

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.