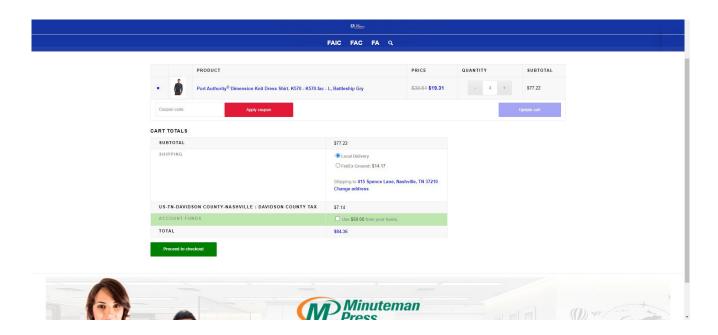


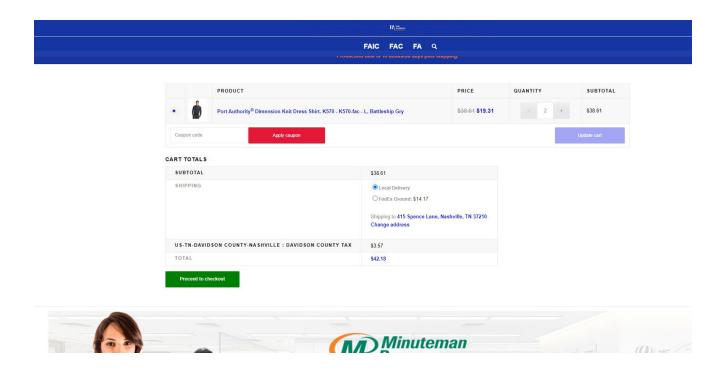
Using Account Funds in the Company Store

- **Step 1:** Navigate to the **Cart** screen after completing item purchase selection(s).
 - a. If the order Total is equal to greater than your balance in Account Funds, a checkbox will be visible in the Cart Totals section (see below).

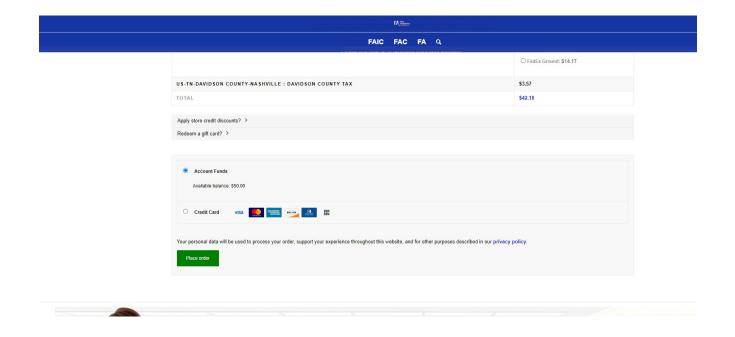


Select the checkbox to apply **Account Funds** to the order **Total** and click the **Proceed to checkout** button to continue to the **Checkout** screen.

Alternatively, if the order Total is equal to less than your balance in Account
Funds, the checkbox will not be visible in the Cart Totals section (see below).



- i. Click the **Proceed to checkout** button to continue to the **Checkout** screen.
- ii. Ensure that the required fields are filled in the **Billing Details** section and that the desired shipping option is selected in the **Your Order** section before selecting **Account Funds** as your payment method (see below).



Step 2: Scroll down to locate and click the **Place order** button to place your order.