Place an Order using your Renewal Quote

Based on your order history, your renewal quote is ready for processing. Follow these steps to view and place the order:

1. Log in to cap.org.
2. Click Shop.

**Important:** Review the drop down menu labeled *I'm making purchases for* to ensure you are making the purchase on behalf of the correct organization.

3. Click **Renew Your Order Now** from within the Welcome Bin.
4. Ensure the radio button is selected for the renewal quote.
5. Use the **Actions** drop down menu to **Update Quote** and click **Go** or click **Checkout** to begin your transaction.

a. When choosing **Update Quote**, the prepopulated quote is moved into the **Shopping Cart**. Items are now editable and the **Continue Shopping** button can be used to add additional items to the cart.

b. When you’ve added all desired items, click **Shopping Cart**.

   i. Click **Checkout** to begin your transaction.
6. Review **Ship To** and **Shipping Details**.

7. Click **Next**.

**TIP:** You may update **Ship to Contact** by clicking **Update**.

**TIP:** You may update **Ship to Address** by clicking **Update**.

**TIP:** Shipping Method updates affect publication purchases only. This option is only visible if you have added publications to your cart.
8. Review Bill To and make any required edits.

9. Use the Payment radio buttons to select your payment type.

10. After you have added your payment information, click Next.

TIP: To update your Bill to Customer by using the dropdown list of values. To update your Bill to Contact or Bill to Address, click the corresponding Update.

TIP: Selecting different payment options will change the fields required. See table on next page for details.

TIP: To Save Cart or Print Quote, select your option from Actions drop down menu and click GO.
<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td>Select a previously used credit card or click the drop down menu to add a new credit card.</td>
<td><img src="image" alt="Credit Card" /></td>
</tr>
<tr>
<td>Wire Transfer</td>
<td>Enter <strong>Bank Name, Bank Routing Number, Bank Account Number, and Date of Transaction. You must also Add Wire Transfer Attachment.</strong></td>
<td><img src="image" alt="Wire Transfer" /></td>
</tr>
<tr>
<td>Purchase Order</td>
<td>Enter <strong>PO Number and Purchase Order Amount</strong>; and agree to the terms. You may also Add Attachment.</td>
<td><img src="image" alt="Purchase Order" /></td>
</tr>
</tbody>
</table>
11. Review the contents of your order.
12. Agree to the Terms & Conditions by checking the box.
13. Click Place Order to complete your transaction.

Important: Do not click the back button or navigate away from the page.

When your order has processed, the acknowledgement message will appear.

A separate order confirmation will be emailed to the shipping contact once the order has been confirmed.