

## OHIO COUNTY ORDERING INSTRUCTIONS

1. There are ONLY 88 accounts with the 'County Discount'
  - a. One for each county
    - i. 36% off Website price and FREE shipping
      1. To ensure continued free shipping, please consolidate orders, as Media Distribution pays PER ORDER
2. <http://estore.osu-extension.org>

**LOGIN**

- a. Click on **LOGIN** at the top right
3. Login with YOUR COUNTY'S account/username (there's ONLY ONE per County)
  - a. Login with username and password.
  - b. Screen should look like this:

### Account Sign In

Sign in to your account to access your order history, wishlist, and other personalized features.

#### RETURNING CUSTOMERS

If you have already registered with **CFAES Publications**, please sign in now.

User Name:

\*

Remember Me

Password:

**Sign In**

[Forgot User Name or Password?](#)

#### NEW CUSTOMERS

If you are a new customer, take a moment to register below.

Email:

(username)

Remember Me

Password:

*Your password must be at least 8 characters long. You must include at least one uppercase letter, lowercase letter, and number.*

Re-enter:

**Register**

- c. Account number listing:

Ohio County	account/username	Ohio County	account/username	Ohio County	account/username
Adams	8191	Montgomery	8135	Noble	8131
Allen	8190	Morgan	8134	Ottawa	8130
Ashland	8189	Hamilton	8161	Paulding	8129
Ashtabula	8188	Hancock	8160	Perry	8128
Athens	8187	Hardin	8159	Pickaway	8127
Auglaize	8186	Harrison	8158	Pike	8126
Belmont	8185	Henry	8157	Portage	8125
Brown	8184	Highland	8156	Preble	8124
Butler	8183	Hocking	8155	Putnam	8123
Carroll	8182	Holmes	8154	Richland	8122
Champaign	8181	Huron	8153	Ross	8121
Clark	8180	Jackson	8152	Sandusky	8120
Clermont	8179	Jefferson	8151	Scioto	8119
Clinton	8178	Knox	8150	Seneca	8118
Columbiana	8177	Lake	8149	Shelby	8117
Coshocton	8176	Lawrence	8148	Stark	8116
Crawford	8175	Licking	8147	Summit	8115
Cuyahoga	8174	Logan	8146	Trumbull	8114
Darke	8173	Lorain	8145	Tuscarawas	8113
Defiance	8172	Lucas	8144	Union	8112
Delaware	8171	Madison	8143	Van Wert	8111
Erie	8170	Mahoning	8142	Vinton	8110
Fairfield	8169	Marion	8141	Warren	8109
Fayette	8168	Medina	8140	Washington	8108

Franklin	8167	Meigs	8139	Wayne	8107
Fulton	8166	Mercer	8138	Williams	8106
Gallia	8165	Miami	8137	Wood	8105
Geauga	8164	Monroe	8136	Wyandot	8104
Greene	8163	Morrow	8133		
Guernsey	8162	Muskingum	8132		

d. Need Password?

i. Call us and we'll set up a new one for you! 614-292-1607

4. Shop & fill cart



a. To add an item to the cart, click on the

b. This will take you to your cart, if finished adding items, move to #5, to add more

items, click on **Keep Shopping**

5. Apply 36% discount, tax exemption, and free shipping, click on

**Get My Price**

a. If this button is unavailable, please remember that there is ONLY ONE account for every County. (refer to #1)

6. Submit order & checkout

a. This will give you a series of screens

**Checkout**

i.

**Continue**

ii. Verify contact info,

**Ship**

iii. Verify shipping address

iv. Look over your order again (and there should be \$0.00 shipping)

**Continue**

**Pay with a Purchase Order**

For authorized accounts only.

PO #:

Brutus

**Pay with a Purchase Order**

v. Fill in a PO,

1. Click on "Pay with a Purchase Order"

2. without one order will be rejected

3. Most people put their first name but you can put anything

**Thank you for your order**

**View Order #75790**

**Order Date:** 10/27/2015 1:18 PM

**Order Total:** \$4.80

**Status:** Pending Invoice Creation

**Payments:** \$0.00

7.

a. YOU'RE DONE!