

American Association of Bioanalysts

2009 Program Catalog Online Instructions

- Click on a category to view available programs.
- Select a program by checking its box in the right hand column. You may click on a Program Name to view additional options.
- Place the cursor over a program to see additional information.
- The Product Box at the top right will keep selected programs and total cost.
- Return to the Program Category page to view additional programs. The Product Box will continue to keep tally of your order.
- You can delete a program by un-checking the box.
- Select Complete Order, in the Product Box when you have selected all desired programs.
- The next page will permit you to proceed to checkout or update your order.
- There are 3 steps to the checkout.
 - Complete the billing address information.
 - Complete the shipping address, if different from the billing address.
 - Review and submit your order.
- If you are an existing customer you can use your account number and password to populate the billing address fields.
- If you are a new customer complete the required billing address information.
- If your shipping address is the same, check the box and the shipping fields will be populated.
- On the final page enter your payment information.
- If using a PO#, type in that number, mark the box above for “Invoice me”, then skip to the next section. If paying by credit card complete that section. Your card will not be charged until the order is processed and order verification has been emailed.
- Review your order information. You are still able at this point to change your order. Click the **Change Order** link at the bottom of the **Product Order Box**. You will be directed back to your “cart”, where you will be able to add, delete and update your account.
- Indicate whether or not you would like your results to be sent to your State Regulatory Agency by typing in your CLIA, COLA or CAP #, or whether you wish your results to be used for only internal use. **Note:** State regulations may override this request.
- Enter the name you would like imprinted on your Certificate of Participation.
- Type in your email addresses if you would like an email Order Notification.
- Enter any special instructions in the comments section.
- Click the **Place Order** link to submit order.
- Finally, click on the print page link at the top and save your payment summary information for your files.