

## 2. ORDER / PAYMENT

The Order ID process is very simple and intuitive. Just follow the steps.

### **PLEASE PAY ATTENTION TO 5.A. BELOW TO ENTER YOUR INFORMATION**

1. Click on "**Add to Cart & Upload**" below.

2. **Upload** your pdf and jpeg Files: Make sure the files are each under 1 MB. Click on the "**Select Files**" box (or Drop and Drag the files into the box), this will take you to your PC / Docs. Navigate to your dd214.pdf file and your photo.jpeg file. Click on your .pdf and .jpeg Files, then Click "**Open**" on your PC screen, then back to the Upload page, Click on "**Start Upload**". You should see both files Uploaded below, by name, file size and a green line with 100%.

3. Then Click on the "**View Cart**" box on the bottom left. This will take you to your Cart.

4. **Cart:** The Cart should have Product: IC Card and 2 Uploaded files, Price \$16.12, Quantity 1, and on the bottom in Cart Totals \$18.12. If correct, Click on the "**Proceed to Checkout**" box. If not, cancel order by clicking on the "Red X" on the left and start from the beginning.

5. **Checkout:** Please fill in all information for us to complete your order.

**5 A. IMPORTANT.** On the right, under "**Ship to a different address?**" in the "**Order Notes**" box that has this text in it "Notes about your order...", **PLEASE SIMPLY TYPE INTO THIS BOX:** your **Branch of Service**, your **Rank**, and your **Years of Service** and any Special War or Honors. (i.e. Air Force, Sargent, 1966-1972, Vietnam, Purple Heart). Then, on the bottom below "**Your Order**", click on "**PROCEED TO PAYPAL**" to make your payment.

6. **Pay Pal:** You are now in the secure PayPal area. Click on the **bottom right "Pay with a debit or credit card, or PayPal Credit"** (unless you have a PayPal account and you wish to use it).

7. **Credit Card information and Pay:** On the next screen please fill out your credit card information. To finish Click on the Orange "**Pay**" on the bottom.

That's it! Thank you for your order. You will immediately receive a return email from PayPal.