CREATE YOUR ONLINE ACCOUNT. FOLLOW THESE SIMPLE STEPS:

1. Go to our website homepage (www.NYICS.org) and click “STORE” in the toolbar tab
   - A “Welcome to our Online Store!” page will appear
   - Above the word ‘Store’, click Sign in
   - A “Sign In” dialogue box appears

FIRST TIME USERS must click Create an account at the bottom of the box
   - A “Create new account” dialog box will appear
     - Fill in NAME—(recommend entering the name of the individual who places your orders)
     - Fill in EMAIL—(use an address that should receive order confirmations)
     - Fill in PASSWORD—(should be unique to your store account & will be needed each time you log in to the store)
   Click [Register]

2. You are brought to a “Welcome to our online store!” page on our website; simultaneously you will receive an email (sent to the address entered above at Sign in) advising: “To start making purchases, you must first confirm your organization’s status as a non-profit entity by clicking here.” (Note: The word here in the email is a hyperlink to the ICS website.)
   - Clicking on here takes you to a “Confirm non-profit entity status” page on our website; you must complete the online form—please note:
     - First Name/Last Name must match the name used above at Sign in
     - Email address must match the one used above at Sign in
     - ICS account #—if you are an existing ICS customer and do not remember your account number, your request will be accepted even if this field is left blank.
   Click [Submit]

3. You are brought to a page on the ICS website that reads as follows:
   “Thank you. Your form has been submitted and your account will be activated within 24 hours. Upon activation, you will receive an email.”
   - Once you do receive the email confirming that your account has been activated, you must refresh your web browser (or shut it down) before you can begin shopping online.

Once your account has been set up, each time you want to shop online...
...simply click on Sign in on the "Welcome to our online store!” page
...enter your email and password in the ‘dialog’ box
...then click [Sign in]—YOU ARE READY TO BEGIN SHOPPING.

WE HOPE YOU ENJOY YOUR ONLINE SHOPPING EXPERIENCE.