



APH.org Shopping Quick Start Guide

The purpose of this document is to communicate steps to quickly search, shop, create a Wish list, add product to the shopping cart, checkout and place an order for products found on the www.aph.org web site. There is a Quick Order feature to process an order if you know the SKU\Catalog number.

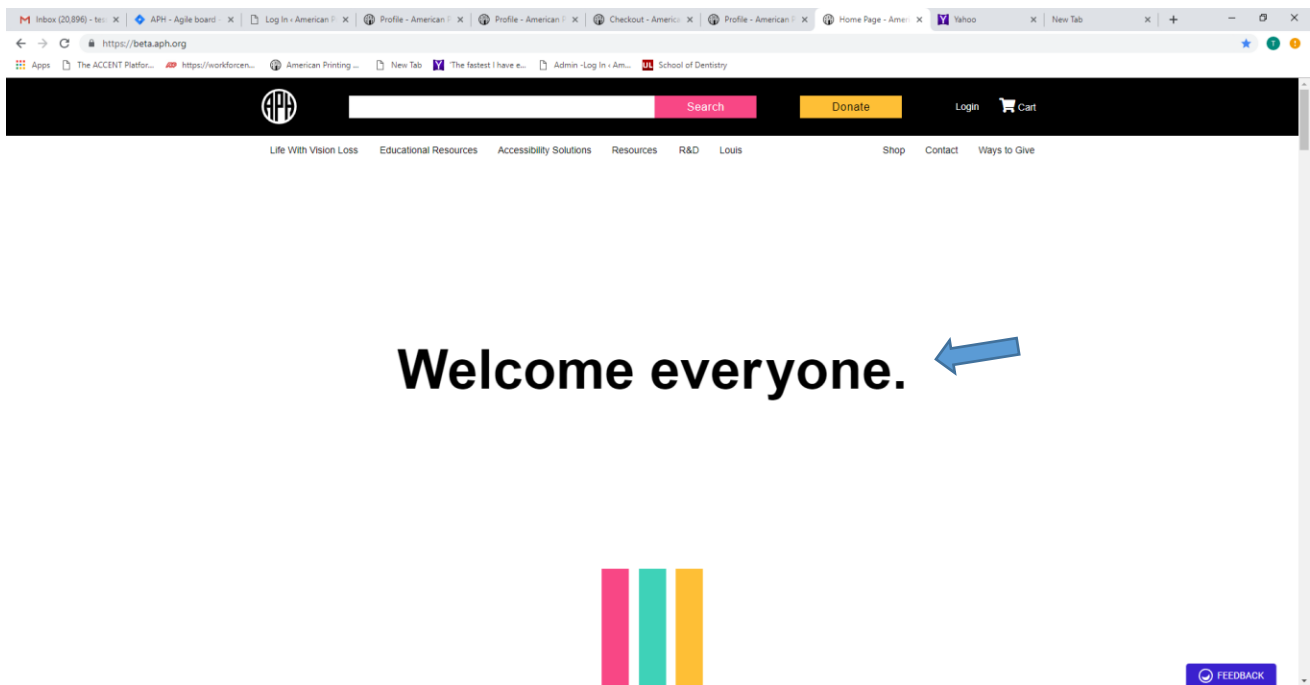
APH has created a unique shopping experience for you, the Ex Officio Trustee (EOT) and your Online Ordering Assistant (OOA). Our new web site offers features such as an EOT Dashboard, which includes visibility to all of your Federal Quota Account Funds, recently placed and existing orders, and EOT invited teacher order requests all in one place.

Web Site Address and Login

To activate your account, go to <https://www.aph.org>.

- Your account **login name is your current email address**.
- Initially, select the **Lost Your Password** link located under the password field and reset your password.
 - APH will send you a link so you can create your secure password. Only you will have access to your account. Do not share your login and password with anyone.
 - Please contact Cindy Amback at 800-223-1839, extension 257, if you need assistance creating a new shopping account.

Image of the new APH Homepage

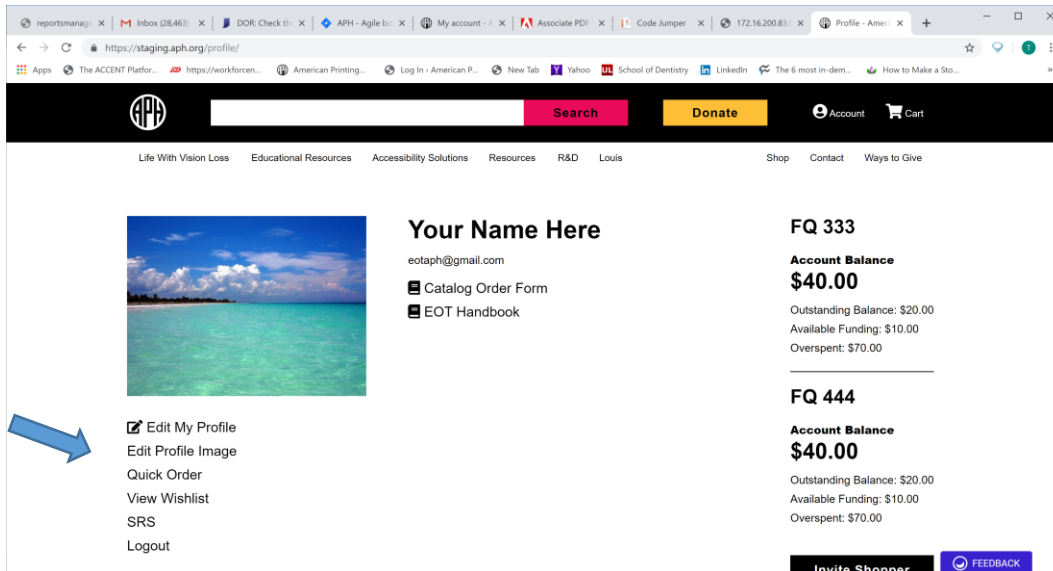


Dashboard

Your APH Dashboard is a portal into your order history, profile information, address maintenance and your Federal Quota fund balances. Click on one of the links on the left hand side of the screen to navigate through numerous features and customize your account:

- Edit Your Profile, change email address and password
- Add/Edit your image (profile picture)
- Access Quick Order link
- View Wish Lists
- Link to the SRS login portal
- Logout

Image shows numerous features to customer your account



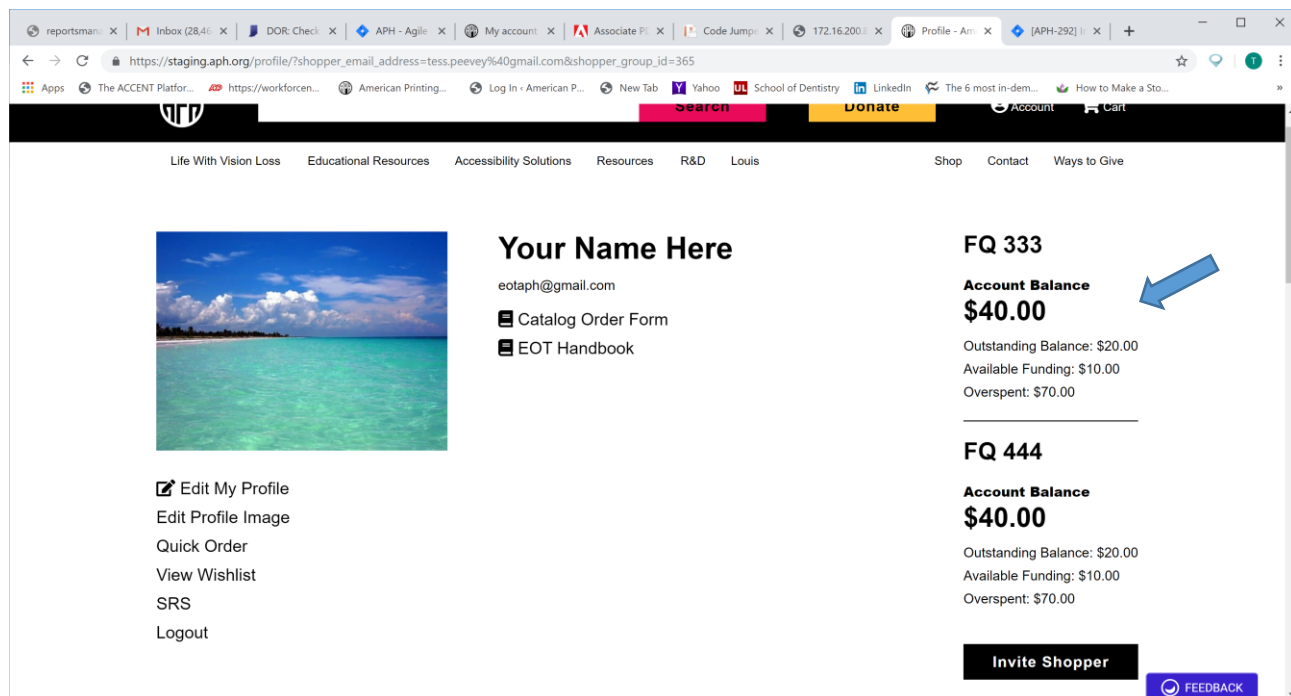
View Your Federal Quota Account(s)

All of your Federal Quota account balances are visible on the right-hand side of your Dashboard. All Federal Quota administration processes for requesting a new account, updating an existing account or changing EOT management on an existing account, will remain the same. Your **Online Ordering Assistant's** (OOA) and invited teacher's (TVI) access to request items from your account(s) is customized.

An OOA can:

- See your account(s) funds and balances in real-time
- Place orders by specific Federal Quota account
- View order requests from the EOT invited TVI
- Approve or deny those requests
 - **Note:** An single order cannot be split between different FQ accounts you manage
- **OOAs cannot** invite or uninvite TVIs to request items from the shopping site
- Federal Quota account information is secure and only visible to the EOT and the OOA.

Image shows the FQ Account Balance Dashboard



The screenshot displays a web browser window with the URL https://staging.aph.org/profile/?shopper_email_address=tess.peevey%40gmail.com&shopper_group_id=365. The page features a navigation bar with links for 'Life With Vision Loss', 'Educational Resources', 'Accessibility Solutions', 'Resources', 'R&D', 'Louis', 'Shop', 'Contact', and 'Ways to Give'. The main content area is divided into three sections: a profile picture placeholder, a user profile section, and a list of Federal Quota accounts. The profile section includes a placeholder image, the name 'Your Name Here', the email 'eotaph@gmail.com', and links for 'Catalog Order Form' and 'EOT Handbook'. The account list shows two accounts, FQ 333 and FQ 444, both with an 'Account Balance' of '\$40.00'. A blue arrow points to the '\$40.00' balance for FQ 333. Below the account list, there is an 'Invite Shopper' button and a 'FEEDBACK' button.

Account ID	Account Balance	Outstanding Balance	Available Funding	Overspent
FQ 333	\$40.00	\$20.00	\$10.00	\$70.00
FQ 444	\$40.00	\$20.00	\$10.00	\$70.00

EOT invited teachers can:

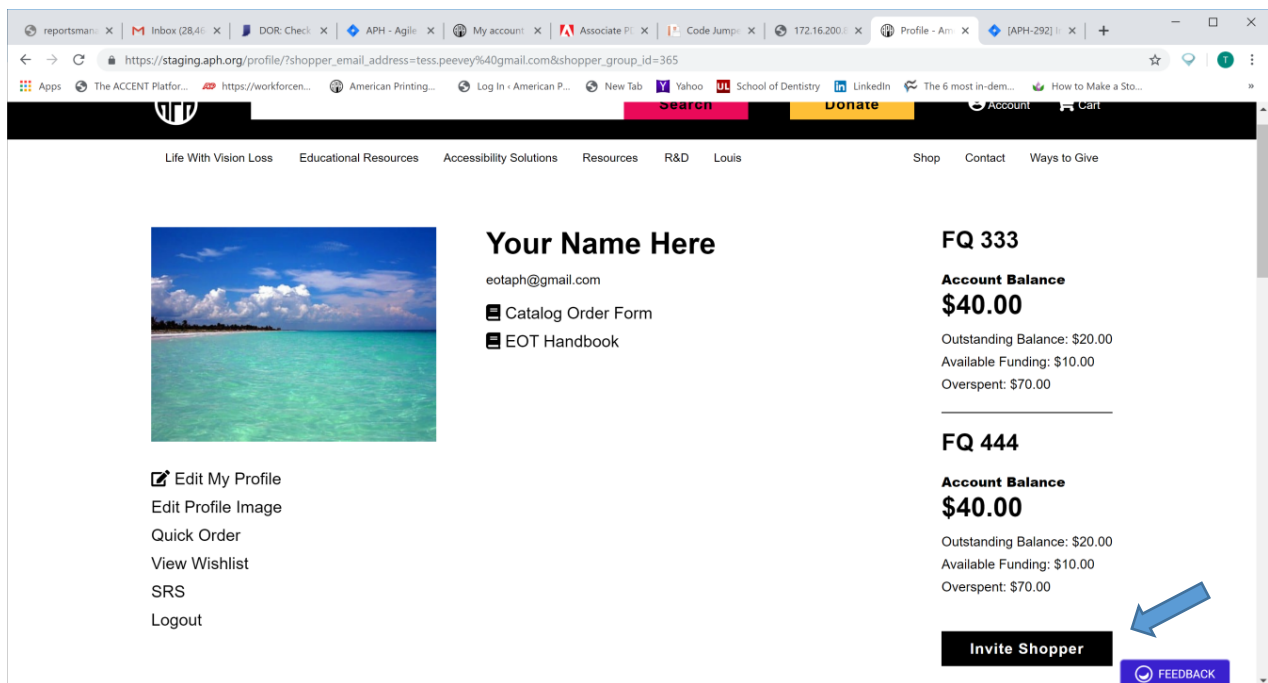
- Send requests for orders to you and your OOA per Federal Quota account
- Teachers cannot place an order
- Teachers who are invited to request orders do not have visibility to the Federal Quota funds

Invite Shopper

Invite your teacher(s)/TVIs to shop and place requests for orders, create a Wish List and submit those requests for your review, edit, approve or denial.

- Only the EOT can invite a TVI to participate in requesting items from the shopping site
- You may add several teacher shoppers to one account
- You may have the same teacher shopper request orders from more than one of the accounts you manage
- Invite the TVI by Federal Quota account number
- TVIs are automatically grouped to your FQ account
- TVIs must have a valid email address
- TVI requests route to both the EOT and OOA Dashboard
- Both the EOT and/or the OOA can view, edit, approve or deny a TVI request for items

Image shows the Invite Shopper button

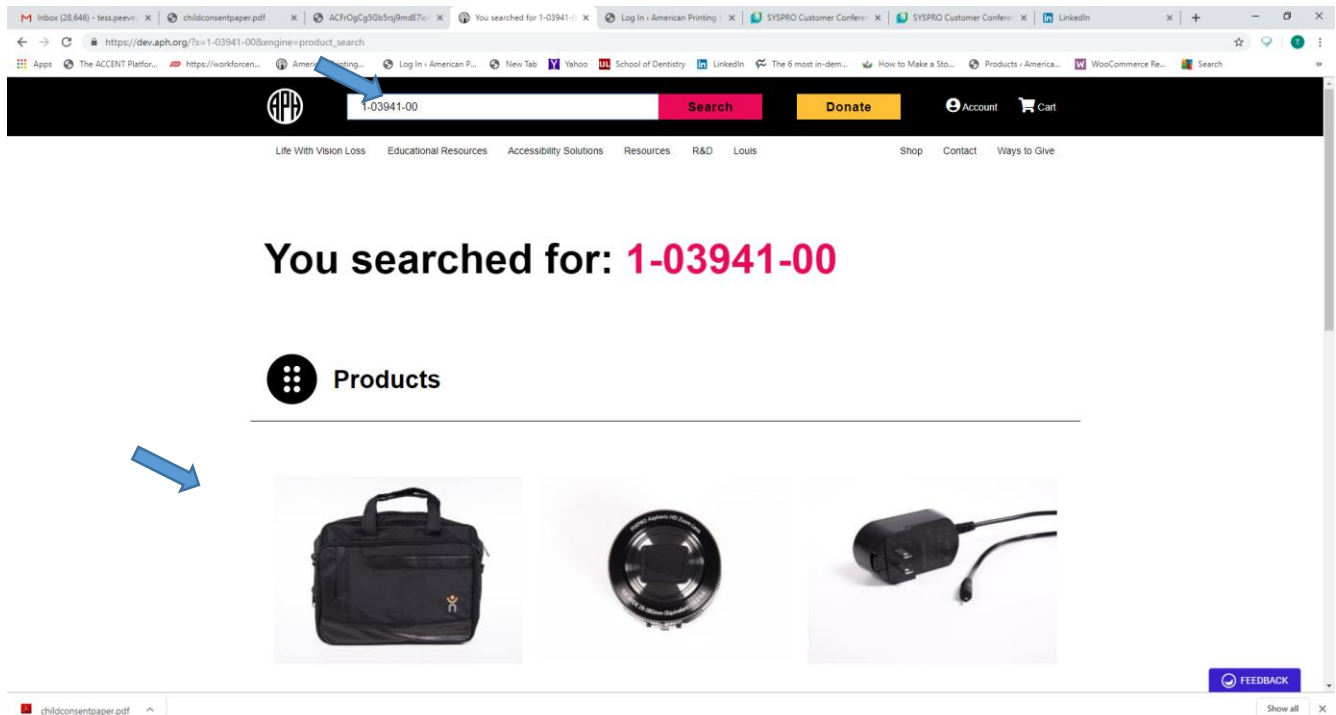


Search for Product

Search for over 1,500 of our most popular products including over 12,000 Make to Order books.

- Searches for products can be performed by entering a SKU\catalog, short-description or key word in the search box located in the top toolbar
- View product highlights on the Product Details page
- Optional and replacement parts are grouped by the original SKU
- See related products to the SKU.

Image shows the Search field and an example of what the search returned



Product Details Page, Add to Wish List or Add to Cart

Build a Wish List for your orders, name it to something specific to your needs for later retrieval, edit the Wish List and, when you are ready, add the Wish List to your Cart.

- Review product details of our most popular APH products
- Add quantities or delete the Wish List
- Continue shopping, add your Wish List items to your Cart and Checkout
- Wish List will disappear once you add your items to the Cart and your Wish List becomes your order

Image shows the Add to Cart and the Add to Wish list buttons on the Product Details page

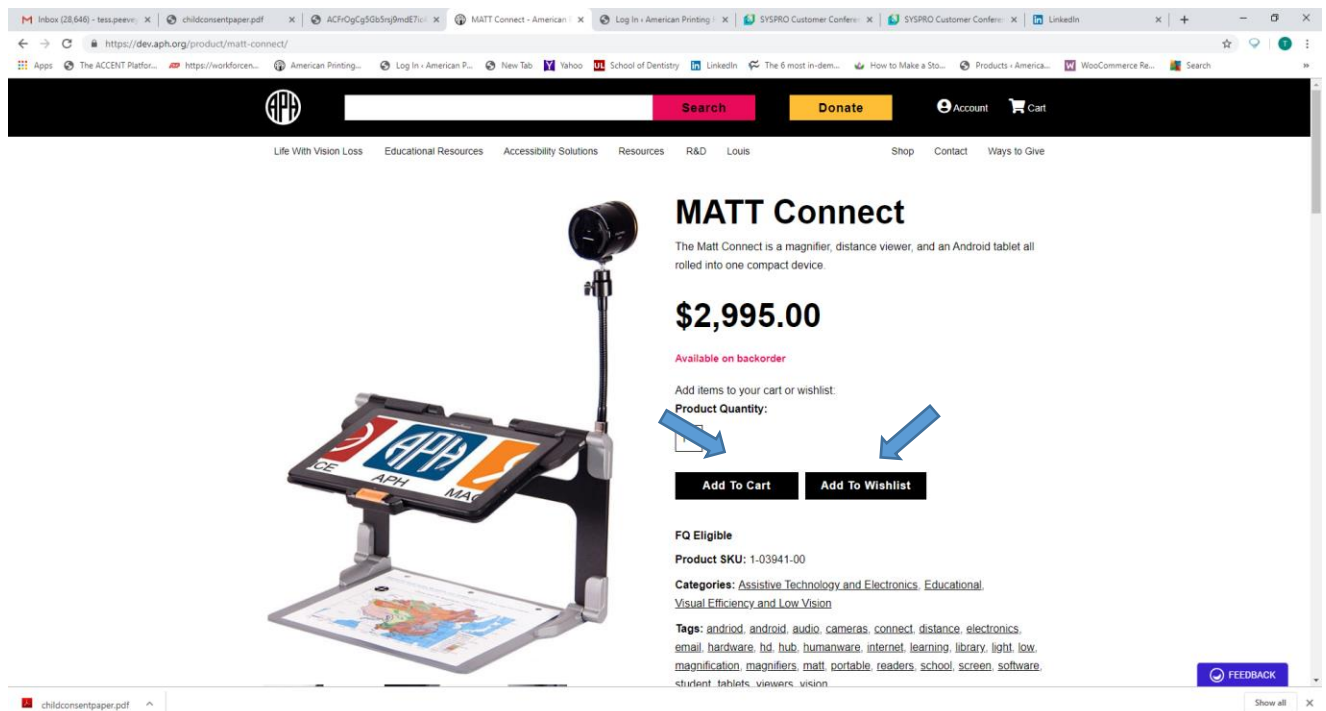


Image shows the Manager List options when adding product to a Wish list

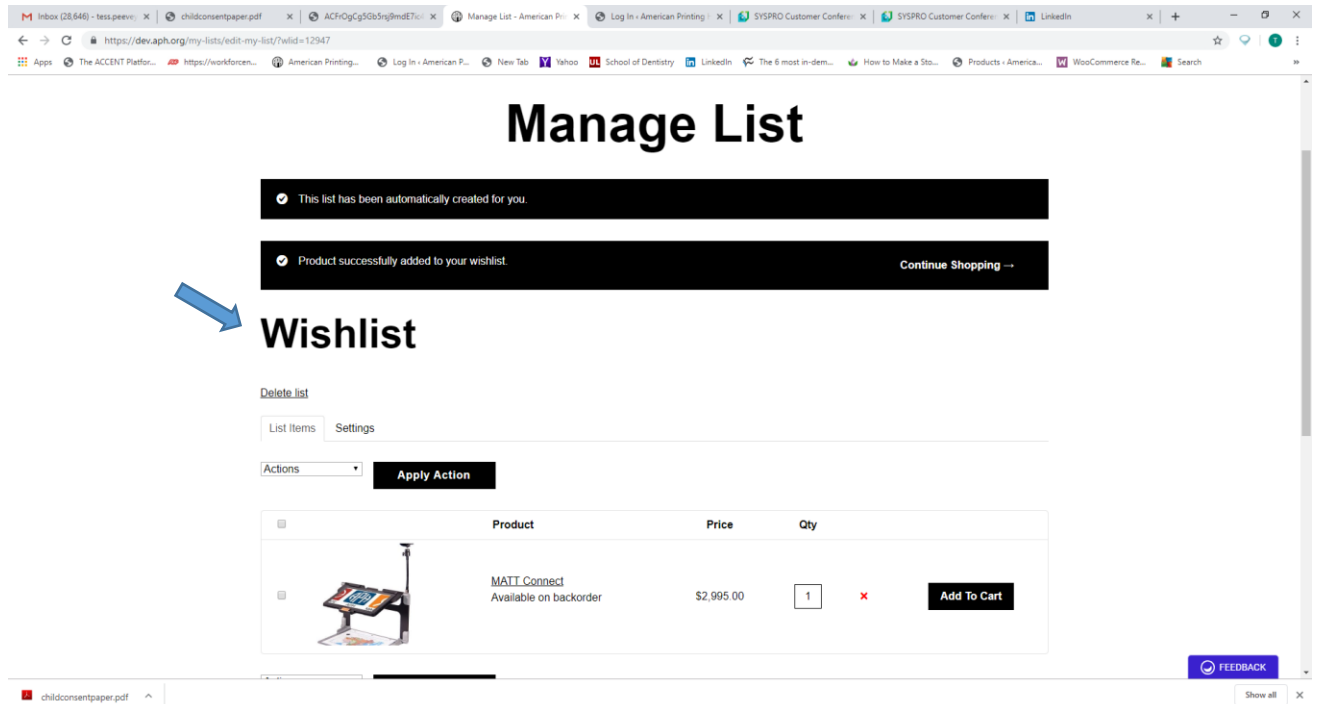
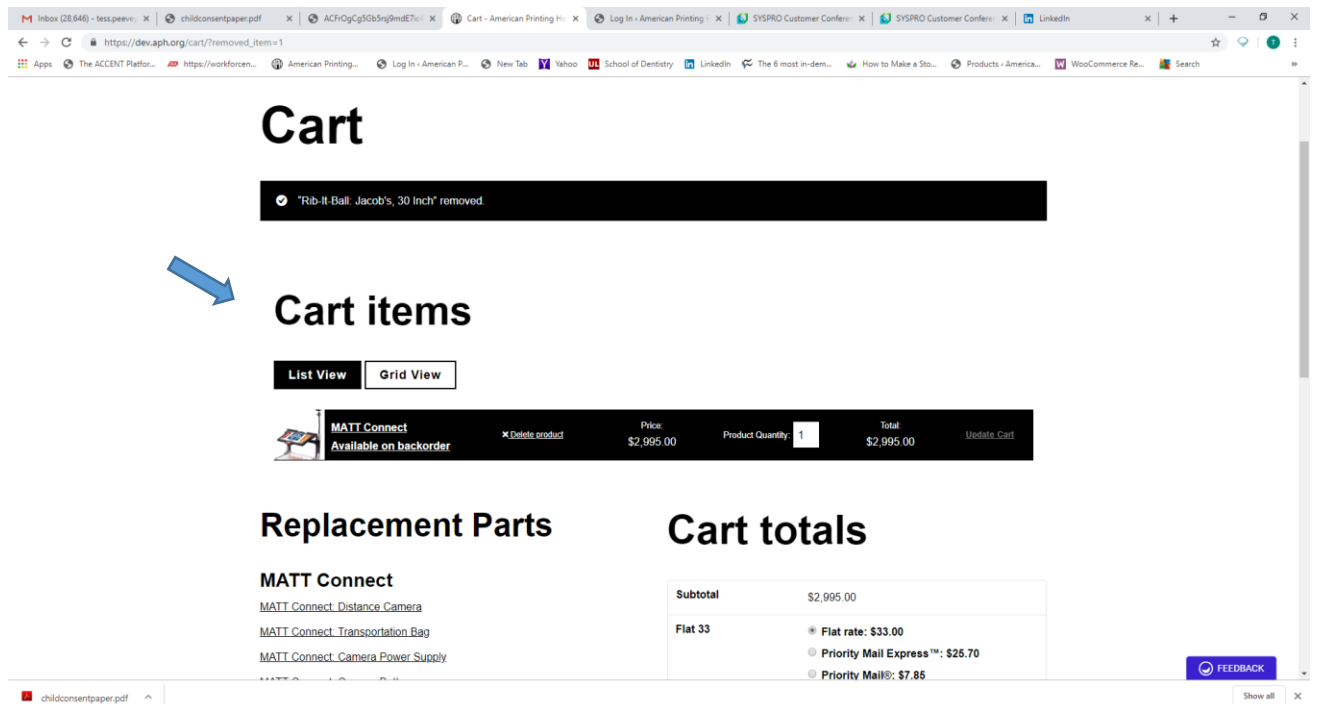


Image shows the page after adding the product to the Cart



Cart Items, Estimate Shipping and Proceed to Checkout

Once product is in the Cart, you can add quantity or delete the items from the Cart.

The new system will estimate shipping charges and allow you to upgrade or select the best shipping method to fit your business needs. The estimated shipping charges feature is based on USPS and UPS business rates offered to APH. Once you determine the best shipping method you can proceed to the Checkout:

Image shows the product in the cart and how the new shopping cart will estimate the shipping cost.

The screenshot shows a web browser window with a shopping cart. The cart contains one item: 'MATT Connect' (Distance Camera), which is 'Available on backorder'. The price is \$2,995.00 and the quantity is 1. The subtotal is \$2,995.00. Below the cart item, there are links for 'Replacement Parts' including 'MATT Connect Distance Camera', 'MATT Connect Transportation Bag', 'MATT Connect Camera Power Supply', 'MATT Connect Camera Battery', and 'MATT Connect Tablet Power Supply Cable (12v) with International Adapters'. To the right, the 'Cart totals' section shows shipping options: Flat rate (\$33.00), Priority Mail Express™ (\$25.70), Priority Mail® (\$7.85), 3 Day Select (UPS) (\$27.96), Ground (UPS) (\$12.94), 2nd Day Air (UPS) (\$34.62), Next Day Air (UPS) (\$60.21), Next Day Air Saver (UPS) (\$53.38), and Next Day Air Early AM (UPS) (\$92.61). The total shipping cost is \$33.00, and the total cart amount is \$3,028.00. A 'Proceed To Checkout' button is visible at the bottom. Blue arrows point to the product name, the shipping options list, and the 'Proceed To Checkout' button.

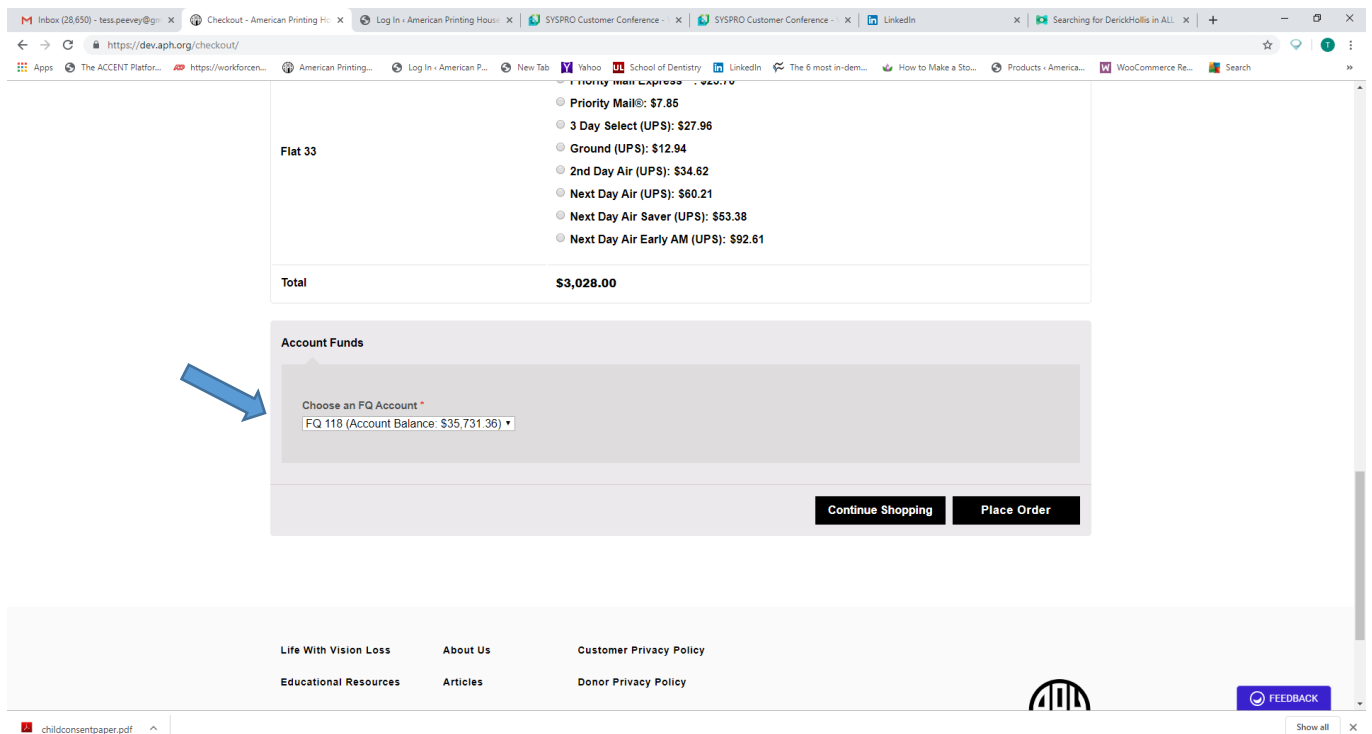
Item	Price	Quantity	Total
MATT Connect	\$2,995.00	1	\$2,995.00
Shipping (Flat rate)	\$33.00		\$33.00
Total			\$3,028.00

Checkout Page and Place Order

The last step is to Checkout based on what is in your cart and the selected shipping method. In this page, you will validate your personal information and allocate the order to your respective Federal Quota account.

- Confirm your billing address
 - All Federal Quota\EOT billing address information is administered through Cindy Amback's office. Please note you will not be able to update the billing address on the shopping web site.
- Add or edit Shipping addresses
 - Choose from multiple saved addresses from your profile
- Add your purchase order number for future reference
- Add note about the order
- **Note:** Individual orders cannot be split between Federal Quota accounts you manage
- Review your order to include shipping information
- Choose your Federal Quote account number to allocate the order

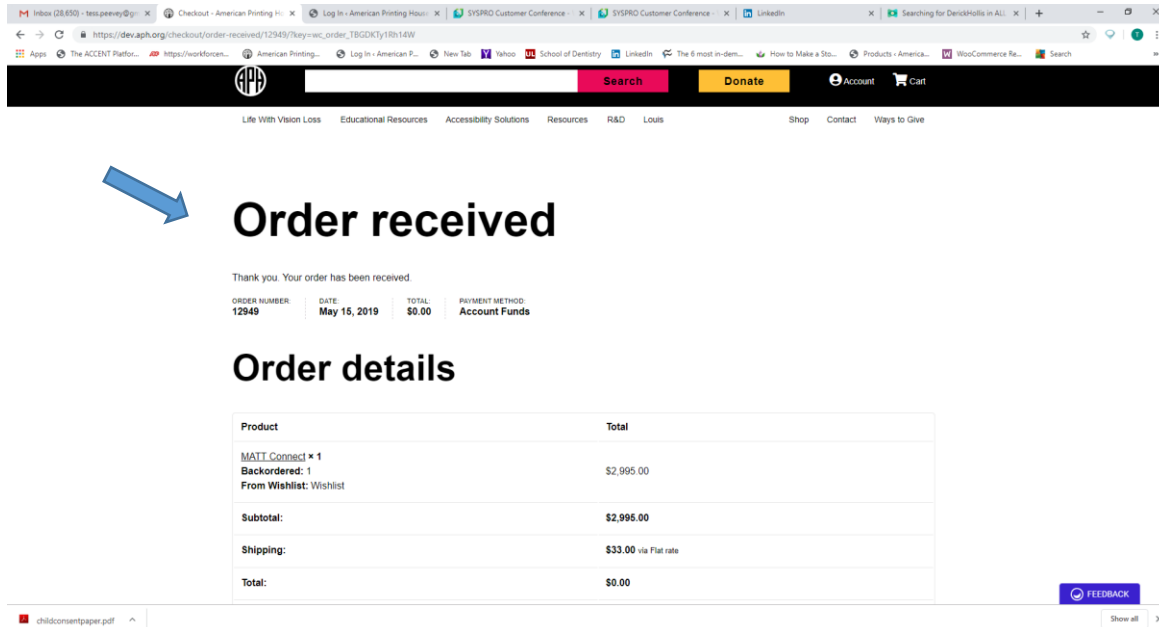
Image shows the drop down box to choose the FQ Account number to allocate the order



Order Confirmation

The Order Confirmation will detail your order and trigger an email to your email address on file.

Image shows the Order Received page once the order is placed



Contacts

APH Hours

Business hours are Monday–Friday 8:00 am–4:30 pm Eastern US

Federal Quota Order Information

Toll-free 800-223-1839

Customer Service email: cs@aph.org

Federal Quota Program Information

Cindy Amback

800-223-1839, ext. 257

camback@aph.org

Account Balance Information

Theresa Close

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tclose@aph.org