

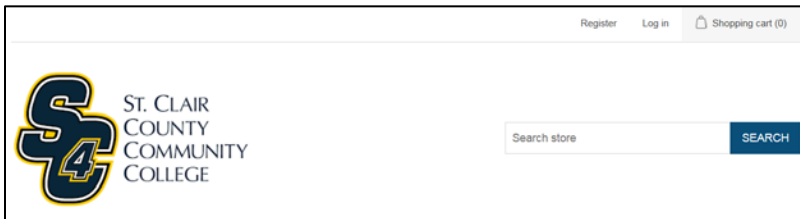
St. Clair County Community College's The Pier: Quick Start User Guide

St. Clair County Community College is pleased to announce its new online marketplace, The Pier. Users can view available items for purchase and donate to the College in a simple, easy to use format. This Quick Start User Guide will walk you through the steps of a typical order.

If you have any questions, please contact our Business Office Operations Manager at (810) 989-5789.

How to Register:

- 1) Access The Pier: <https://stclair.nbsstore.net/>
- 2) Register for an account by selecting "Register" in the upper right hand corner of your screen.



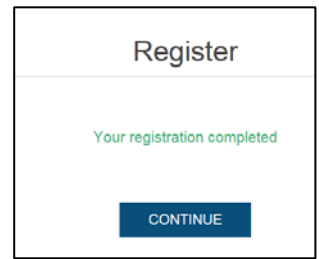
- 3) You may enter your credentials in the "Returning Customers" section if you have previously registered. New customers will want to complete the registration process to continue.

A screenshot of the login page titled 'Welcome, Please Sign In!'. The page is divided into two main sections: 'New Customer' and 'Returning Customer'. The 'New Customer' section contains a text box with the text: 'By creating an account on our website you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made.' Below this text is a blue 'REGISTER' button. The 'Returning Customer' section contains an 'Email:' input field, a 'Password:' input field, a checkbox labeled 'Remember me?', and a link for 'Forgot password?'. Below these fields is a blue 'LOG IN' button.

- 4) Enter your information in the provided fields. Required boxes are marked with a red asterisk. Select the Register button when finished.

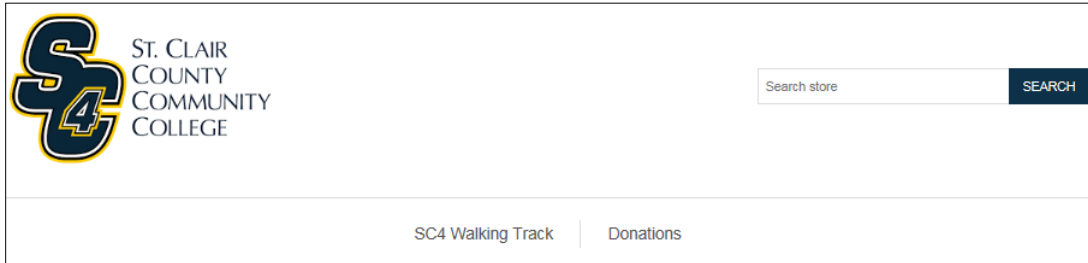
A screenshot of the registration form titled 'Register'. The form is organized into several sections. The first section is 'Your Personal Details', which includes input fields for 'First name:', 'Last name:', and 'Email:', each with a red asterisk indicating it is a required field. The second section is 'Company Details', which includes an input field for 'Company name:'. The third section is 'Options', which includes a checkbox for 'Newsletter:' that is checked. The fourth section is 'Your Password', which includes input fields for 'Password:' and 'Confirm password:', both with red asterisks. At the bottom of the form is a blue 'REGISTER' button.

- 5) You will receive notification that the registration has been completed. Select continue to view The Pier and begin your shopping experience.

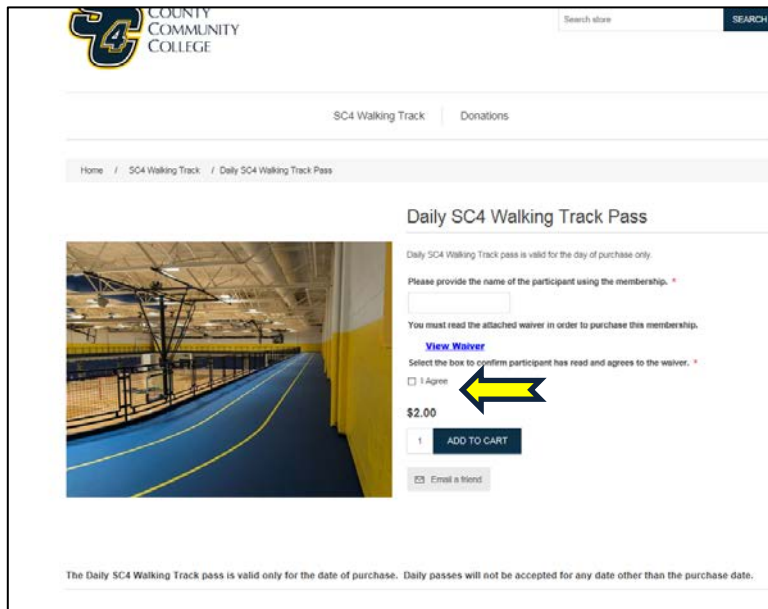
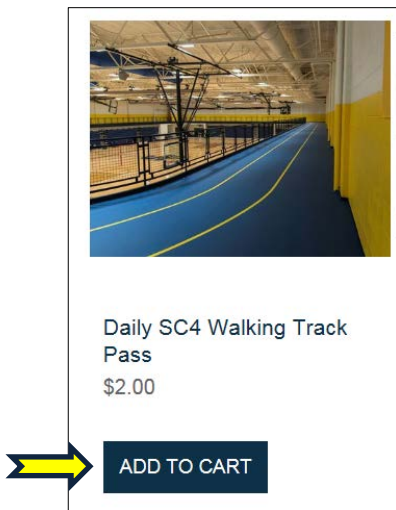


How to Order:

- 1) The Pier has several shopping categories listed on the landing page.



- 2) When you are ready to make a purchase or donation select the desired item and add it to your cart. Certain items have additional steps that need to be completed prior to checking out. For example, all SC4 Walking Track Membership/Pass products have a waiver with a checkbox verifying the user has read and understood the document.



- 3) You may continue shopping once you have added items to your cart. When you are ready to check out you may access your cart from the upper right hand corner of your screen.



- 4) Your shopping cart will show all items you have selected for purchase. You will be prompted to read and agree to the terms of service before proceeding to the checkout.



Sub-Total:	\$2.00
Shipping:	Not required
Tax:	\$0.00
Total:	\$2.00

I agree with the terms of service and I adhere to them unconditionally (read)

CHECKOUT




- 5) The Pier accepts the following debit/credit cards during checkout: Visa, MasterCard and Discover. Returning customers have an option to save their card on file for future purchases.

Payment information

Payment Method Disclosure
Card transactions for St. Clair County Community College are processed by Nelnet Business Solutions, USA.

Card Holder Name:



Card Number:

Expiration: /

CVV:

Save Credit Card:
(Card information will be saved upon payment completion)

Your card will be charged after you complete the order.

NEXT

- 6) An email confirmation, along with an order summary, will be emailed after your order has been processed.