

IRWA Marketplace

IMPORTANT NOTE: IT MAY TAKE 14 DAYS FOR MATERIALS TO BE DELIVERED FROM THE DATE ORDERED. IF YOU NEED QUICKER DELIVERY, PLEASE CONTACT NATHAN CRUZADO, CURRICULUM COORDINATOR, AT (310) 538-0233 EXT. 124.

1. Go to <http://marketplace.mimeo.com/irwa>
2. Click “Sign up here!” to create an account.

https://marketplace.mimeo.com/irwa

Account Login

*Passcode:
[Text Input Field]

*Email Address:
[Text Input Field]

*Password:
[Text Input Field]

Submit Cancel

Did you forget your password?
Need an account? [Sign up here!](#)

3. Fill in the information. The Passcode is **irwaeducation**
4. Click the box indicating “I agree to the terms of service” then click the “Sign Up” button.

https://marketplace.mimeo.com/SignUp.aspx?mpld=7079519c04284543a38354e2a7!

Sign Up

Country: United States

First Name: [Text Input Field]

Last Name: [Text Input Field]

Company: [Text Input Field]

Email: [Text Input Field]

Street: [Text Input Field]

Suite/Floor: [Text Input Field]

City: [Text Input Field]

State/Province: Alabama

Zip/Postal Code: [Text Input Field]

Phone: [Text Input Field]

Passcode: [Text Input Field]

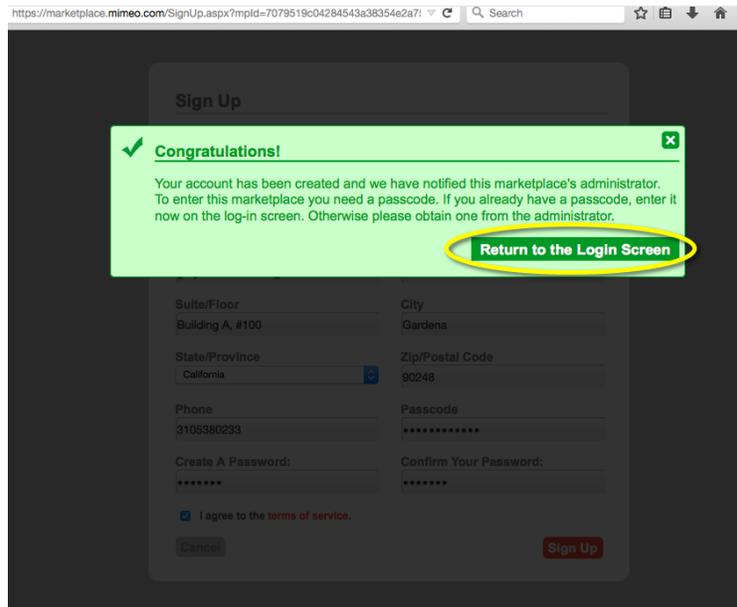
Create A Password: [Text Input Field]

Confirm Your Password: [Text Input Field]

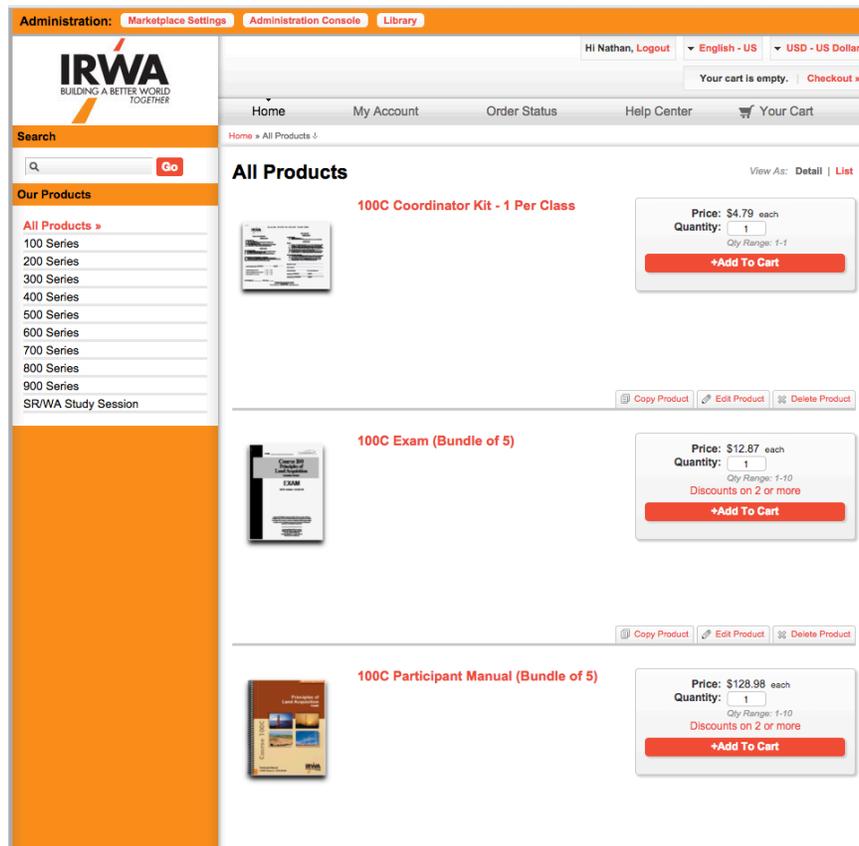
I agree to the terms of service.

Cancel Sign Up

5. After successful sign up, you will see the screen below. Click the “Return to the Login Screen” button.



6. If you entered the Passcode during the sign up process, you should be taken straight to the Marketplace homepage. If you did not enter the Passcode during sign up, you will see the login page from step 1. Enter your login information including the Passcode **irwaeducation** to enter the Marketplace.



7. From the homepage, select the appropriate Course Series then click on the course that needs materials.

The screenshot displays the IRWA website interface. At the top left is the IRWA logo with the tagline "BUILDING A BETTER WORLD TOGETHER". The top right corner shows the user "Hi Bonnie, Logout" and the language "English - US". Below this is a cart status: "Your cart is empty. | Checkout »". A navigation bar contains links for "Home", "My Account", "Order Status", "Help Center", and "Your Cart".

The main content area shows a breadcrumb trail: "Home » 100 Series » 105 ↓". The page title is "105". On the left, a "Search" bar is present. Below it, the "Our Products" section lists various series, with "100 Series" and "105 »" circled in yellow. The main product listing features three items:

- 105 Coordinator Kit - 1 Per Class**: Includes a thumbnail image of a kit, a quantity selector set to "1" (with a range of 1-1), and a red "+Add To Cart" button.
- 105 Exam (Bundle of 5)**: Includes a thumbnail image of an exam bundle, a quantity selector set to "1" (with a range of 1-10), and a red "+Add To Cart" button.
- 105 Participant Manual (Bundle of 5)**: Includes a thumbnail image of a manual, a quantity selector set to "1" (with a range of 1-10), and a red "+Add To Cart" button.

At the bottom right of the product listing area, there are links for "View As: Detail | List".

8. Manual & exam are bundled in quantities of 5. Each class receives 1 coordinator kit. Select the number of materials needed, and add these items to Mimeo's shopping cart.

3 Items, | [Checkout »](#)

[Home](#) [My Account](#) [Order Status](#) [Help Center](#) [Your Cart](#)

[Home](#) » [100 Series](#) » 105 ↓

105

[View As: Detail | List](#)



105 Coordinator Kit - 1 Per Class

Each class receives 1 coordinator kit, so click the "Add to Cart" button.

Quantity:
Qty Range: 1-1

[+Add To Cart](#)

✓ 1 of this item have been added to your cart



105 Exam (Bundle of 5)

Because exam bundles are in quantities of 5, if you need 15 exams, type "3" in the quantity box, and click the "Add to Cart" button.

Quantity:
Qty Range: 1-10

[+Add To Cart](#)

✓ 3 of this item have been added to your cart



105 Participant Manual (Bundle of 5)

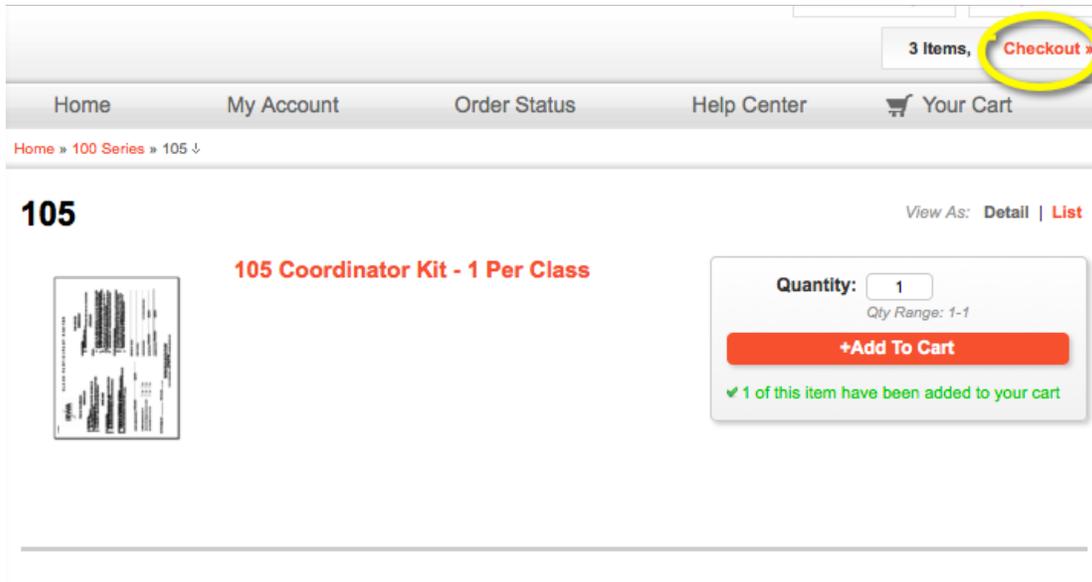
Because participant manual bundles are in quantities of 5, if you need 15 exams, type "3" in the quantity box, and click the "Add to Cart" button.

Quantity:
Qty Range: 1-10

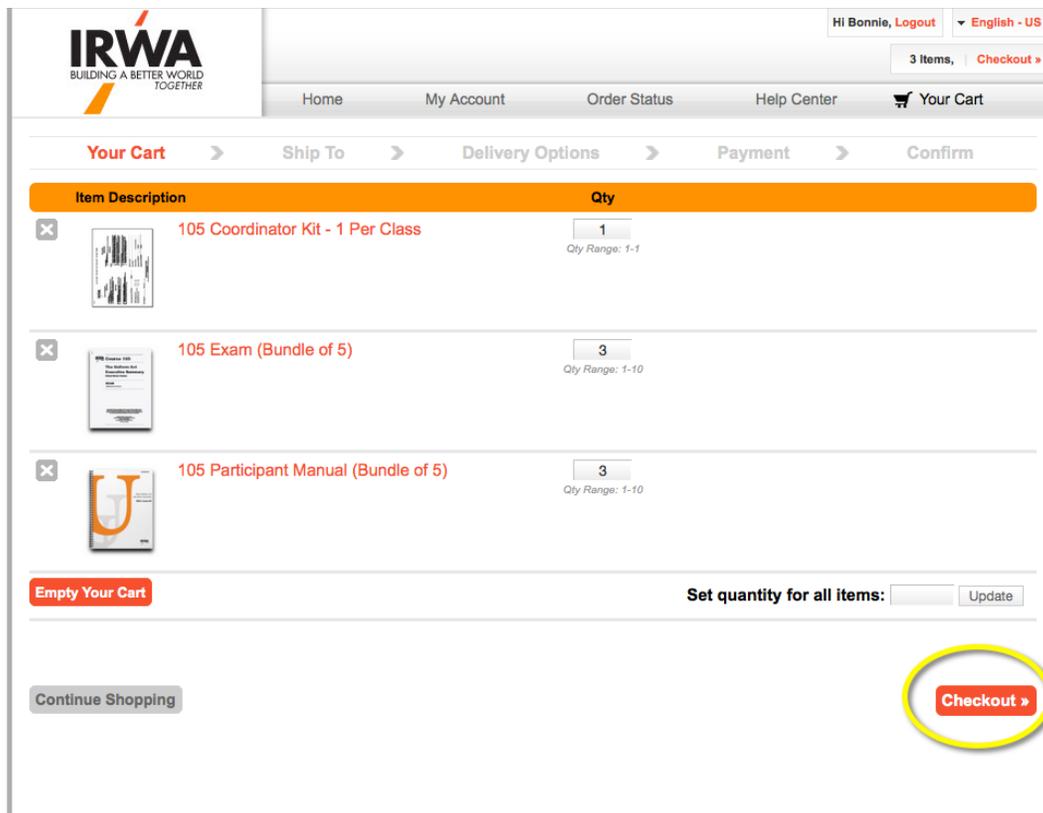
[+Add To Cart](#)

✓ 3 of this item have been added to your cart

9. Once coordinators have made their selection, they click “Checkout” button at the top of the screen.



10. You will see an order confirmation screen where you can adjust the order as needed. Once the order is correct, they click on the “Checkout” button at the bottom of the screen.



11. Enter your delivery address, and make sure you select “Yes” next to “Save this address?” By saving the address, you will not need to re-enter your address if you order materials for another class.
12. Click the “Continue” button.

IRWA
BUILDING A BETTER WORLD
TOGETHER

3 Items, | [Checkout »](#)

[Home](#) [My Account](#) [Order Status](#) [Help Center](#) [Your Cart](#)

[Your Cart](#) > [Ship To](#) > [Delivery Options](#) > [Payment](#) > [Confirm](#)

Where would you like us to ship your order?

Select from address book:

*Country:

*First Name:

*Last Name:

Company:

*Street:

Suite/Floor:

*City:

*State/Province:

*Zip/Postal Code

*Phone:

Email:

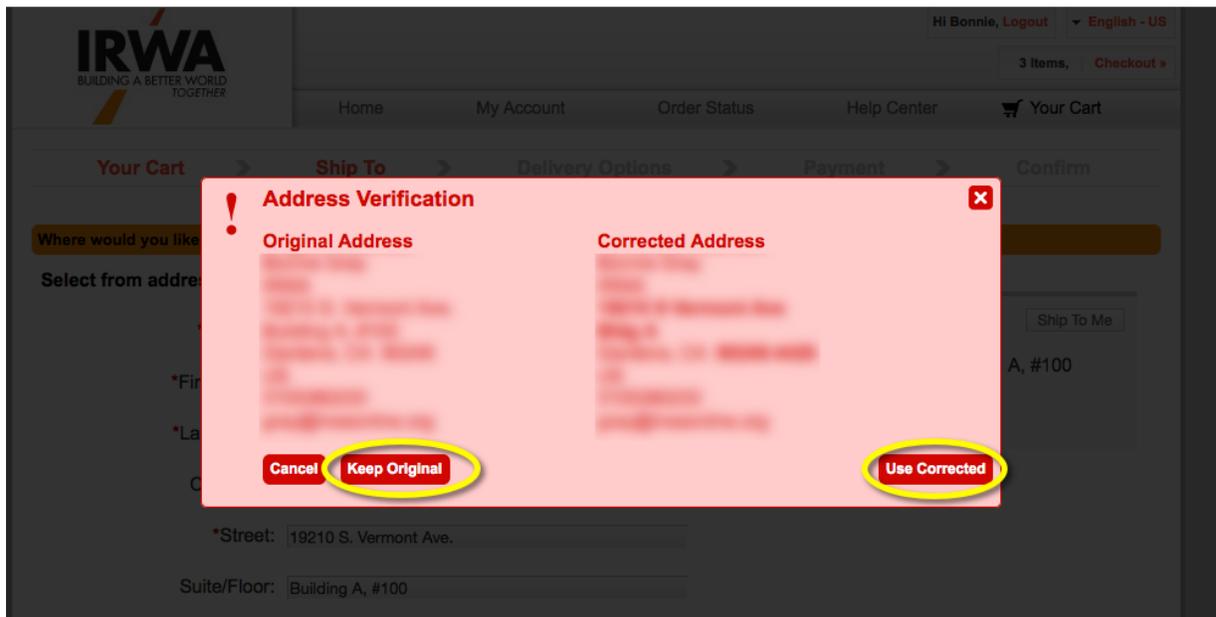
Save this address? Yes No

Packing Slip Message:

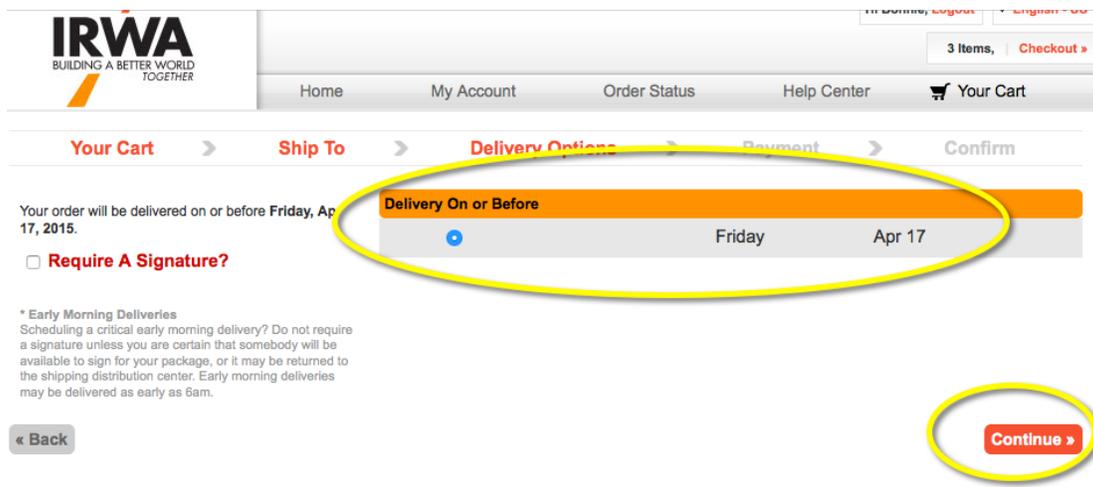
* Indicates required field.

[« Back](#) [Continue »](#)

13. Depending on address verification, you may or may not see the following screen. At this screen select either “Keep Original” or “Use Corrected”.



14. You will see a confirmation screen providing the expected delivery date. After reviewing this information, click the “Continue” button at the bottom of the screen.



15. Materials orders are billed directly to IRWA HQ, so coordinators do not need to input payment information, however, they need to input a unique 36-character “Event #” and their name and chapter number. The unique “Event #” will have been sent to the coordinator in a separate email. After this information is complete, click the “Continue” button.

The screenshot shows the IRWA checkout process. At the top, the IRWA logo is on the left, and user information 'Hi Nathan, Logout' and 'English - US' is on the right. A navigation bar includes 'Home', 'My Account', 'Order Status', 'Help Center', and 'Your Cart'. Below this is a progress bar with steps: 'Your Cart', 'Ship To', 'Delivery Options', 'Payment', and 'Confirm'. The current step is 'Payment', with a sub-header 'Please Select A Payment Type'. Underneath, 'Corporate Credit' is selected. The 'Corporate Information' section contains three required fields: 'Event #', 'Coordinator Name', and 'Chapter Number'. The 'Event #', 'Coordinator Name', and 'Chapter Number' fields are highlighted with yellow circles. A 'Continue' button is located at the bottom right, and a 'Back' button is at the bottom left.

16. Check the box next to “I agree to the return policy and the Terms and Conditions”

17. Click “Place Your Order”

The screenshot shows the IRWA checkout process. At the top, the browser address bar shows 'https://marketplace.mimeo.com/index.aspx?&catalogId=7079519c04284543a38354e2a75c04'. The page displays 'FRESNO, CA 93710' and 'Email:'. Below this, it states 'Corporate credit will be billed.' and 'Event #:'. The 'Coordinator Name:' field is also visible. The 'Packing Slip Message:' field is empty. The delivery date is 'Thursday, Apr 16, 2015' and 'Signature Required: Yes'. The 'Item Description' section lists two items: '501 Exam & Auxiliary (Bundle of 5)' and '501 Participant Manual (Bundle of 5)'. Below this is the 'Return Policy' section, which states: 'The contents of your purchase are custom built just for you after you place your order. Because of this, we cannot accept returns. If there is a problem with the quality of the physical materials (e.g. printing or binding issues), please contact our customer care department. For additional information, please read our Terms & Conditions.' The checkbox for 'I agree to the return policy and the Terms & Conditions.' is highlighted with a yellow circle. The 'Place Your Order' button is also highlighted with a yellow circle. A 'Back' button is at the bottom left, and an 'Edit Your Cart' button is at the top right.

18. You will see the successful order screen. Note that orders may be reviewed by IRWA. This will not affect the delivery date of your materials.

The screenshot shows the IRWA website's order confirmation page. At the top left is the IRWA logo with the tagline "BUILDING A BETTER WORLD TOGETHER". On the top right, there is a user profile for "Hi Nathan, Logout" and a language selector set to "English - US". Below this, a message states "Your cart is empty. Checkout >". A navigation bar contains links for "Home", "My Account", "Order Status", "Help Center", and "Your Cart".

The main heading reads: **Congratulations! You have successfully completed your order.**

A red-bordered warning box contains the following text: **! Your order requires approval**
You will receive an email within 96 hours notifying you of the approval outcome. This process should not prevent your order from being delivered on time.

Below the warning, a message states: "We have sent an order confirmation to cruzado@irwaonline.org which you will be receiving shortly. Feel free to track your shipment by clicking **"Order Status"** in the menu above and entering your order number."

Order Number	Placed	Status	Receipt
00-2004-00227-75391	April 02, 2015	Pending Approval	Download

At the bottom left is a "Continue Shopping" button. At the bottom right is a "Send to Another Recipient >" button.

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All products ordered through this catalog are produced and distributed by Mimeo.com. Your order will arrive in a box similar to the one you see to the right.