AAA School Safety Patrol® Online Ordering Instructions

1. Go to [AAA.com/SafetyPatrol](http://AAA.com/SafetyPatrol) Locate the box that says Order Materials for AAA School Safety Patrol

2. In that same box, click on ORDER MATERIALS

3. You will then be navigated to the AAA School Safety Patrol Materials Order Form (where you go to submit your online order for AAA School Safety Patrol materials) as shown below:

4. Complete the order form in its entirety, including the QUANTITY column for the items you are requesting and the PAYMENT section at the bottom of the form.
5. Review your order before hitting the **SUBMIT** tab, and be sure to verify all advisor, school and payment information entered is correct. Confirm you have done so by reading the statement and checking the box at the bottom of the order form, located above the **SUBMIT** tab, as shown below:
6. Place your online order by clicking on the **SUBMIT** tab **ONCE** (be careful to only click this tab once to avoid duplicate orders/charges) located below the check box at the bottom of the order form page as shown below. Wait for your order to process until you are able to confirm successful submission of your order (Refer to steps #7 and #8 below).
7. ORDER CONFIRMATION PAGE/NUMBER: After clicking the SUBMIT tab (only once), you should then be taken directly to an Order Confirmation Page where you will see a statement confirming successful submission of your order as well as your Order Confirmation Number, as shown below:

![Order Confirmation Page]

8. EMAIL CONFIRMATION/RECEIPT OF PURCHASE: Lastly and shortly after you are directed to the Order Confirmation Page, an Email Confirmation will/should be sent to the Email Address that was provided on the order form to guarantee your order was submitted successfully. This itemized email can be used as your receipt/proof of purchase. If you used a personal credit or debit card, this email will be the best documentation to provide when seeking reimbursement from your school.