

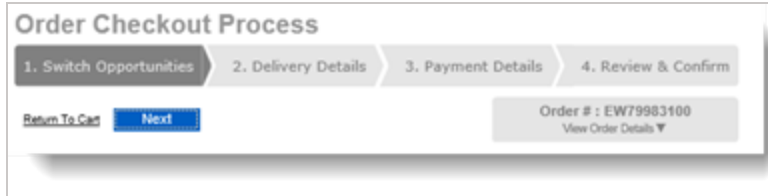
Modify Your Shipping Address During Check Out

Begin the Check Out Process

- Click on **Check Out** in the Shopping Cart Summary.
- Or click on **Check Out** in the Shopping Cart page.

Progress Bar

- There can be up to 5 steps in the checkout process depending on your account setup and the content of your order.
 - Switch Opportunities
 - Product Accessories
 - Delivery Details
 - Payment Details
 - Review & Confirm
- You will be able to change the shipping address at the **Delivery Details** step.



Delivery Details

The **Delivery Details** screen appears for every order, but its content may vary depending on the items in your cart.

- Your account's **Delivery Address** appears by default.
- You can modify the shipping address for an alternative one; however, note that a validation of the postal code will be performed and the latter must remain in the zone of the province of the previously selected ship-to account.
 - If the order is to be shipped in a different province, you will have to return to the shopping cart and select a ship-to account whose default address corresponds to the province in which you want the order to be delivered.



Remember to double check the shipping address in order to avoid delays in shipping your order.

The screenshot shows the "Delivery Details" form. At the top, there is a progress bar with steps: 1. Switch Opportunities, 2. Delivery Details, 3. Payment Details, and 4. Review & Confirm. Below the progress bar are buttons for "Return To Cart", "Previous", and "Next". On the right side, there is a box containing "Order #: EW79983100" and a link to "View Order Details". The main form area is titled "Delivery Details" and contains a "Delivery Address" section with the following fields: Company Name (Cambridge School), Attention (Jamina Miller), Street Address (550 PENDANT DRIVE), Building/Floor/Suite/Room (SUITE 222), City, Province (MISSISSAUGA ON), Postal Code (L7T2K6), and Delivery Instruction (DO NOT use to specify alternate address location or for Special Delivery products). There is a note that asterisks indicate required fields.