Tutorial for Ordering Prescription Pads

(3/4/13)

**Step 1:** Customer completes the online request form at http://www.utoledo.edu/depts/copycenter/services.html

**Step 2:** Supervisor must respond to the following email with approval

**Step 3:** Upon approval, user will be added to the authorized list for “RX Pad” ordering list

**Step 4:** Log into the Storefront and click on “Prescription Pad”
Step 5: Complete the order screen (physician information, location to deliver, quantity) then “Add to Cart”

Step 6: Complete the steps for checking out