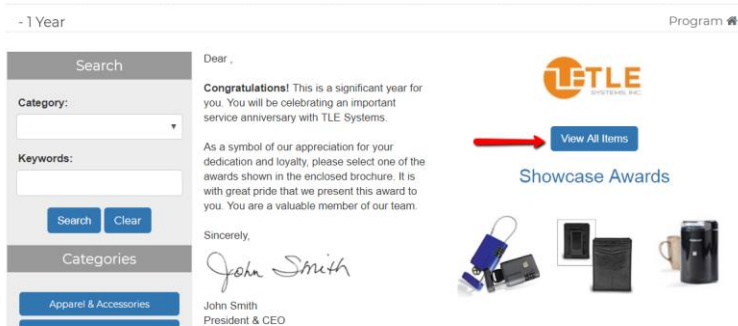
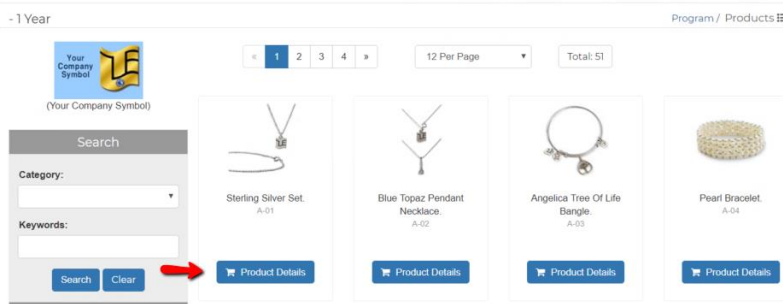


## How to Place Orders in AwardChoice

- 1) Click "View All Items" to view the catalog



- 2) Click on an item to view "Product Details"



- 3) When viewing an item you would like to order, click "Place Order," otherwise you can click on "Products" to go back to the catalog



- 4) After you have selected your item and clicked "Place Order," fill out the fields and click "Submit"

