

# Instructions for Purchasing Microsoft and Adobe Products from ShopScholar.com

You can complete the instructions below to setup your account, and place your order but **BEFORE** you can have your order released, you will **NEED** to provide academic proof.

Academic proof means the following:

Current, valid school/college photo identification (current date must be visible on the card)

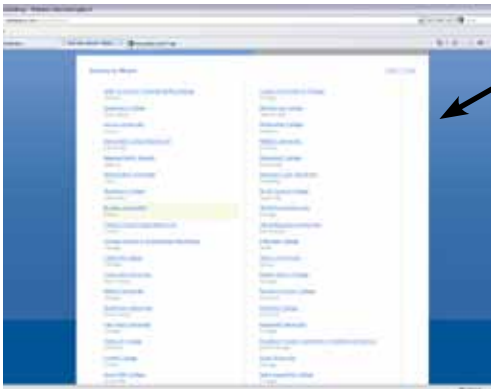
**OR**

If you do not have this, please send any photo ID **AND** valid evidence of current enrollment at, or employment by, a higher education Educational Entity. Including but not necessarily limited to: faculty or staff pay check stubs; student course curriculums or tuition statements with a valid date and printed with the Educational Entity logo or seal; an official letter from the registrar or principal of the Educational Entity.

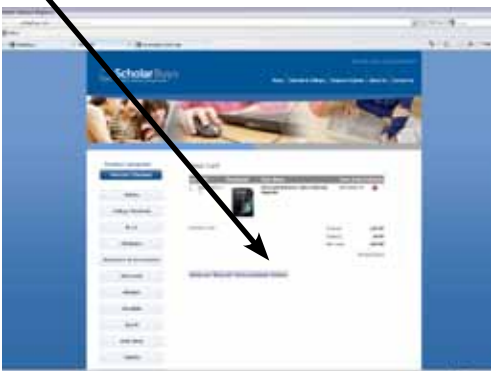
Please contact us if you have any questions about providing proof, but we do place your order on hold until we receive the valid proof from you.

## Step 1: Placing an order

1. Visit [www.shopscholar.com](http://www.shopscholar.com)
2. Click on the state on the map that your school is in
3. Click on the school you attend or work at



4. Select your product(s) and add to cart.
5. When finished, select the view cart/checkout button
6. Make any modifications to your order, and click check out.



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## Step 2: Creating an Account

At the checkout screen you will see two options:

Option 1: If you have an account already, select the existing customers login and continue with your order \*if you have already provided your academic proof, it remains valid for one year, so you will not need to submit that again either.

Option 2: If you do NOT have an account already select the "Create a new account" button

1. Create your new account by entering in the information requested. (Including e-mail, password and customer type)

2. Click create a new account

*\* If you have chosen a Microsoft product you will have to agree to the EULA agreement on the next page*

*\*\* After creating an account it will automatically sign you in on your first visit, however, you will still receive a verification e-mail, and you will need to click on the link in this e-mail to activate your account in order to be able to purchase off your ScholarBuys account on return visits.*

3. On the next page you will be asked to enter your bill to and ship to information

4. Click "continue" and enter your payment information on the next page, this is also the page where you will select your shipping option

5. Click "continue" and confirm your order

6. Your order will be on hold until you provide your academic proof to ScholarBuys. You can e-mail (proof@scholarbuys.com) or fax (866.593.1834) this to us



**Please call 877.999.9294 if you have any questions and we will do our best to help you**

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