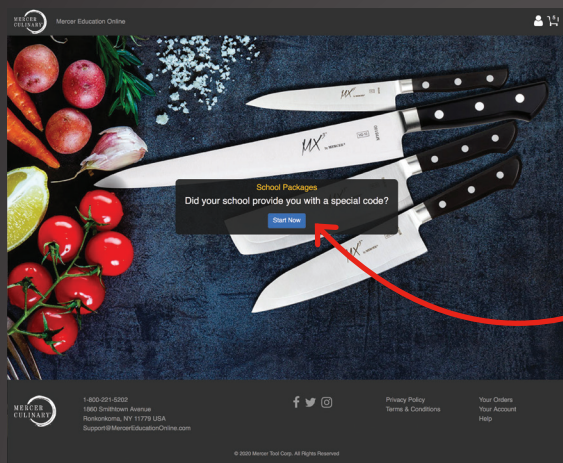




# MERCER EDUCATION ONLINE



Dear Student:

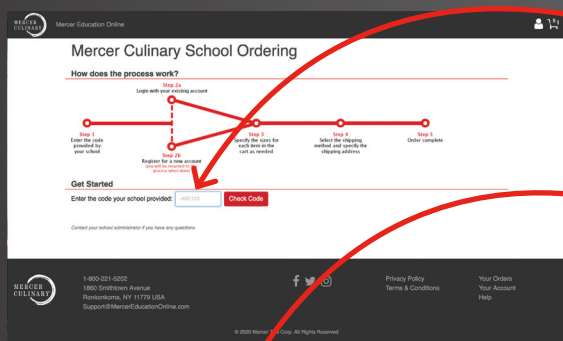
Mercer Culinary is proud to be the chosen apparel brand for your culinary education. This guide will take you through the ordering process step by step on the Mercer Education Online website.

Step 1. Go to [www.mercereducationonline.com](http://www.mercereducationonline.com) and select "Start Now".

Step 2. Create an Account.

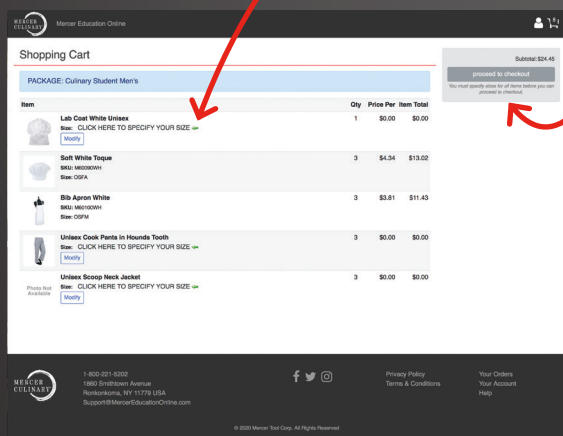
Step 3. • Ordering process details are provided on this page.

- Review the process.
- Enter code provided by your school and select "Check Code".



Step 4. • Select the items you want to order.

- If you are required to choose a size for a particular item you will be prompted to do so by a flashing arrow with instructions to "Click Here to Specify Your Size". You will not be able to proceed past this page until you select a size for each item where required.
- If your school requires embroidered names you will be prompted to add your first and last name.



Step 5. Proceed to checkout.

Step 6. • Verify the name of the product recipient and select continue.

- Review your order.
- If anything needs to be corrected you may do so at this time.
- Select place order once all information is confirmed.
- You will receive a confirmation email once your order has been received.

Step 7. • Please allow up to 12 working days to process orders that require embroidery.

- The selected shipping method will determine when an order will arrive once complete.

Thank you for your order!