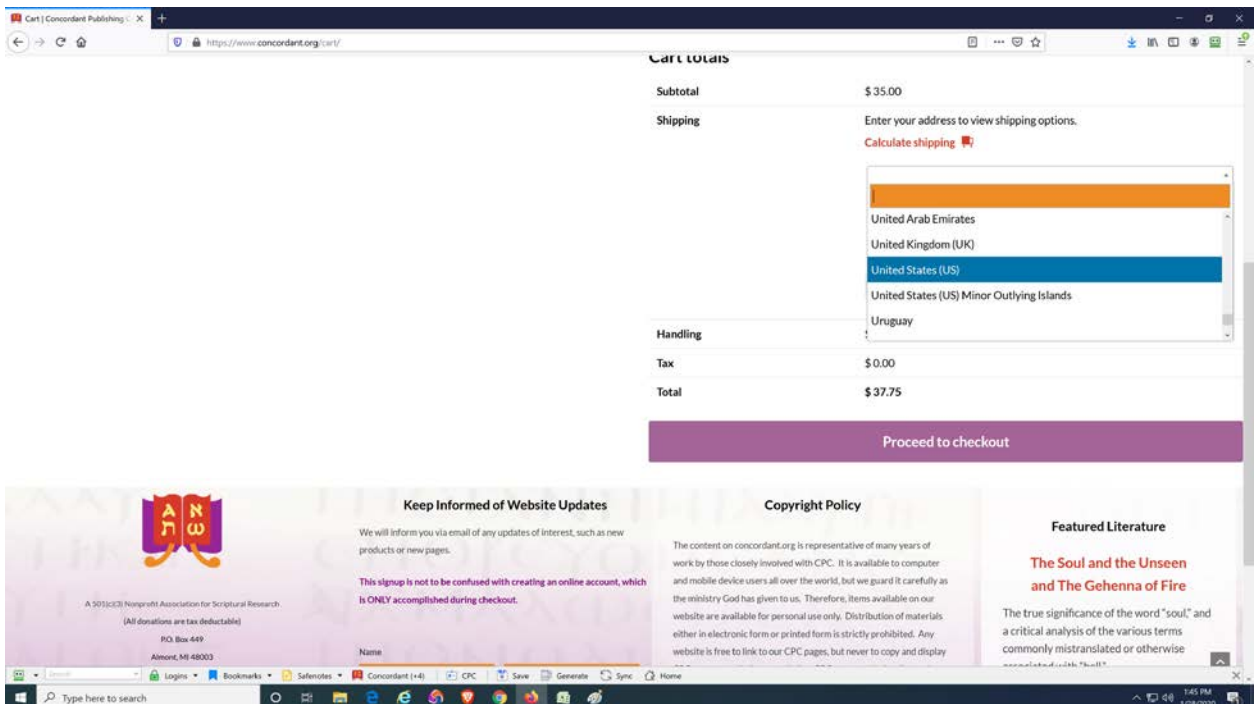
When finished choosing item you wish to purchase, click on “View Cart” or click on shopping cart icon at the top of the page.



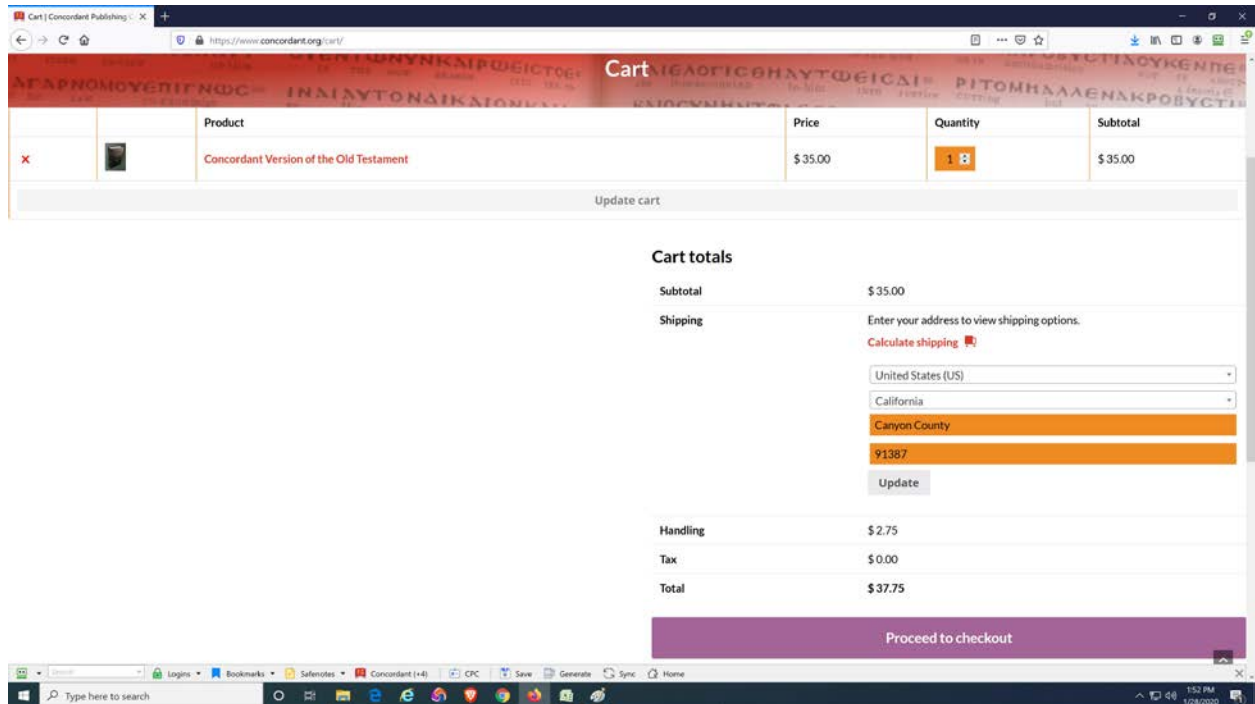
Once in the Cart, you will see the option “Calculate shipping.” Click on it.



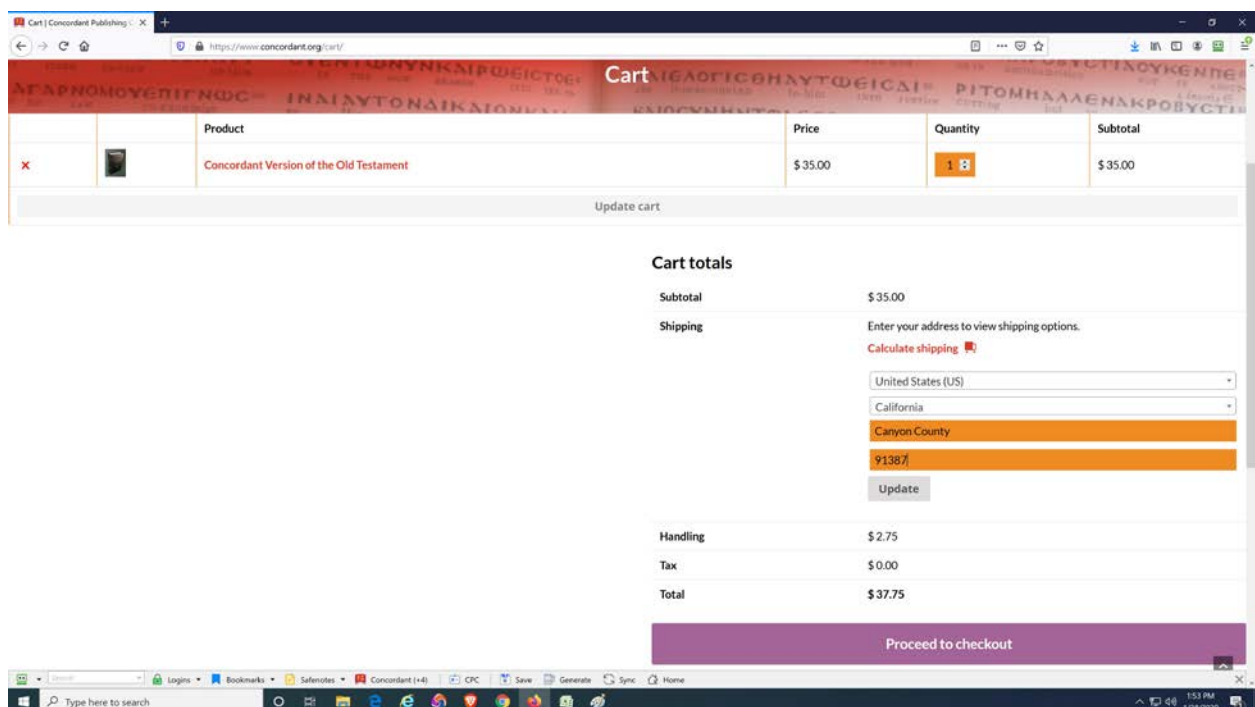
Once you click on “Calculate Shipping,” new fields appear. The first of which is to enter the country you are shipping to. (It is easy to miss this one) Scroll down and enter the Country.



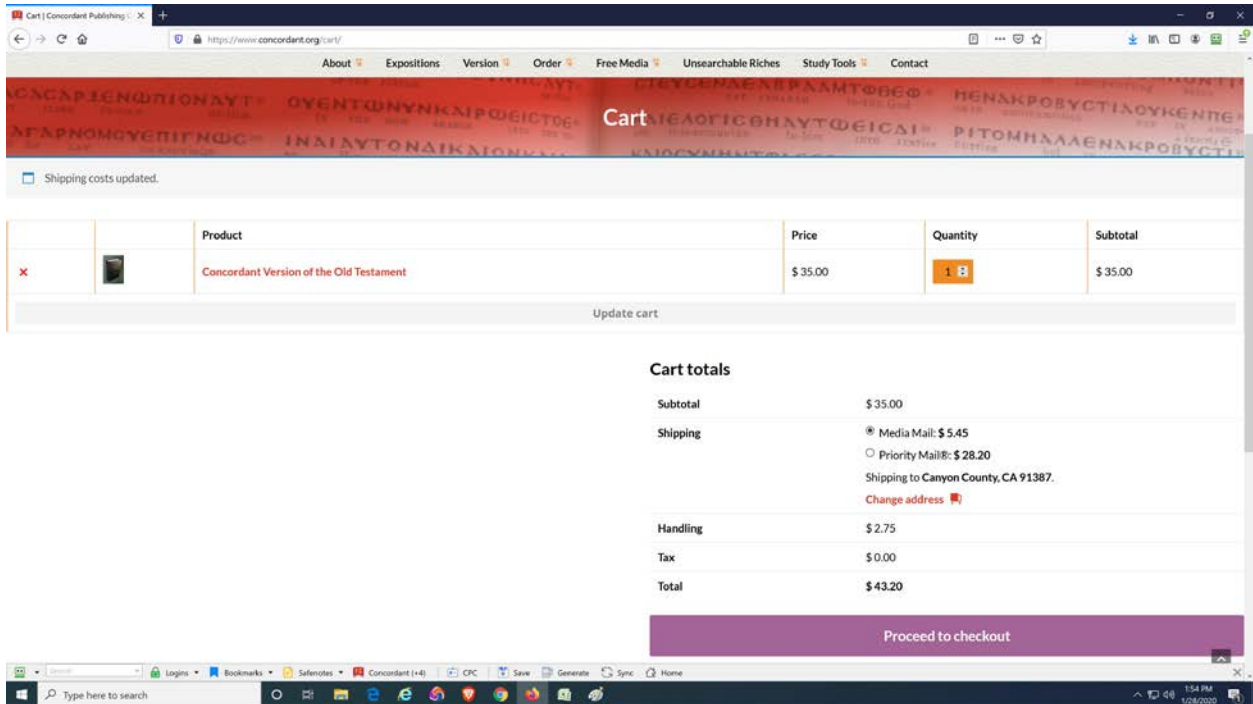
Proceed to fill the remaining fields: State, City, and Zipcode. (Zipcode appears if in United States)



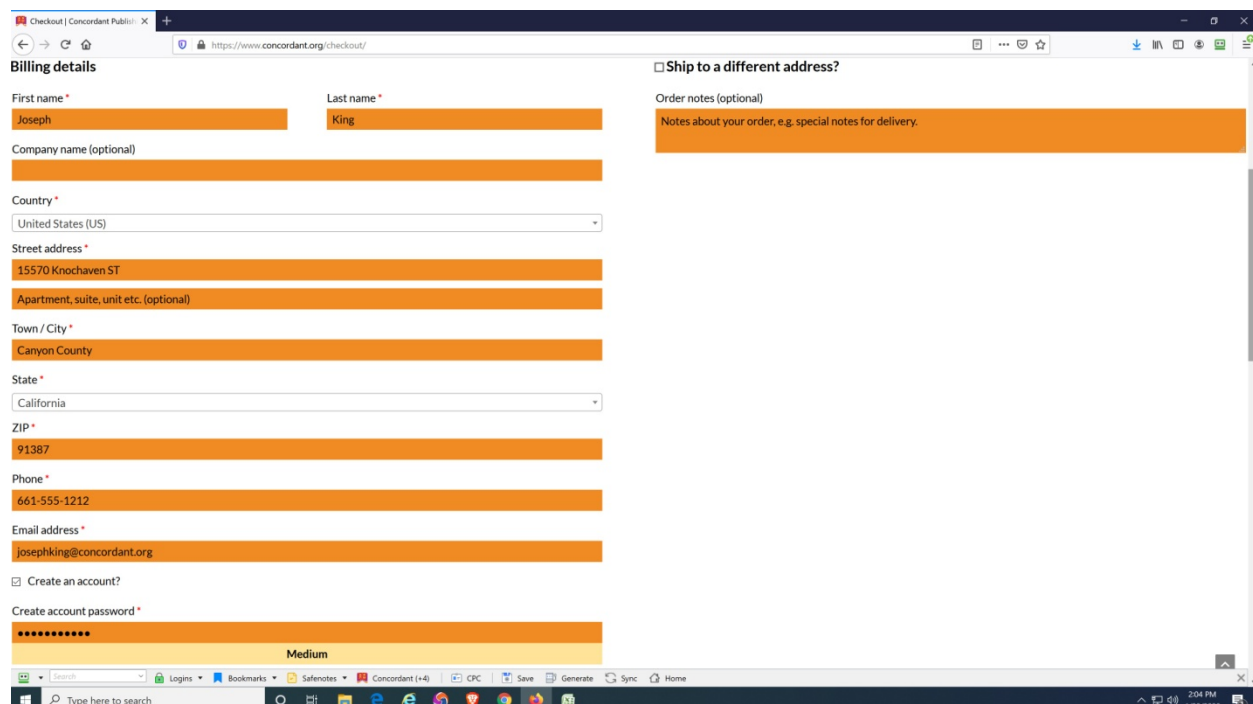
Once all of the fields have been filled, click on “Update.”



If you entered your information correctly, your shipping options will appear. These options will vary according to address and weight. Choose the option you prefer and click on “Proceed to Checkout.”



Enter your Billing details. This may or may not be the shipping address you want your order shipped to. If you want your order shipped to an address that differs from your Billing Address, check the “Ship to a Different Address” box.



If you clicked on “Ship to a Different Address,” fill in all fields.

At this point, you may click on “Create an Account.” A field will open for you to create a password. Once you enter a password, you may receive a message of a weak password, but if that is the password you want, it will still work. The advantage to creating an account is all of the fields will pre-fill in future sessions.

When finished, scroll to bottom of page and click on “Proceed to Paypal.” Paypal is our only method of payment online. You do not need to have a Paypal account to pay within Paypal. You may pay with a credit card once in Paypal.

The screenshot shows a web browser window with the URL <https://www.concordant.org/checkout/>. The page is titled "Checkout | Concordant Publications" and features two main sections: "Billing details" and "Ship to a different address?". Both sections contain identical form fields for personal and contact information, including first and last names (Joseph King), company name, country (United States), street address (15570 Knochaven ST), town/city (Canyon County), state (California), ZIP (91387), and phone number (661-555-1212). The email address is josephking@concordant.org. Below the shipping section, there is a "Create an account?" checkbox and a "Create account password" field with a strength indicator showing "Medium".

The screenshot shows the "Your order" section of the checkout page. It contains a table with the following items:

| Product | Subtotal |
|---|--|
| Concordant Version of the Old Testament x 1 | \$ 35.00 |
| Subtotal | \$ 35.00 |
| Shipping | <input checked="" type="radio"/> Media Mail: \$ 5.45 <input type="radio"/> Priority Mail®: \$ 28.20 |
| Handling | \$ 2.75 |
| Tax | \$ 0.00 |
| Total | \$ 43.20 |

Below the table, there is a disclaimer: "We utilize an industry recognized add-on for determining postage in "Checkout." Depending upon the combination of items, it is usually very accurate. There are times when it is not 100% accurate. If the shipping amount is less than what it will take to ship the items, we ship them anyway. If the amount is more, however, we ask that you recognize that we did our very best. You may always contact us using our email address before purchasing."

The bottom of the page features the PayPal logo and a "Proceed to PayPal" button. A note states: "PAY via PAYPAL — When ordering online, you must pay via Paypal. — You may pay with a Credit Card even if you do not have a Paypal account. — Continue by clicking on "Proceed to Paypal." — Once in Paypal, click on "Pay with Debit or Credit Card.""

Once in Paypal, choose the appropriate method of payment, as suitable.

The screenshot displays the PayPal Guest Checkout interface. At the top, there's a 'PayPal' logo and a balance of '\$43.20 USD'. Below the logo, there's a 'Have a PayPal account?' section with a 'Log In' button. To the right, a shield icon is accompanied by the text 'PayPal is the safer, easier way to pay' and 'No matter where you shop, we keep your financial information secure.' The main form is titled 'PayPal Guest Checkout' and includes a disclaimer: 'We don't share your financial details with the merchant.' The form fields are: Country/Region (United States), Card number, Expires, CSC, First name (Joseph), Last name (King), Billing address (Street address, PO Box ???, Apt., ste., bldg., City: Canyon County, California, ZIP code: 91387), and Contact information (Phone type: Mobile, Phone number: +1 (861) 555-1212, Email: josephking@concordant.org). A 'Pay Now' button is located at the bottom of the form.

After payment is completed, your order will be shipped to you in the manner that you chose during Checkout. Shipping out of the United States is expensive. Our checkout system is attached directly to the United States Postal System.

Below is verbiage that you will see during the checkout process:

We utilize an industry recognized add-on for determining postage in "Checkout." Depending upon the combination of items, it is usually very accurate. There are times when it is not 100% accurate. If the shipping amount is less than what it will take to ship the items, we ship them anyway. If the amount is more, however, we ask that you recognize that we did our very best. You may always contact us using our email address before purchasing.