



Guide to the LifeSteps® Online Ordering System

LifeSteps® materials may be purchased in one of two ways: via the online catalog using a credit card, PayPal, a check or Purchase Order for payment, or using a downloadable Materials Order Form and a check or Purchase Order from your facility.

Online Catalog Instructions:

Credit card and PayPal payments must be made through the online order system which is in the password protected Leader's Only section of the LifeSteps® website.

1. Ordering:

- a. Access the LifeSteps® Online Catalog:
 - i. *Leaders*: Log into the Leaders Only section of the www.lifestepsweight.com website.
 - ii. *Purchasing agents*: Access the catalog without a password using this link:
<https://lifestepsweight.com/leader-dashboard/order-materials/>.
- b. Add the desired items to the cart. Once you add items to the cart, the "View Cart" link shows up below the items.
- c. Click on "View Cart." Adjust quantities and enter any coupon codes on this page. **IMPORTANT:** Be sure to verify quantities and update your cart before checkout because you cannot adjust quantities once you "Proceed to Checkout."
- d. Click "Update Cart," then click "Proceed to Checkout."

2. Billing and Shipping:

- a. Enter billing and shipping address(es) and any special instructions.
- b. You may use the "Order Notes" box to enter your PO number.

3. Payment: Scroll to the bottom of the CHECKOUT page and choose either "PO or Check Payments" or "Credit Card or PayPal" option. A 3% fee is added to Credit Card and PayPal payments. **You cannot edit your order once you have clicked PROCEED TO PAYPAL.**

- a. **Check or Purchase Order:** Follow the instructions on the Checkout Page to mail your PO or Check to. If you are required to submit a hard copy of your PO, send to: tracy@lifestepsweight.com
Or mail check to: LifeSteps, Inc. 129 S. Home Street, Mishawaka, IN 46544
The system will supply you with an email confirmation for your order.
- b. **Credit Card or PayPal:** Click "Proceed to PayPal" to go to the PayPal site to complete your payment. You may use your PayPal account or the Guest Credit Card payment page. PayPal will provide you with a receipt.

Material Order Form (hard copy):

1. Purchasing Agents can still send Purchase Order forms by email to (tracy@lifestepsweight.com). The LifeSteps® online order system is not required for PO payments.