



## Instructions for using the START/Allegra on line ordering system

### Login:

Click on the link below or enter the following address into your web browser.

<http://printnotify.com/Go.asp?L=L&P=4481&G=144344>

1. **If you are new to our site**, click the button “I am a new customer”, then enter your email address, click the sign up button.
  - a. Create a password. (Remember your password if you need to enter it the next time you log in).
  - b. Check the box “**Remember me**” if you want to be automatically signed in the next time you log onto the site.
  - c. Click the “Sign Up” button.
2. **If you are a returning customer**, sign in.

### Placing Your Order:

1. Click on “**Send Files & Orders**” in the middle of the screen.
2. Click on the pull- down arrow under “**Make a selection from the list below**”.
3. Select “**GVSU Autism Education Center – Retail Catalog**”
4. Select the requested material.
5. Fill out the quantity needed on the left
6. Click the “**Add to cart**” button at the bottom of the screen.
7. You can order additional materials by going back to step 1.
8. When your order is complete, click the “**Check Out**” button.

### Website Tech Support:

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