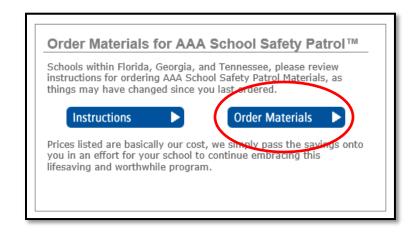
## AAA School Safety Patrol™ Online Ordering Instructions

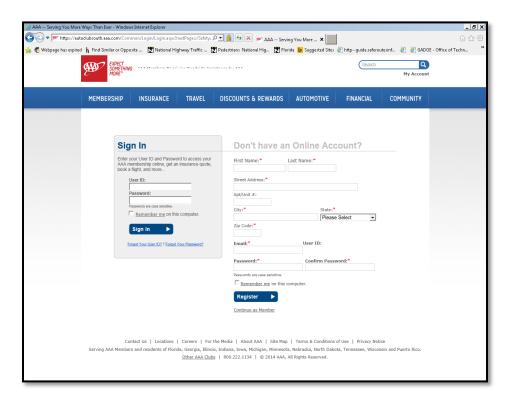
1. Go to <u>AAA.com/SafetyPatrol</u> and find the box that says 'Order Materials for AAA School Safety Patrol™' located on the right hand side of the AAA SSP web page and circled in the image as shown below:



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

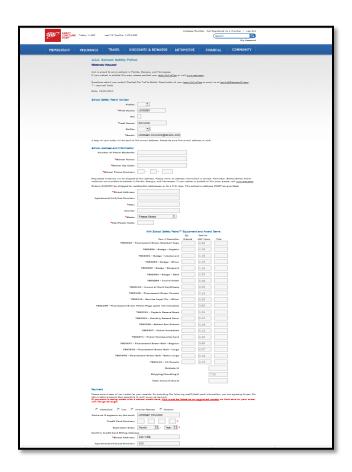


3. You will then see **two** different 'Log In' boxes as shown in the image below:



- **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.
    - o Please note: Your <u>User ID</u> will be the entire <u>Email Address</u> (including the ending) that you provided when you had registered for your online account.
    - o 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 <u>new user</u> (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.
    - o Be sure to provide a Password of your choice that you will remember for future Log-In attempts.
    - o 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.

5. Once you have successfully registered and/or logged in to your online account, you should be taken directly to the **AAA School Safety Patrol™ Materials Request Order Form** as shown below:



- **6.** Fill out the order form in its entirety and then submit your online order.
  - Review your order before hitting the 'Submit' tab to double check you have entered in the correct information.
  - Please be sure to click the **'Submit'** tab **ONCE**.
    - o Once you have clicked the **'Submit'** button, you should then see a statement confirming that your order has been placed.
    - o Lastly, an email confirmation will be sent to the Email Address that is linked to your online account to guarantee your order was submitted successfully.
      - This itemized email can be used as your receipt for proof of purchase. If you use a personal credit or debit card, this email will be the best documentation to provide when seeking reimbursement from your school.

## **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 <u>AAA must be listed as an approved vendor on that card in order for your order to successfully go through</u>.
- 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**.
  - Print the AAA School Safety Patrol<sup>™</sup> 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 <a href="mailto:lpavlick@aaasouth.com">lpavlick@aaasouth.com</a> with any questions, comments, or concerns related to your AAA School Safety Patrol™ online order request.

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