

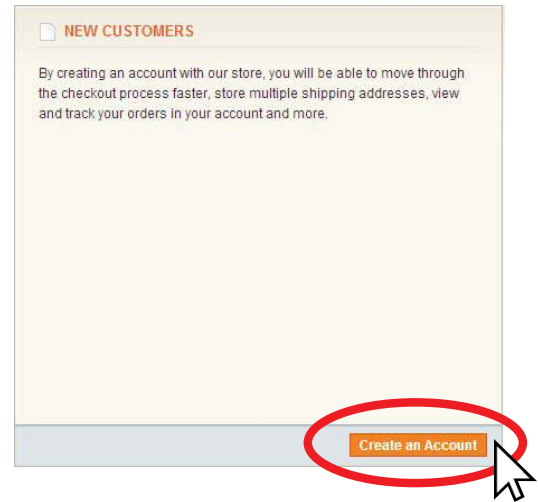
1.

- To begin, please go to: www.giftstotheyanks.org
- Next, go to the top right corner under the Search bar, and click "Log In."



2.

- Under the New Customers box, please select "CREATE AN ACCOUNT."



3.

- As a NEW CUSTOMER, please fill in all the required fields by providing:
 - your First Name and Last Name
 - your Email Address
 - your American Legion ID



- Once you have filled in all the fields, click



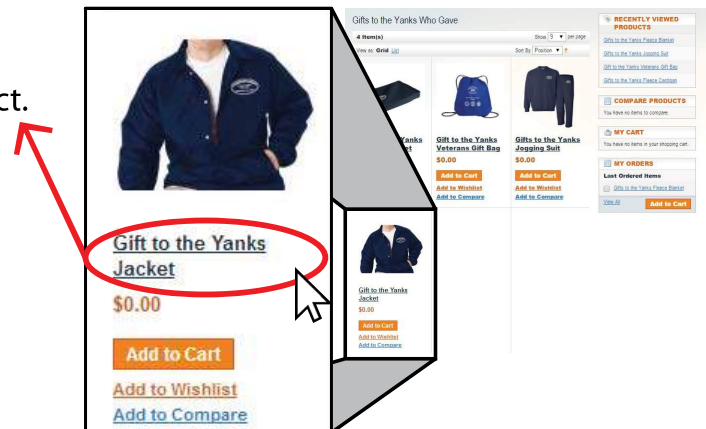
4.

- On the next page, please click:



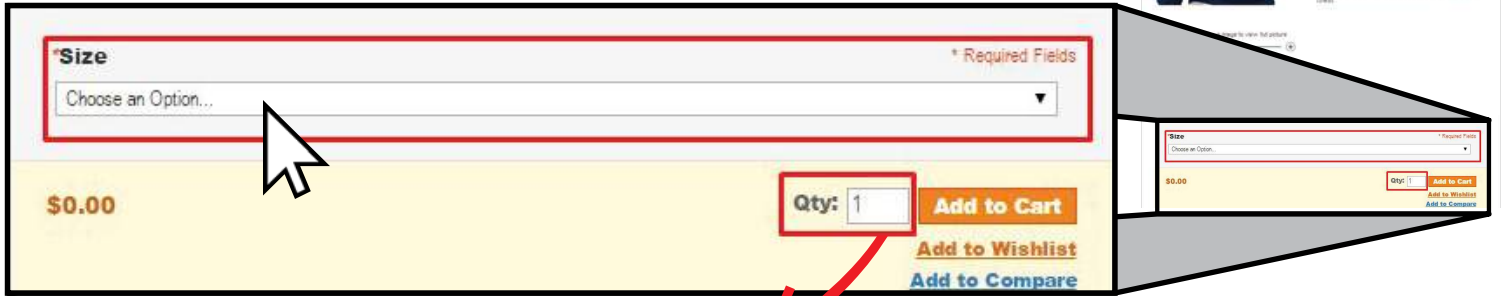
5.

- You will be directed to the Product page.
- Please click on the NAME of any product.



6.

- Look for the SIZE box below the product images.
- Select the size you need.



- Type in the QUANTITY that you need.
- When you have chosen the size and quantity that you need, click **Add to Cart**
- The item will be added to your cart, and you will get a GREEN message at the top.



7.

- To select more gifts, click the "Gifts to the Yanks Who Gave" link. It is located under the American Legion logo.



- If you are ready to checkout, go to the right side of the webpage, and click the CHECKOUT button.



8.

Checkout

1 VA Hospital or Nursing Home Information

Select a billing address from your address book or enter a new address.

New Address

First Name* Last Name*

Hospital

Address*

City* State/Province*

Zip/Postal Code Country*

Telephone* Fax

Save in address book

Ship to this address

Ship to different address

* Required Fields

Continue

YOUR CHECKOUT PROGRESS

Billing Address

Shipping Address

Shipping Method

Payment Method

2 American Legion Representative Information

3 Shipping Method

4 Payment Information

5 Order Review

- You have reached the Ccheckout page.
- Please refer to the "How to Checkout" handout in order to proceed with your order.

HOW TO CHECKOUT - Gifts to the Yanks who Gave

1.

- Under “American Legion Representative Information,” fill in your personal information, even if you may not be a representative.

1 American Legion Representative Information

- Make sure to have “Ship to different address” selected.

Hello Rep,
PLEASE MAKE SURE TO CHECK "SHIP TO DIFFERENT ADDRESS"!
 Save in address book
 Ship to this address
 Ship to different address <--PLEASE SELECT THIS!

- Next, click “Continue”

Continue



2.

- Under “VA Hospital or Nursing Home Information,” fill in the information for the hospital or nursing home. If the order is for homebound veterans, replace the hospital name with “Homebound”

2 VA Hospital or Nursing Home Information

- Do NOT click any of these boxes. Please leave them empty.



Hello Rep,
PLEASE DO NOT CHECK THIS BOX!
 Save in address book
 Use Billing Address <-- Do NOT select this box.

- Next, click “Continue”

Continue



3.

- Under “Shipping Method,” you do not need to do anything.
- Please click “Continue.”

Continue



4.

- Under “Payment Information,” you do not need to do anything. You will NOT be charged.
- Please click “Continue.”

Continue



HOW TO CHECKOUT (Page 2)

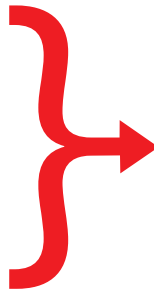
5.

- Step 5 is your "Order Review."

5 Order Review			
Product Name	Price	Qty	Subtotal
Gifts to the Yanks Jogging Suit	\$0.00	2	\$0.00
Size			
L			
Subtotal			\$0.00
Shipping & Handling (Free Shipping - Free)			\$0.00
Grand Total			\$0.00

- Please fill out the required information:

- number of Male Veterans
- number of Female Veterans
- Legion District
- Legina Post #
- Legion Division



Male Veterans*

Female Veterans*

Legion District*

Legion Post #*

Legion Division*

6.

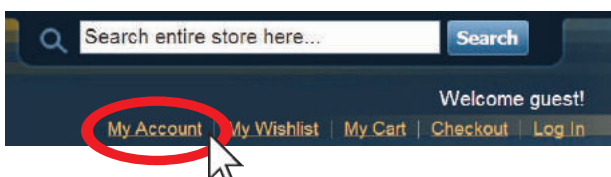
- Once you have filled in all the required information, click on "Place Order."



- You are all done!

7.

- To review any past orders, go to "My Account" under the search bar.



- Select "My Orders" on the left side of the web page to view the orders you have made.

