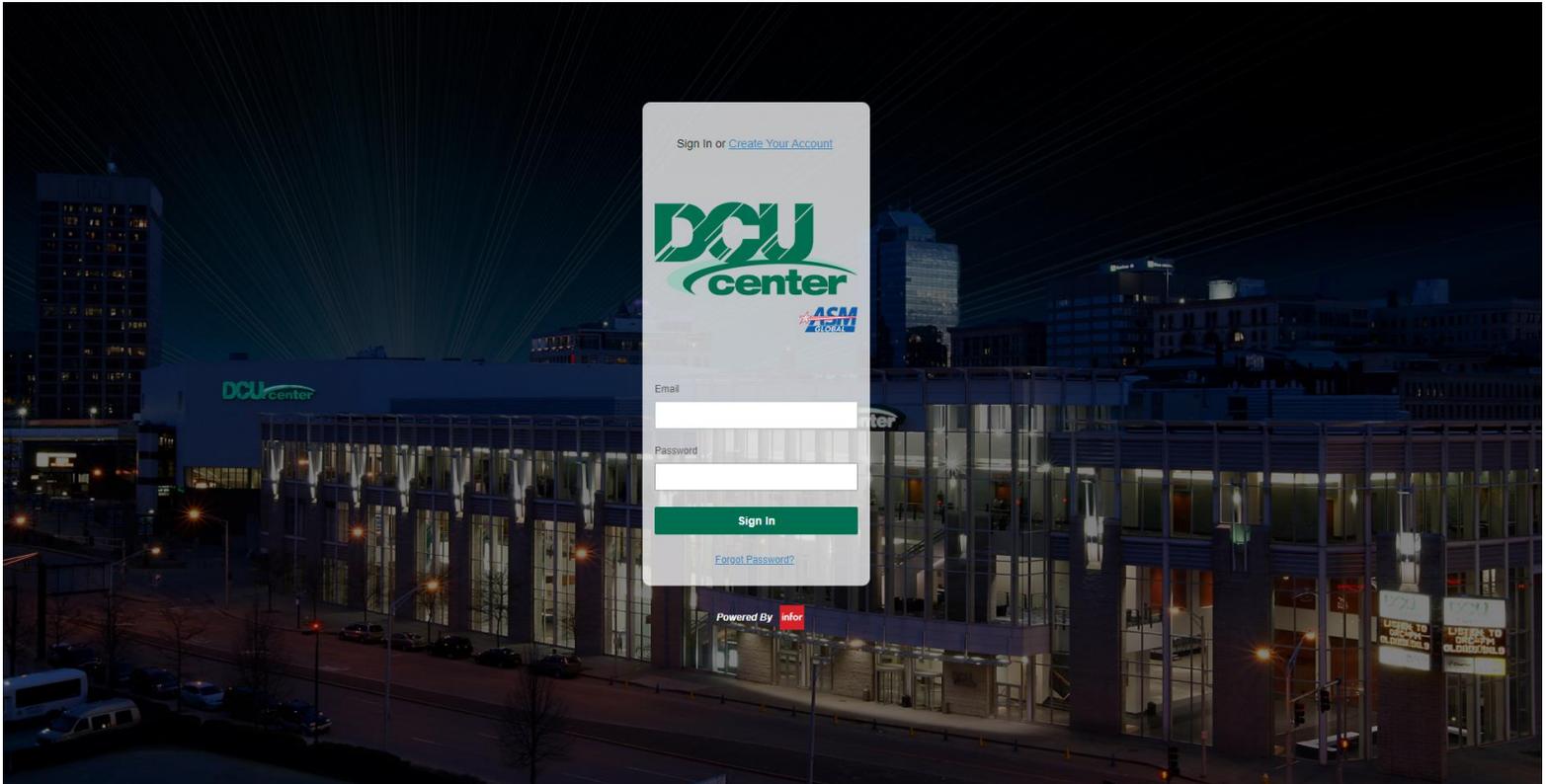
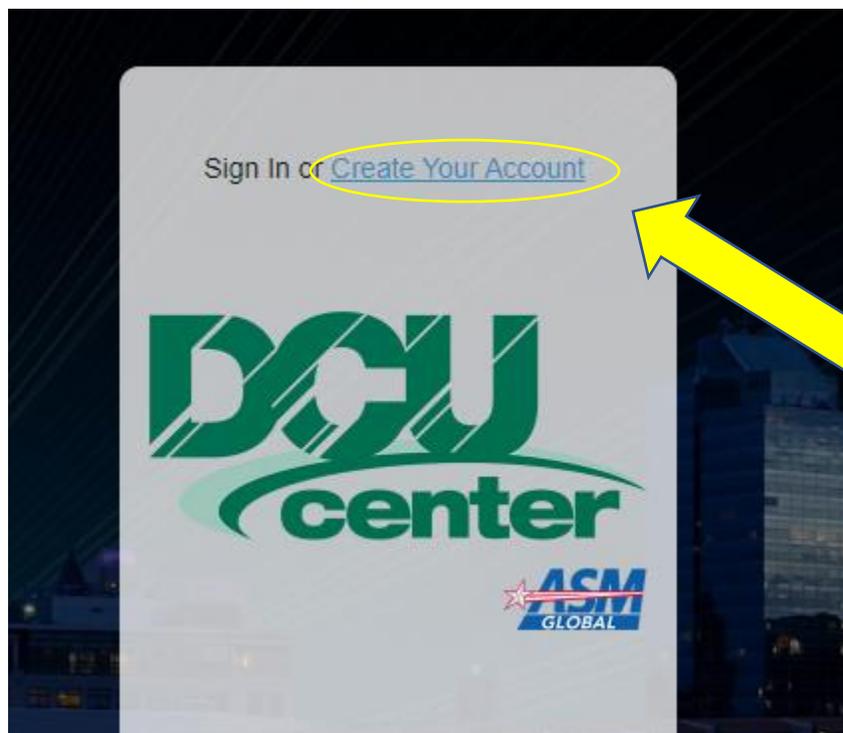


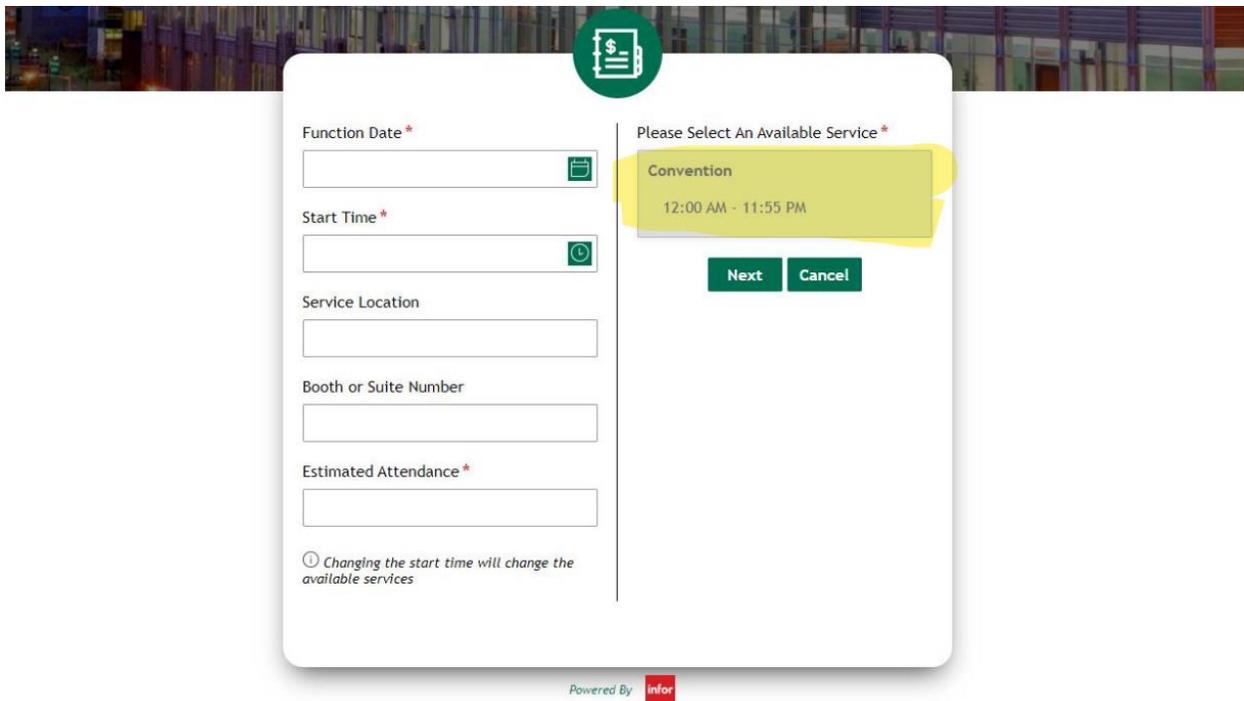
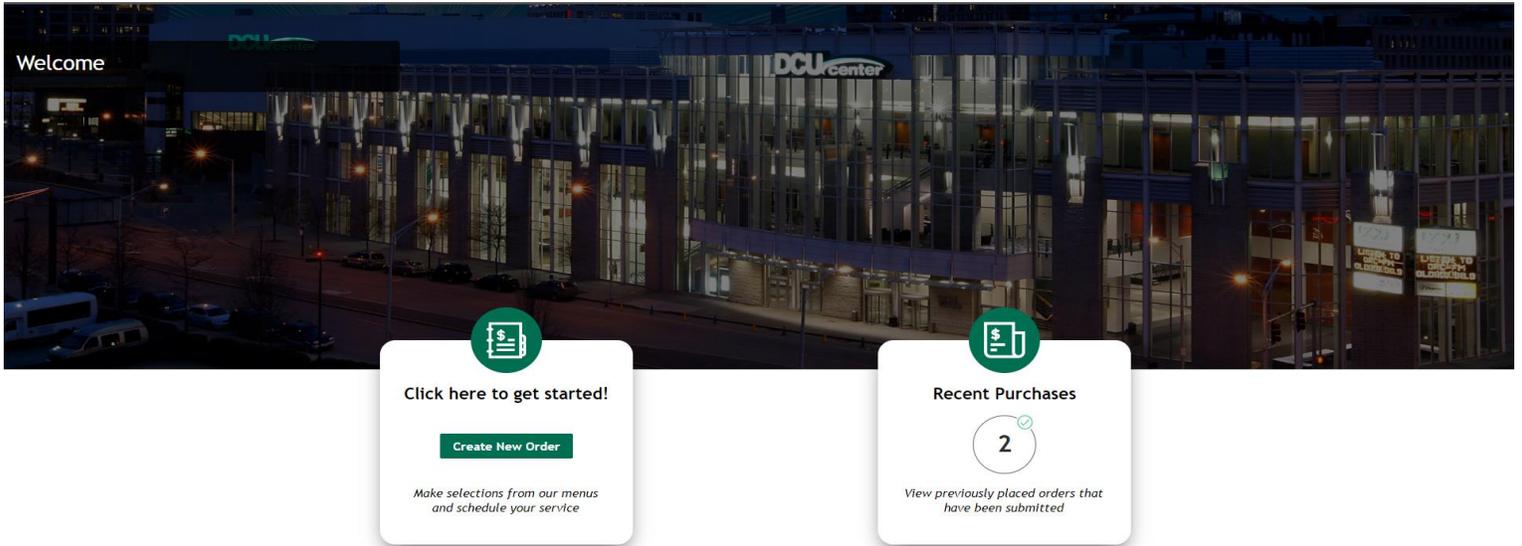
Step 1: Navigate to online ordering link provided by event organizer.



Step 2: First time users will have to create an account.



Step 3: Once account is created and verified, you can now sign in using your email. Once logged in, you will be greeted with this screen.



Step 4: You will now be able to click "Create New Order". This will now ask you to provide the following information:

**Function Date:** Date of Show

**Start Time:** Time of show

**Service Location:** Can just be DCU Center

**Booth or Suite Number:** Put in your booth number (if booth number unknown please put company name)

**Estimated Attendance:** How many people are going to be at the booth?

**When fields are filled out, please click the box with "Convention 12:00 AM - 11:55 PM" then NEXT**

Step 5: Next step is to use the menu on the left to navigate and select services needed for the event.

The screenshot displays a mobile application interface for selecting services. On the left, a sidebar menu titled "Order Details" is open, showing a list of "Available Menus": DCU Center, DCU Compressed Air, DCU Electrical (highlighted in green), DCU Internet & Telephone, and DCU Water. Below this is a "Current Menu Options" section with "Electrical" selected. At the bottom of the sidebar are "Next" and "Back" buttons. The main content area features a header with a green circular logo containing a white fork and knife icon, labeled "DCU Electrical". Below the header is a section titled "Electrical" containing three service cards. Each card has a grey header with "No Image Available". The first card is for "110 v 5 amp (500 watts)" with a price of \$72.00. The second is for "110 v 10 amp (1000 watts)" with a price of \$84.00. The third is for "110 v 20 amp (2000 watts)" with a price of \$93.00. Each card includes a "Read More" link and a quantity selector with minus, zero, and plus buttons. A large yellow arrow points from the "DCU Electrical" menu item in the sidebar to the "Electrical" service section.

Step 6: Click "Next"

Cart Total: \$72.00

Shopping Cart

Wednesday - 04/05/2023 \$72.00  
( Convention )

Recent Purchases

Select an order date to scroll its order summary into view

Create New Order

Checkout



Summary

Convention

|                  |                         |                      |         |
|------------------|-------------------------|----------------------|---------|
| Function Date    | 04/05/2023              | Start Time           | 9:00 AM |
| Service Location | (Insert Booth Location) | Estimated Attendance | 1       |

Copy Edit Cancel

DCU Electrical

Electrical

|                                       |                |
|---------------------------------------|----------------|
| 110 v 5 amp (500 watts) (1 @ \$72.00) | \$72.00        |
| Charges                               | \$72.00        |
| <b>Total</b>                          | <b>\$72.00</b> |
| <b>Cart Total</b>                     | <b>\$72.00</b> |

Step 7: Order Summary screen will show. From here you will select “Checkout”

Step 8: Add payment information by selecting “Add Card”.

Grand Total: \$495.00

Payment Methods

None available, please add a payment option.

Orders

Tuesday - 05/16/2023 \$495.00  
( Online Order )

Agreements

Disclosure

Terms & Conditions

Credit Card Disclosure

Select a payment option and submit to finalize your order

Back

Add Card

Agreement Information

Disclosure\*

Terms & Conditions\*

Card Disclosure\*

I agree to pay the order total amount according to card issuer agreement.

I Agree

Process Payment

Powered By infor

Step 9: From here, you will be taken to a screen where you will enter your credit card information and the order will be processed. The first screen will have you enter the month and year of card expiration. Please enter the 2-digit month in the top box followed by the 4-digit year in the bottom box like below:



## Add Credit Card

Please enter the credit card expiration month/year since Authorize.Net will not return it when the card is captured. Press Next to start the communication process to have Authorize.Net accept a credit card for this contact.

Expiration (MM/YYYY)

|    |   |      |
|----|---|------|
| 05 | / | 2026 |
|----|---|------|

[Next](#)

[Back To Payment](#)

You will then be directed to this screen:

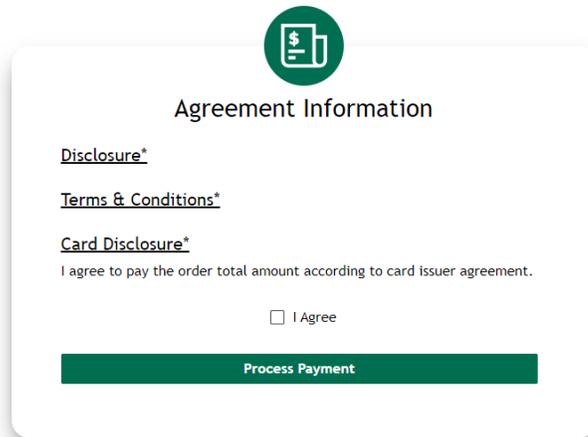
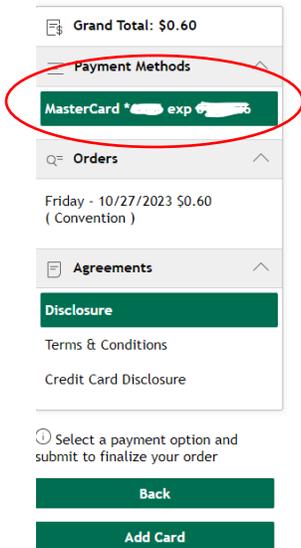
|   |  |             |
|---|--|-------------|
|  Card Number *               | Exp. Date *  | Card Code * |
| <b>Billing Address</b>  |  |             |
| First Name *  | Last Name *  |             |
| Country<br>USA ▼  | Zip *  |             |
| Street Address *  | City *   |             |
| State *   | Phone Number   |             |
| Company   |  |             |
| <a href="#" style="background-color: #800040; color: white; padding: 5px 15px; text-decoration: none;">SAVE</a> | <a href="#" style="border: 1px solid #ccc; padding: 5px 15px; text-decoration: none;">Cancel</a> |             |

You will then get this screen to pop up, please click to complete:

Your information has been saved.

CLICK HERE TO COMPLETE YOUR TRANSACTION

Step 10: Before processing the payment, you will need to select the card you have added under payment methods (once selected that area will turn green):



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Step 11: You will receive an order confirmation to your email address and a reference number.

**Order Confirmation**  
Thanks for your order. We appreciate your business!

[Home](#)



**Thank you!**  
You have successfully placed 1 order and will receive an email confirmation shortly.  
Your order reference number is:  
**48349-3-1**

[Create New Order](#) [Home](#)

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If you have any questions or concerns, please contact:

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