

## Appendix D



**Ontario**

Ministry of Education

**ONLINE  
USER GUIDE**

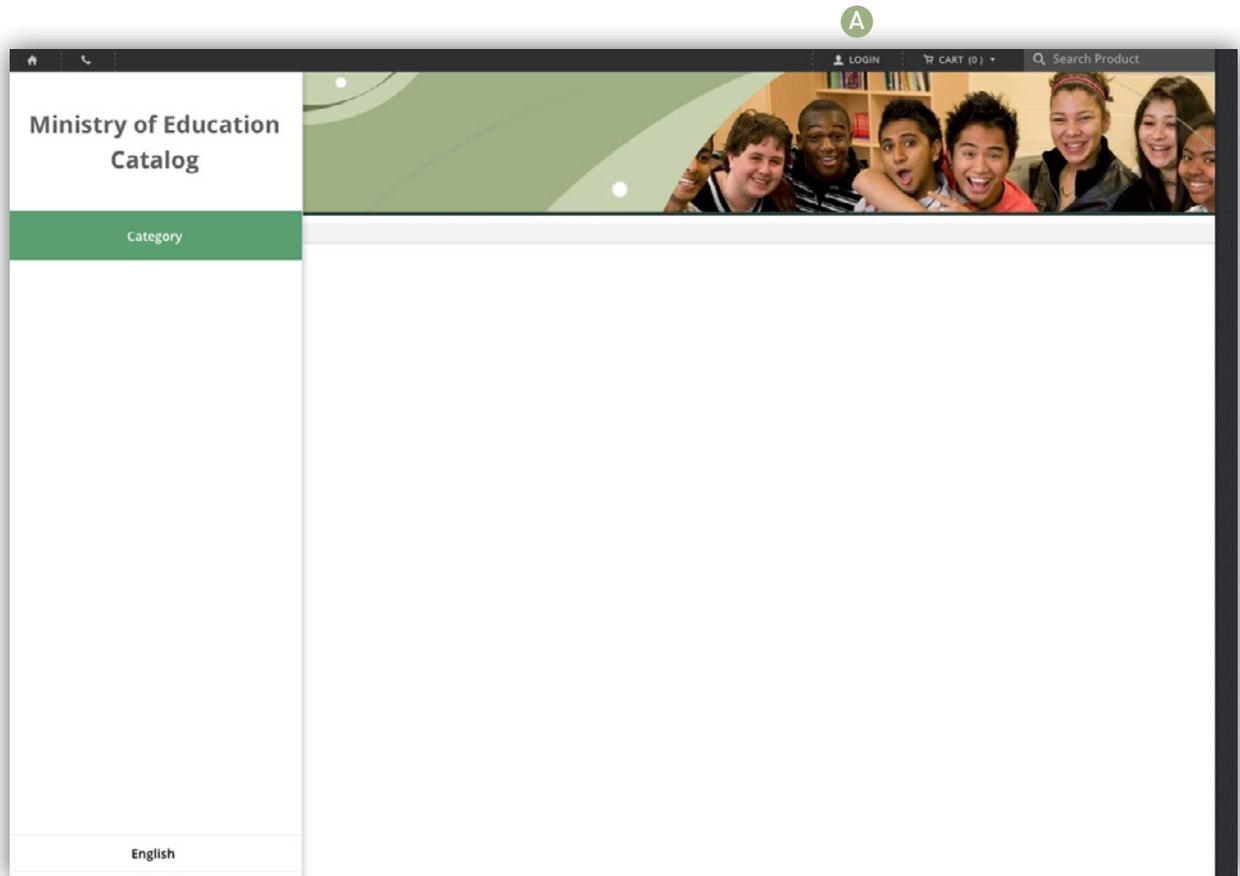
PRINT RESOURCE STOREFRONT

**LoweMartin**

TORONTO | OTTAWA | LMGroup.com

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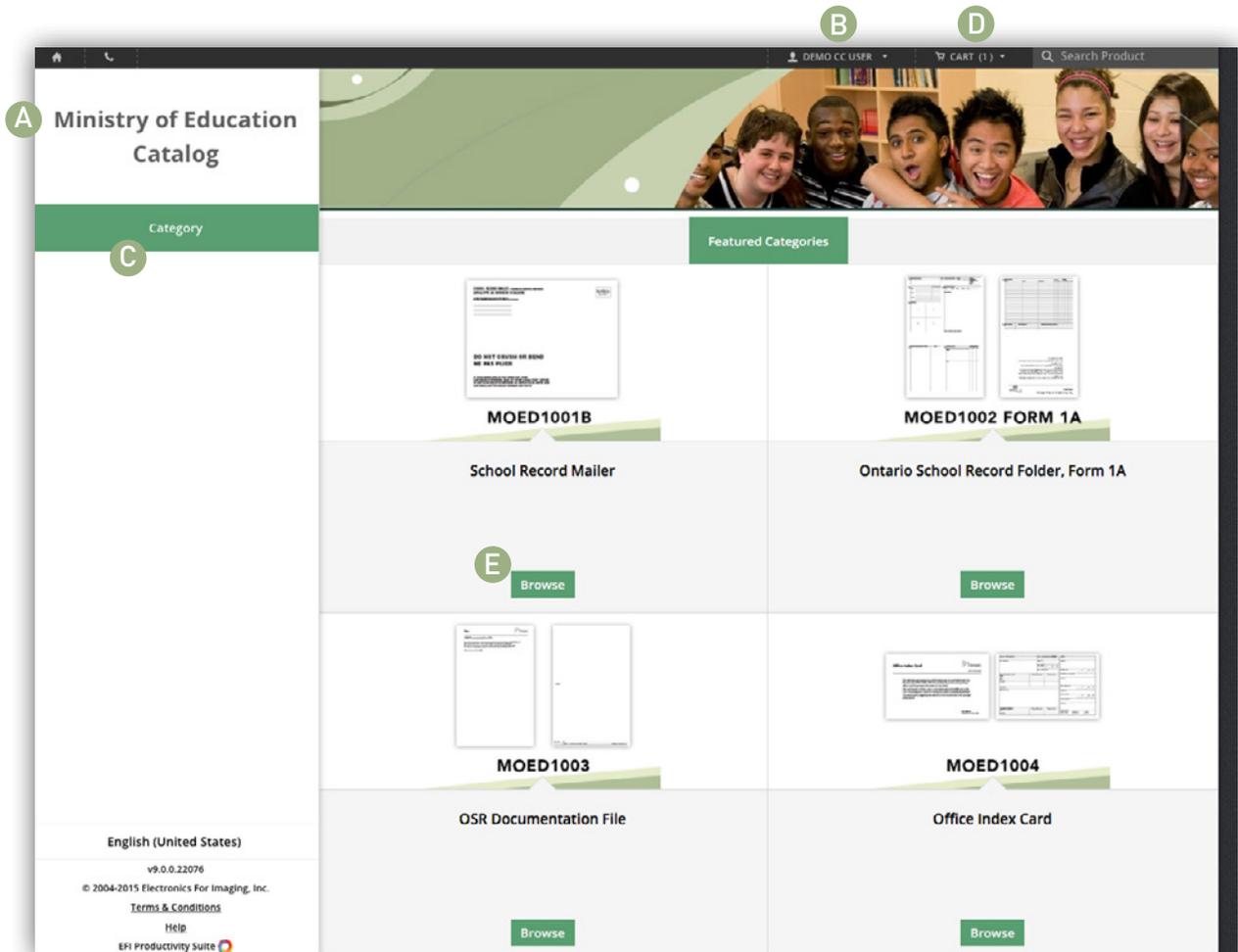
## LOGIN



Open your preferred internet browser and enter the following into the Address bar...  
<https://moed.printreserve.com>

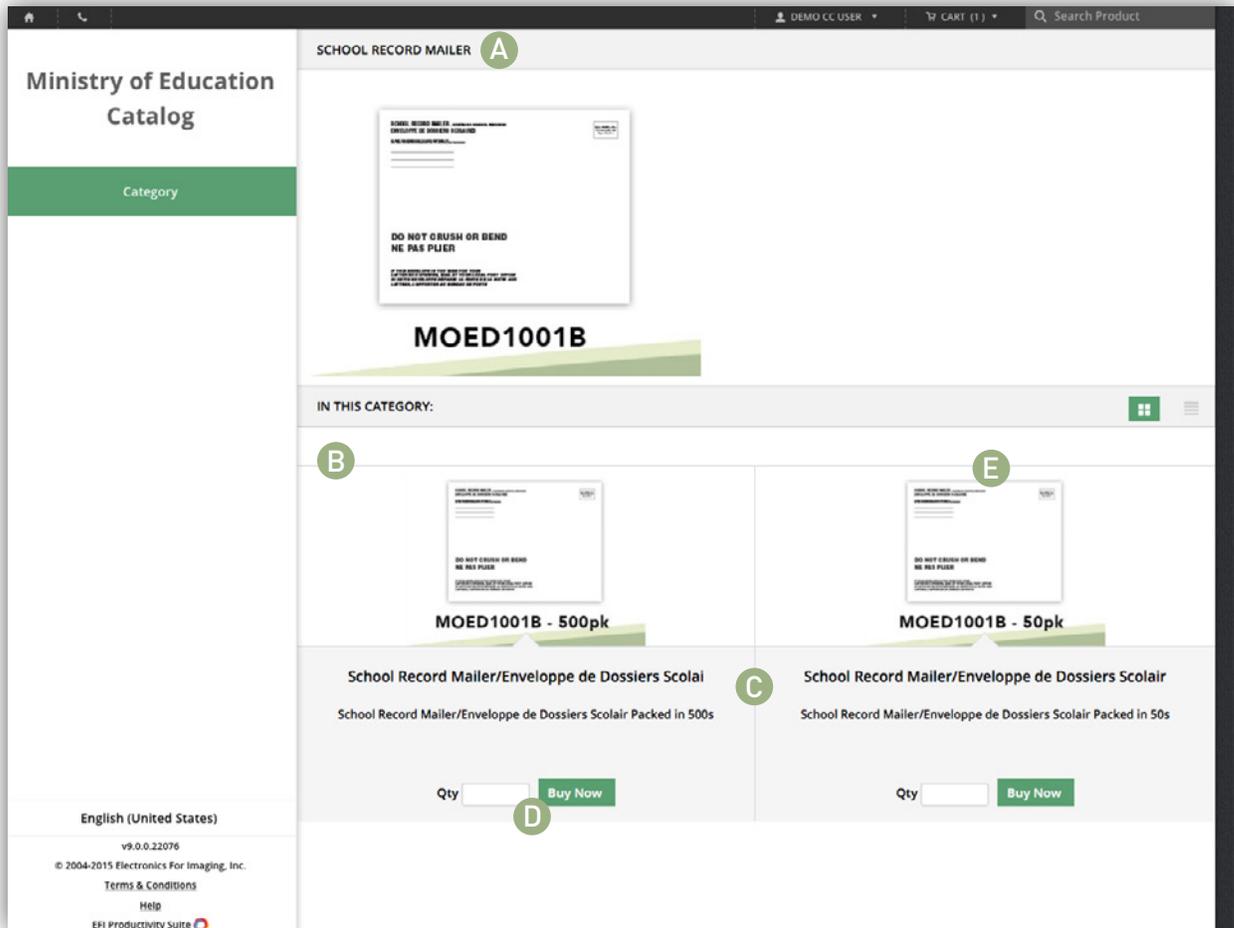
- A** Login with the credentials supplied to you by the Lowe-Martin team. Clicking on this link will also have a function for "Forgot Your Password?".

## HOME PAGE



- A** This is your home page view. You can always get back here by clicking the "Ministry of Education Catalog" text located in the top left hand area.
- B** Hover on your account name to access your account information.
- C** Hover over "Category" to view a list of categories available to you.
- D** Hover over the "CART" to view shopping cart items or to proceed to checkout.
- E** Click "Browse" to view the contents of a category.

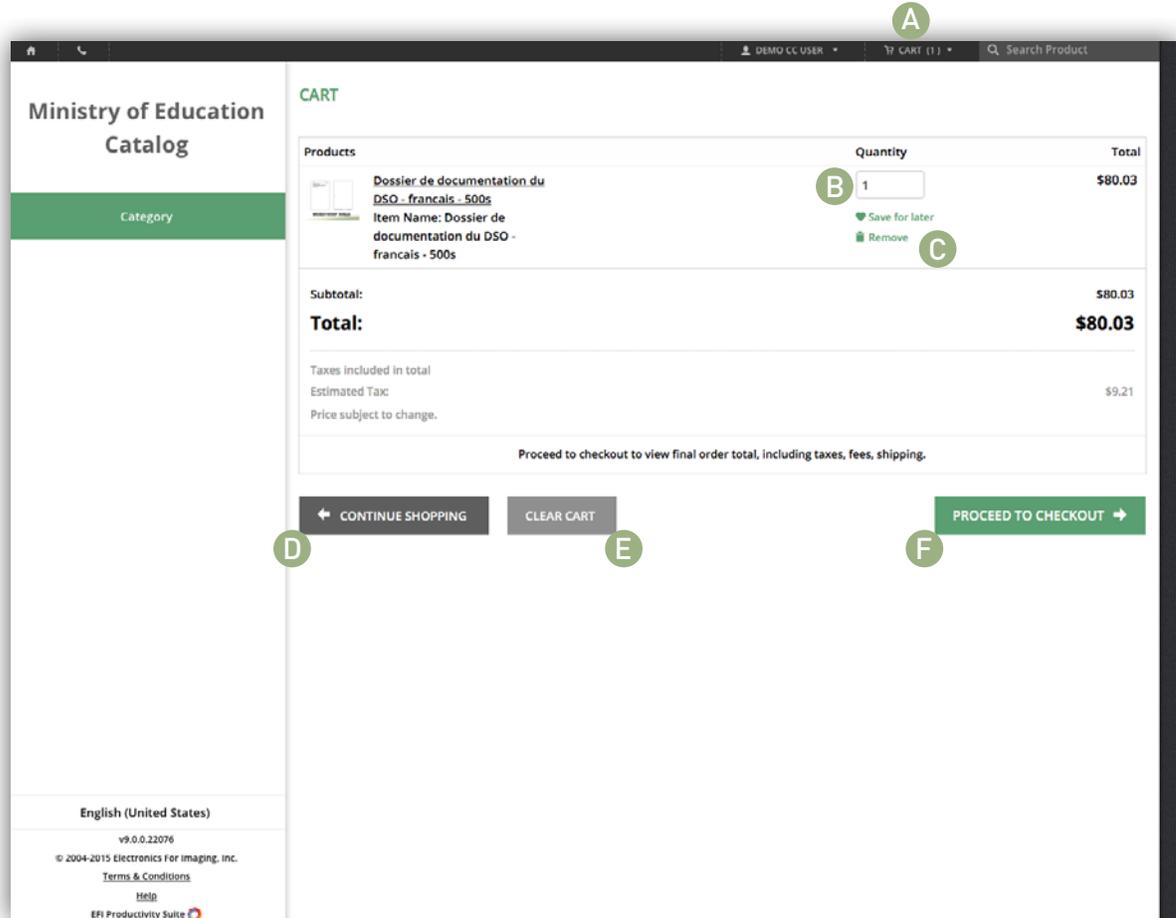
## CATEGORY PAGES



When a category is clicked on you will be shown its contents.

- A** The displayed category is indicated here. In this case "School Record Mailer".
- B** Category products are listed in this area.
- C** Product information appears here. When hovering over a product the inventory is displayed.
- D** Enter a quantity and Click "Order Now" to quickly add it to your cart.
- E** Click on the product thumbnail to view expanded information about the product.

## CART



The screenshot shows a web browser window displaying the 'Ministry of Education Catalog' cart page. The page title is 'CART'. The main content area shows a table with one product: 'Dossier de documentation du DSO - francais - 500s'. The quantity is set to 1, and the total price is \$80.03. Below the product table, there is a 'Subtotal' of \$80.03 and a 'Total' of \$80.03. There are also 'Taxes included in total' and 'Estimated Tax' of \$9.21. At the bottom of the cart area, there is a message: 'Proceed to checkout to view final order total, including taxes, fees, shipping.' Below this message are three buttons: 'CONTINUE SHOPPING', 'CLEAR CART', and 'PROCEED TO CHECKOUT'. The page also includes a footer with language settings (English (United States)), version information (v9.0.0.22076), copyright (© 2004-2015 electronics for imaging, inc.), and links for 'Terms & Conditions', 'Help', and 'EFI Productivity Suite'.

Products	Quantity	Total
 Dossier de documentation du DSO - francais - 500s Item Name: Dossier de documentation du DSO - francais - 500s	1	\$80.03
<b>Subtotal:</b>		\$80.03
<b>Total:</b>		<b>\$80.03</b>
Taxes included in total		
Estimated Tax		\$9.21
Price subject to change.		

Proceed to checkout to view final order total, including taxes, fees, shipping.

CONTINUE SHOPPING CLEAR CART PROCEED TO CHECKOUT

English (United States)  
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[Terms & Conditions](#)  
[Help](#)  
EFI Productivity Suite

- A Navigate to your cart at any time via the "Cart" link.
- B You can make on the fly adjustments to a product's quantity.
- C You can remove an item from the cart by clicking "Remove"
- D Click "Continue Shopping" if you would like to add additional items to your cart.
- E Delete the entire contents of your cart with "Clear Cart".
- F Click on "Proceed to Checkout" to continue.

## CHECKOUT

1 Shipping
2 Payment
3 Finish

**Ministry of Education Catalog**

Select a shipping address & shipping options

**SHIPMENT 1**  
Please select a shipment type.  
Southern ON, Urban (Postal Codes K, L, N, M) A

**ADDRESS**  
[Add from Address Book](#) B

\* First Name:  
demo cc

\* Last Name:  
user

\* Address Line 1:  
5990 Falbourne St.

Address Line 2:

Store Number / Address Line 3:

\* City:  
Mississauga

Country:  
Canada

\* State/Province/Region:  
ON - Ontario

\* Zip/Postal Code:  
LSR 3S7

Phone Number 1:  
Phone Number 1:  
123.456.7890

\* Company:  
LM-MOED CC PYMTS

Email:  
bernard.dequilla@imgroup.com

Delivery Instructions

Save to My Address Book

C Save Cancel

You must click save to proceed with checkout.

Add Another Recipient

**Products**

Dossier de documentation du DSO - francais - 500s

Item Name: Dossier de documentation du DSO - francais - 500s

Qty	Total
1	\$80.03

**Subtotal:** \$80.03

Shipment 1: \$54.75

**Total:** **\$134.78**

Taxes Included in total  
Estimated Tax: \$15.51  
Price subject to change.

v9.0.0.22076

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[Help](#)

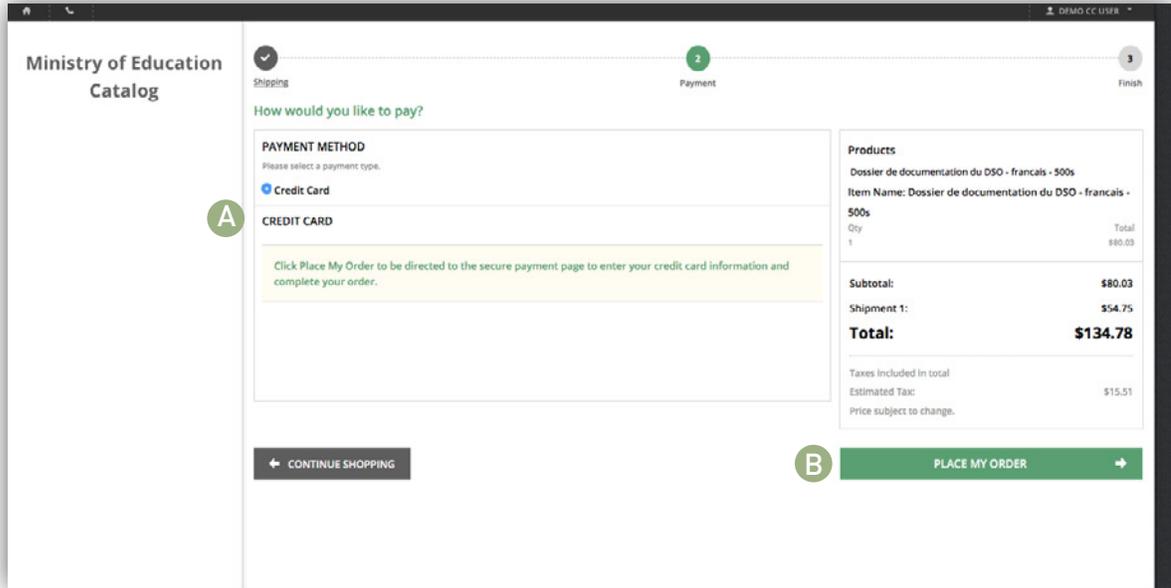
EFI Productivity Suite

CONTINUE SHOPPING

D
PROCEED TO PAYMENT
➔

- A Make the appropriate selection from the "shipment type" drop down.
- B Confirm Shipping information.
- C Click "Save" to add the address to your Address Book for future use.
- D Click on "Proceed to payment".

## CHECKOUT



Ministry of Education  
Catalog

Shipping 2 Payment 3 Finish

How would you like to pay?

**PAYMENT METHOD**  
Please select a payment type.

Credit Card

**CREDIT CARD**

Click Place My Order to be directed to the secure payment page to enter your credit card information and complete your order.

**Products**

Qty	Total
1	\$80.03

Subtotal: **\$80.03**  
Shipment 1: **\$54.75**  
**Total: \$134.78**

Taxes Included in total  
Estimated Tax: \$15.51  
Price subject to change.

[← CONTINUE SHOPPING](#) [PLACE MY ORDER →](#)

- A** Your account permissions will determine the payment methods available to you.
- B** Click "Place my Order" and follow the remaining prompts to complete your transaction.

\*\*\*This new storefront can consolidate instances where a user may have 2 accounts for the purpose of payment methods (1 for credit card, 1 for invoice). If you fall into this category please email [ecom-toradmin@lmgroup.com](mailto:ecom-toradmin@lmgroup.com) stating your usernames and which user login you would like to keep.

# LoweMartin

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## Contact information:

customerservice@omniconnex.com  
ecom-tor@LMGroup.com

1.800.203.7982

(Customer Support)  
(Technical Support)