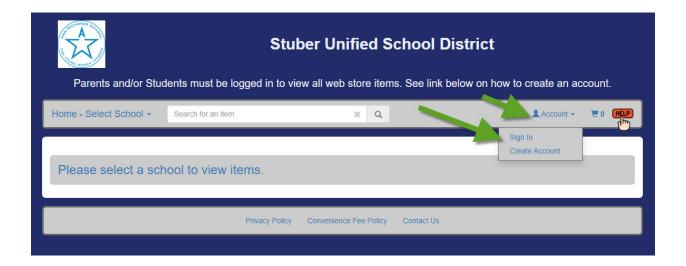
Help Menu for the Communities Store

Click on these links for help or scroll down.

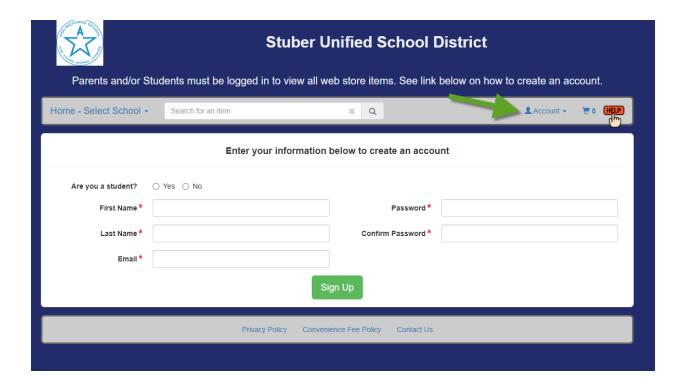
- 1. How to set up your account
- 2. How to pay my Library Fines
- 3. I'm having trouble buying items
- 4. Frequently asked questions

1. How to set up your account.

- 1. Start by clicking on "Account"
- 2. Click "Create Account"

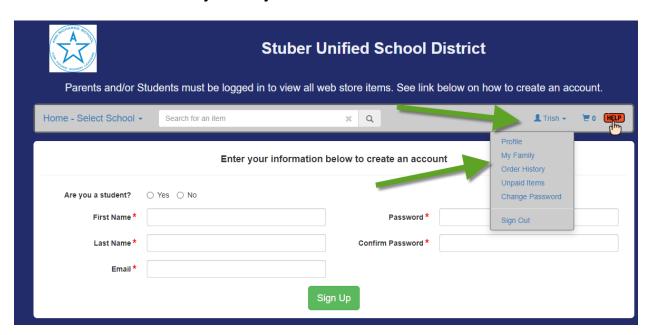


- 1. Enter your information in all fields
- 2. Once you click on "Sign Up" Go to your email to complete log in.

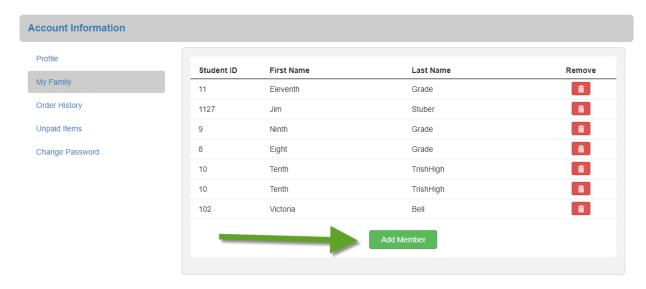


Now add your Students to your account.

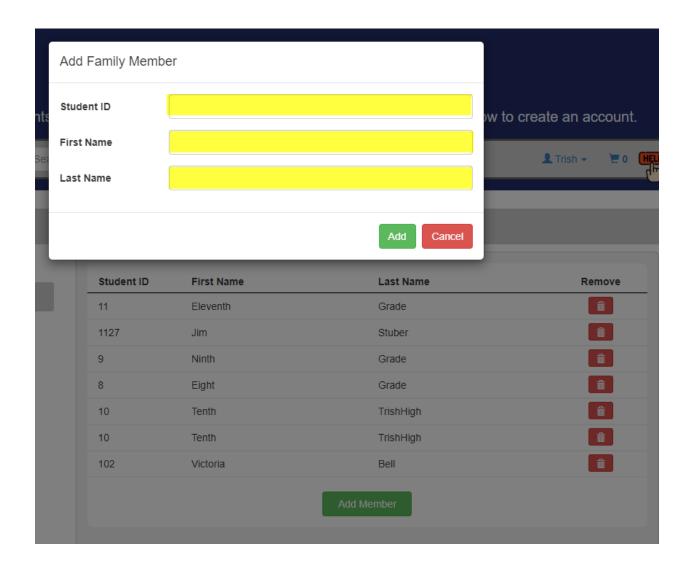
- 1. Click on your name
- 2. Click on "My Family"



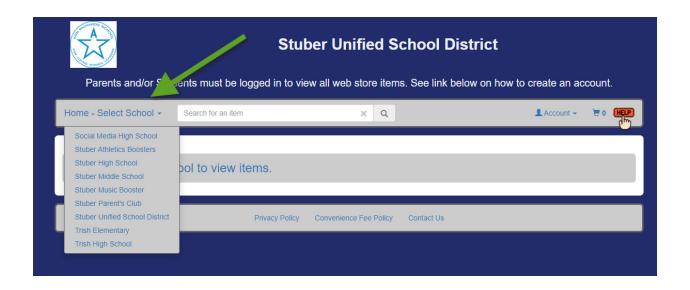
Click on Add Member



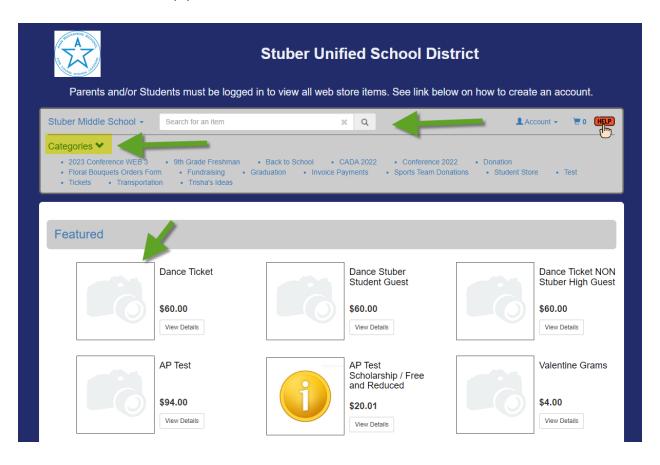
After you set up your account, you will be able to **add** your student using their **STUDENT ID#, First Name and Last Name**.



Please select your school site.



You then select your item from the Featured items, Categories, or use the Search for an item(s).

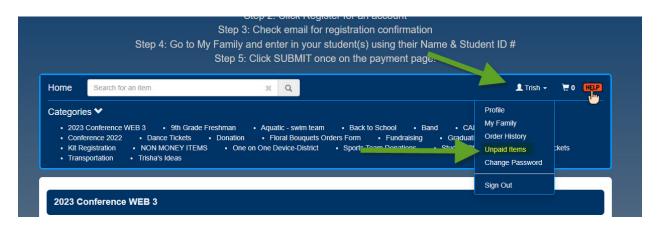


2. How to pay my Library Fines and Other Debt

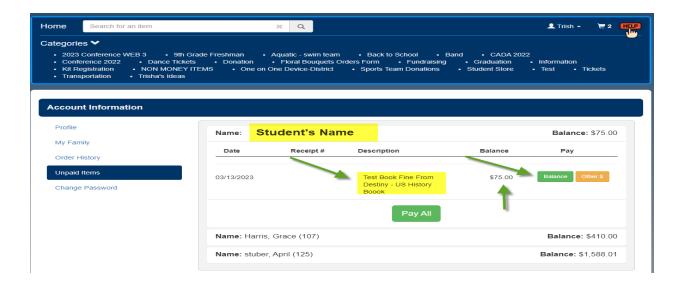
Once logged in:

- 1. Click on "My Account"
- 2. Click on Unpaid Items
- 3. Click pay Balance
- 4. Go to the cart and pay
- 5. You can also use the "Pay All" on the bottom right. Go to the cart and check out.

Click on "Unpaid Items"



Please pay Balance Owed.



I'm having trouble buying items

iPhone Users:

The ASB Store payment processor has an issue when Cross Web Tracking is enabled on iPhone.

In order to check out on iPhone you will need to disable it.

- 1. Go to Settings,
- 2. find Safari,
- 3. under Privacy and Security disable Cross Site Tracking.

Our webstore must redirect to our payment processor in order to complete your payment. These settings can be restored once your purchase is complete.

Here are some reason why you are receiving a warning box



iPhone Users:

The ASB Store payment processor has an issue when Cross Web Tracking is enabled on iPhone.

In order to check out on iPhone you will need to disable it.

- 1. Go to Settings,
- 2. find Safari,
- 3. under Privacy and Security disable Cross Site Tracking.

Our webstore must redirect to our payment processor in order to complete your payment. These settings can be restored once your purchase is complete.

This item cannot be sold to this student at this time.

Please call the school to find out why you can not buy this item.

This item is not available for the student's grade.

This is because your student is not in the right grade for this item.

This exceeds the quantity limit.

This is because you can't purchase more than the limits set by the school for this item . This purchase would exceed the limits.

Must pay unpaid balance

You will need to go to "My Account" "Unpaid Items". This must be paid before you can buy the new item.

Membership for your student is already in the cart.

You can only purchase one per individual.

4. Frequently asked questions.

- Q. I'm having trouble buying items for my student?
 - A. Are you in the right school? You can only purchase items in the school your student is enrolled in.
- Q. Can more than one person buy items for a student?
 - A. Yes, the student can be added to any accounts.
- Q. Can students buy items for themselves?
 - A. Yes, students can set up an account and purchase items.
- Q. If I'm having trouble logging in, who do I call?
 - A. Call the school your child is enrolled in.
- Q. I'm having trouble finding the items on the web store?
 - A. You can use the search at the top of the store.