

Ordering AAA School Safety Patrol Materials

INSTRUCTIONS – Read Carefully

PLEASE NOTE:

***Purchase orders and checks are no longer methods of payments we accept.**

***Please notify your bookkeeper and/or school district of the change.**

1. Log-in page – When you click the link that reads “**Order Materials,**” before you’re able to see the order form, you’ll need to:

- **Create User ID and Password** if you haven’t already done so.
 - If registering for the first time click the button next to “I’m not a AAA member”
Even if you are a member, to keep your membership information separate, click “I’m not a AAA Member.”
- Next, enter your **zip code** and **email address** then click the “**Register**” button.
 - Your email address will serve as your User ID and you’ll need to create a Password (we suggest one that is not personal and can be used by another person at your school, in your absence)

2. Order Form – After entering your User ID and Password, you’ll be taken to the order form where you can place your order. Under the Payment heading you will need to confirm the credit card’s billing address.

The credit card’s billing address DOES NOT have to be the same as your school’s address. HOWEVER, you must enter the card’s billing address in the appropriate boxes AND check the box to validate the accuracy of the address you entered.