

AAA School Safety Patrol® Online Ordering Instructions

1. Go to AAA.com/SafetyPatrol Locate the box that says **Order Materials for AAA School Safety Patrol**
2. In that same box, click on **ORDER MATERIALS**
3. You will then be navigated to the **AAA School Safety Patrol Materials Order Form** (where you go to submit your online order for AAA School Safety Patrol materials) as shown below:

4. Complete the order form in its entirety, including the **QUANTITY** column for the items you are requesting and the **PAYMENT** section at the bottom of the form.

5. Review your order before hitting the **SUBMIT** tab, and be sure to verify all advisor, school and payment information entered is correct. Confirm you have done so by reading the statement and checking the box at the bottom of the order form, located above the **SUBMIT** tab, as shown below:

PAYMENT

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above **total amount due** according to card issuer agreement.

If payment is being made with a school credit card, AAA must be listed as an approved vendor or your order will not go through.

☐ MasterCard ☒ Visa ☐ American Express ☐ Discover

* Name as appears on the card: LINDSEY PAVLICK

* Credit Card Number: 0000 0000 0000 0000

* Expiration Date: January / 2018

CONFIRM CREDIT CARD BILLING ADDRESS

* Street Address: 1515 N Westshore Blvd.

Apartment/Unit/Lot Number:

* City: TAMPA

County:

* State: FLORIDA

* ZIP/Postal Code: 33607

Please validate the address above is the correct billing address for this credit card, then check this box: ☒

CLICK SUBMIT BUTTON ONLY ONCE AND WAIT UNTIL TRANSACTION PROCESSES TO AVOID DUPLICATE ORDERS

SUBMIT

Please be aware that the following must occur to confirm successful submission of your online order: Right after you hit the SUBMIT button, you should first be taken directly to an order confirmation page where you will be provided with an order confirmation number. Shortly after you should then receive an itemized email that will serve as your official order confirmation and/or receipt of purchase.

Please allow up to three weeks for delivery.

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6. Place your online order by clicking on the **SUBMIT** tab **ONCE** (be careful to only click this tab once to avoid duplicate orders/charges) located below the check box at the bottom of the order form page as shown below. Wait for your order to process until you are able to confirm successful submission of your order (**Refer to steps #7 and #8 below**).

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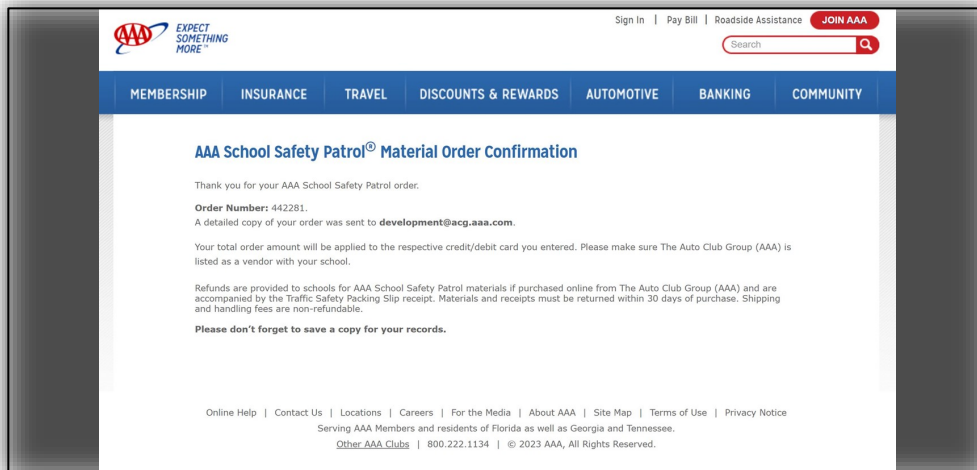
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7. **ORDER CONFIRMATION PAGE/NUMBER:** After clicking the **SUBMIT** tab (only once), you should then be taken directly to an **Order Confirmation Page** where you will see a statement confirming successful submission of your order as well as your **Order Confirmation Number**, as shown below:



8. **EMAIL CONFIRMATION/RECEIPT OF PURCHASE:** Lastly and shortly after you are directed to the Order Confirmation Page, an **Email Confirmation** will/should be sent to the Email Address that was provided on the order form to guarantee your order was submitted successfully. This itemized email can be used as your receipt/proof of purchase. If you used a personal credit or debit card, this email will be the best documentation to provide when seeking reimbursement from your school.