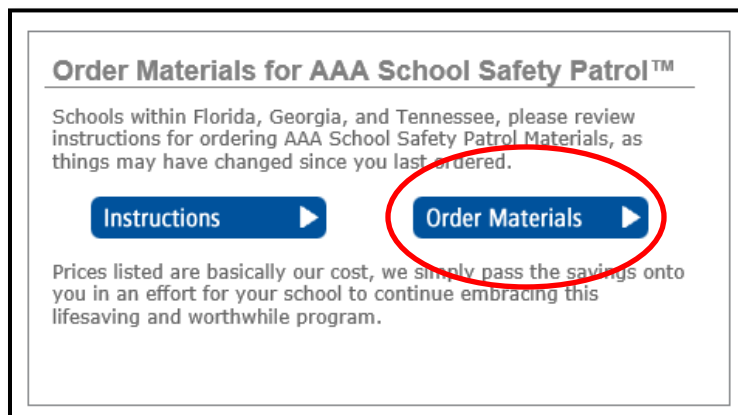


AAA School Safety Patrol™ Online Ordering Instructions

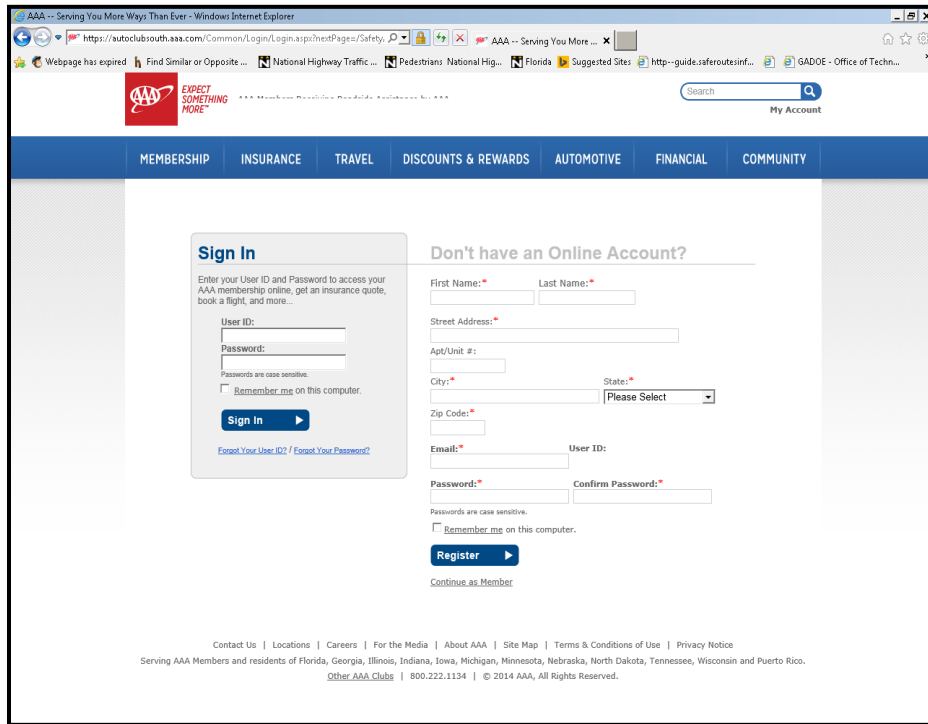
1. Go to AAA.com/SafetyPatrol and find the box that says ‘Order Materials for AAA School Safety Patrol™’ located on the right hand side of the AAA SSP web page and circled in the image as shown below:



2. In that same box, click on the ‘Order Materials’ tab as shown below:



3. You will then see **two** different ‘Log In’ boxes as shown in the image below:



4. You must log in to your Online Account to access our AAA School Safety Patrol™ Materials Request Order Form.
- If you are a **returning user**, locate the ‘**Sign In**’ box on the left side of the page and log in to your existing online account.
 - **Please note: Your User ID will be the entire Email Address (including the ending) that you provided when you had registered for your online account.**
 - If you are a returning user but happen to forget your User ID and/or Password for your online account, simply create a new one following the same steps as mentioned below for a new user.
 - If you are a **new user** (this is the first time you are placing an order off of our website), and do not happen to have an online account with a User ID and/or Password, simply register for an online account by filling in the required information located directly under the text that reads ‘**Don’t have an Online Account?**’ on the right side of the page.
 - **Please note: You are not required to create your own User ID, as the ‘User ID’ box will already contain the same Email Address you provided in the ‘Email Address’ box.**
 - Be sure to provide a Password of your choice that you will remember for future Log-In attempts.
 - Be sure to fill in all of the boxes with the appropriate information, making sure that all information is correct before clicking the ‘**Register**’ tab located near the bottom of the page.

Payment Information

- We **do not** accept PO's and/or faxed orders.
- If you would like to pay directly online (which is the quickest and most convenient way), the preferred method of payment is either with your **schools credit or debit card**. It's very important to note that **AAA must be listed as an approved vendor on that card in order for your order to successfully go through.**
- If you choose to use **your own credit/debit card**, this can be done too.
- If you are unable to use your schools or your personal credit or debit card, you may send in your materials order through direct mail and pay with a **school check**. Below you will find the directions as to how to go about paying for your AAA School Safety Patrol™ materials with a **school check**.
 1. Print the **AAA School Safety Patrol™ Materials Request Order Form** after logging in to your online account.
 2. Manually complete the form.
 3. Make check payable to: **AAA – The Auto Club Group** (be sure it's for the exact amount, including the non-refundable shipping charge of **\$7.50**).
 4. Mail the completed form **AND** the check to: **AAA – The Auto Club Group, Attn.: Lindsey Pavlick/Traffic Safety, 1515 N. Westshore Blvd., Tampa, FL 33607**

Please contact Lindsey Pavlick by phone (813) 289-5934 or email lpavlick@aaasouth.com with any questions, comments, or concerns related to your AAA School Safety Patrol™ online order request.

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