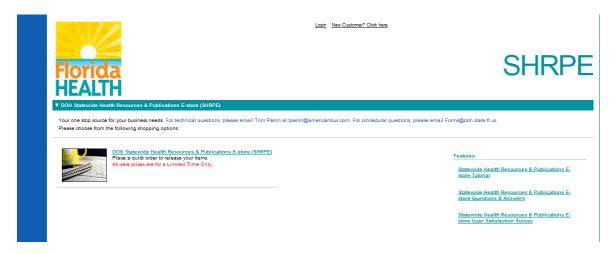
State of Florida Department of Health User Tutorial

Below are instructions for placing orders on the new State of Florida DOH Online Store. You have been set up with your own specific username and password. Please enter your username and password after clicking the appropriate link on State of Florida DOH website (www.doh.state.fl.us). Otherwise, you can go directly to www.americanbus.com/aces and enter your username and password there.

Once you are logged in, click on "DOH Warehouse Item Catalog."

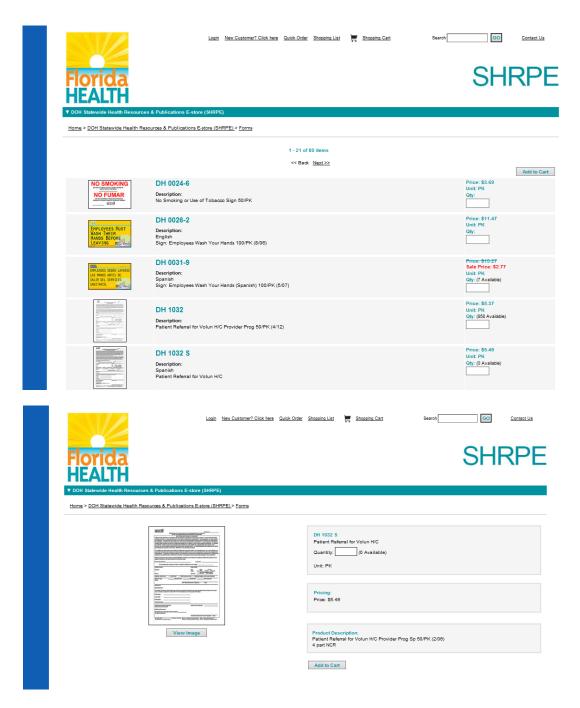


Company eStore

After selecting the "DOH Statewide Health Resources & Publications E-store (SHRPE)," you will be able to select from a list of categories and subcategories. Browse the offered items through the categories or the drop down links. Also, search for specific items with key words in the "Search" field at the top of your screen.



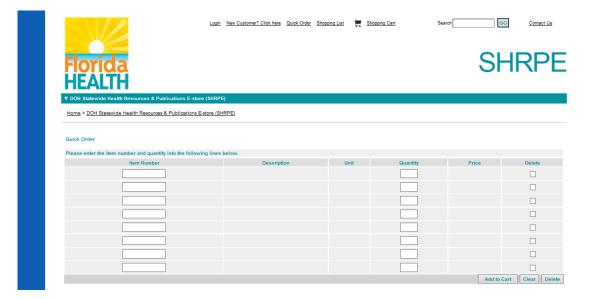
Once you have selected a category, you will have the ability to order print on demand and inventoried items from the item list page by entering in your quantity or click on the thumbnail image to view a larger image of the item. After entering in your quantity, click the "add to cart" button.



This will bring you to your shopping cart where you can view the items you selected. From here, you can click "Continue Shopping", "Delete Items" or "Proceed to Checkout."

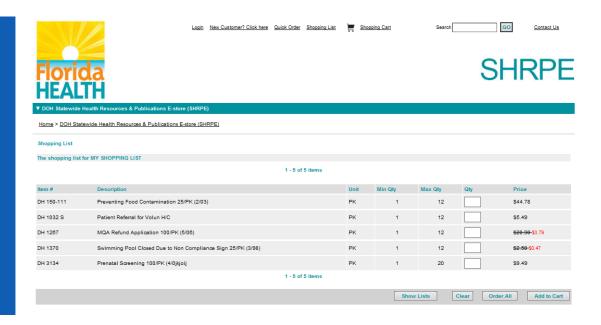
Quick Order

For a faster way to order, click "Quick Order" at the top of the screen. Enter the part numbers of the desired items, click tab to review a description, enter your quantity and click "Add to Cart."



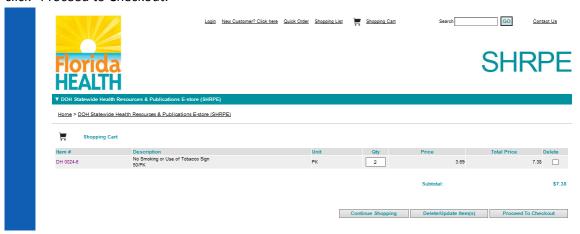
Shopping List

For frequently ordered items, create a shopping list with all of your most frequently ordered items. Click "Shopping List" at the top of your screen to create as many different shopping lists as desired. Once your shopping list is created, you have the flexibility to modify it as needed. To order an item from your supply list, enter the quantity of each item and "Add to Cart."

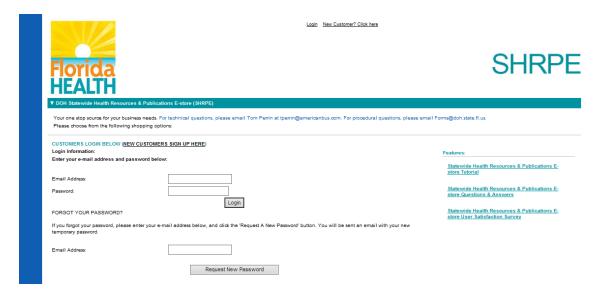


Check out

In the Shopping Cart, you can edit your order, delete your order or continue shopping. When finished, click "Proceed to Checkout."

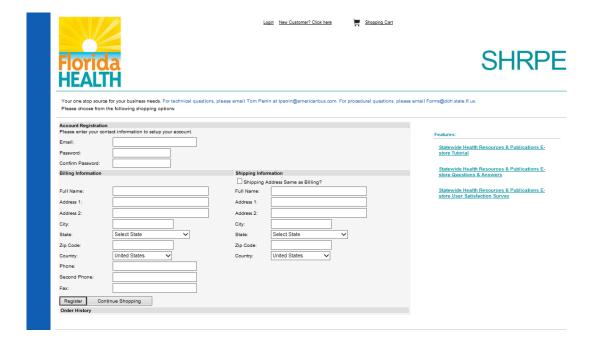


All users are required to register. New members can register by clicking on "NEW MEMEBERS SIGN UP HERE."



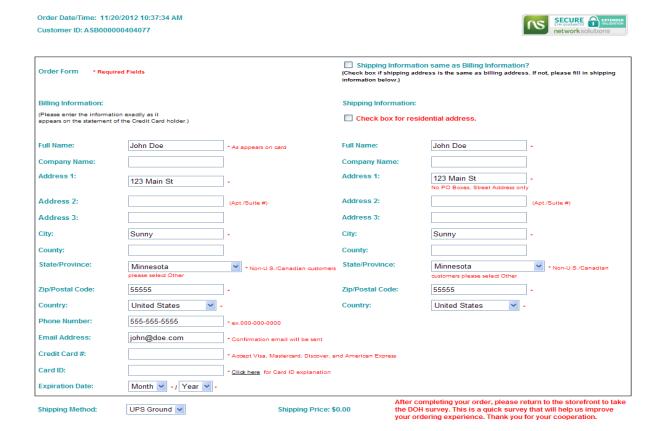
Enter your billing information into the fields provided. If the shipping information is the same as the Billing, check the "Shipping Information same as Billing Information?" box and the shipping information will populate with the same information. When all required fields are populated, click "Register."

(**Note for repeat shopping**: After registering, you can log in at any time during the shopping experience by clicking the "Login" link at the top of any screen, your bill to and ship to information will autopopulate on the credit card check out page.)



Once registered, navigate back to your shopping cart to continue checking out.

Fill in your Credit Card information and click "Continue to Checkout."





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An order verification page will appear which will include Freight. Click "Order Now" to finalize your order.

Questions

If you have questions along the way, click the "Contact Us" link and complete the fields on the form. Once you click "Submit", your inquiry will route to Tom Perrin for follow-up.

Contact Us

Request:	_
First Name:	Address:
Last Name:	City:
Company:	State/Province:
Phone:	Zip Code:
E-mail Address:	Order Number:(if applicable)
You must supply either a phone number Please e-mail a reply Please phone with a reply	r or e-mail address.
Clear Close	Window Submit

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Satisfaction Survey

It would be appreciated if you could complete the satisfaction survey. Press Ctrl +Click the logo below to begin the survey.

