

LTHS Store Instructions

- 1) Once you have placed all of your items in the cart and are ready to check out, select the **Check Out** button on the small pop-up window that appears on the top right of the Store page.
- 2) You will be directed to your cart where your items will be listed along with their subtotal. Look over your cart and select the **Check Out** button.
- 3) From there, the next screen requires you to fill out your personal information: email, name, address, and phone number. Once completed, select the **Next** button.
- 4) The next screen requires you to choose your Shipping Method: **Pick-up/Delivery** for local orders or **Shipping** (rates are based on your purchase total). The Order Summary will show your cart, taxes, shipping fees, and your total. Then select the **Next** button.
- 5) The page will notify you that it is being directed to Paypal, the interface that manages our store.
- 6) Select the **Next** button.
- 7) You are then directed to Paypal. You can either log into your Paypal account if you have one, or at the bottom of the page and select the **Next** button, or select **Pay with Debit or Credit Card**.
- 8) The next prompt will ask you to put in your name, contact information, and payment option. Complete the information and press the **Continue** button.
- 9) You will be then directed back to our shop page where it will confirm your order. Press the **Complete Order** button.

An email will be sent to your email address confirming your purchase and will serve as your receipt. Then you're done!

If you still have trouble, please contact us at Longswamphistory@gmail.com.