



## How to Place an Order

*Before you begin, here are some things to keep in mind:*

1. If you're having trouble logging into the Online Store, try closing your browser and re-opening in another browser.
  - a. If Internet Explorer isn't granting you access to the Online Store, try Google Chrome or even Mozilla Firefox.
  - b. We tend to see the best results with Google Chrome.



2. You may also try clearing your cache.
  - a. "You should periodically clear the cache to allow your browser to function more efficiently....clearing them manually may solve problems with web sites or your browser." (pgcconline)
  - b. Google "How to Clear Your Cache on any Browser" (PCMag.com)
3. Lastly, it seems MAC's aren't really crazy about collaborating with our Online Store. If you can't log in using a MAC, you may have to switch to a PC instead.

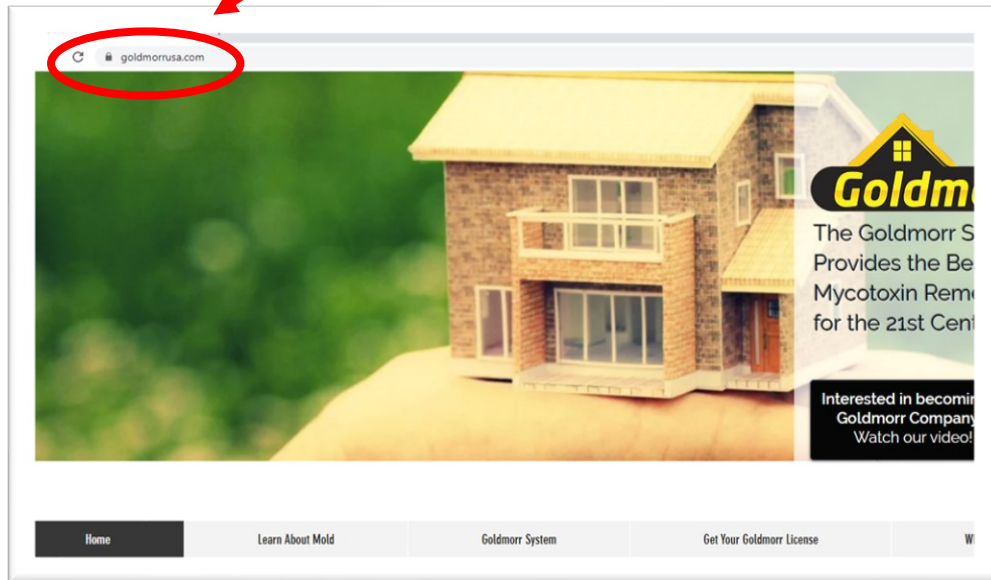


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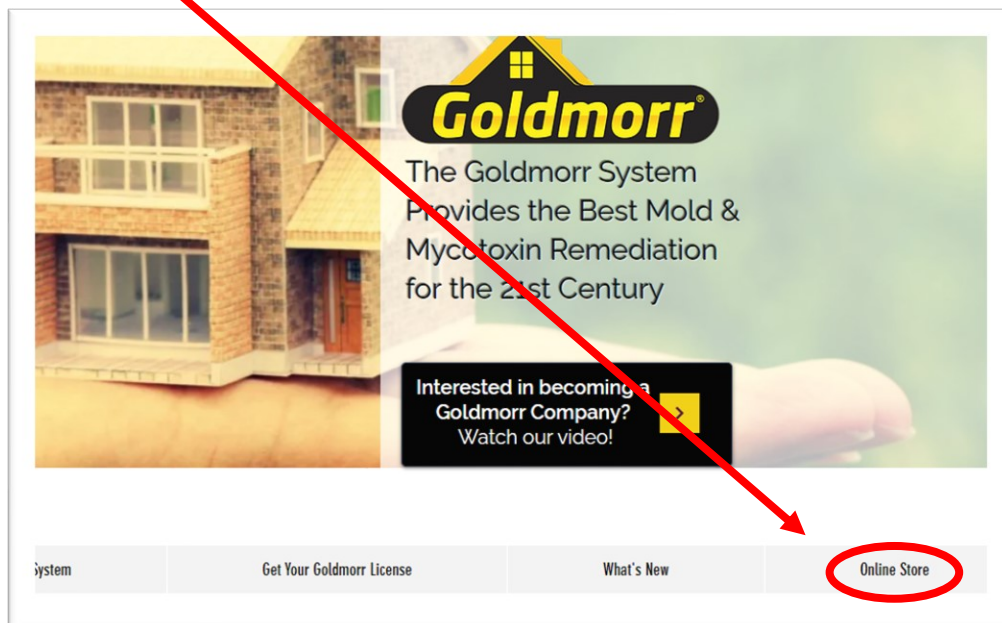
# **How to Place an Order**

*Follow this easy step-by-step guide to order **Goldmorr** products and associated equipment.*

1. Go to homepage: **www.goldmorrusa.com**.

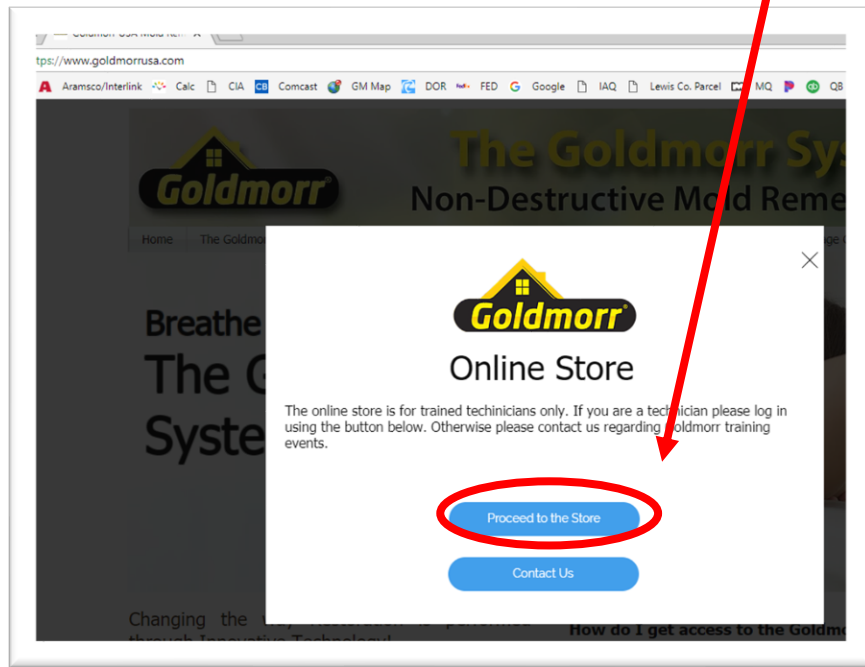


2. Select **"Online Store"** to the right.

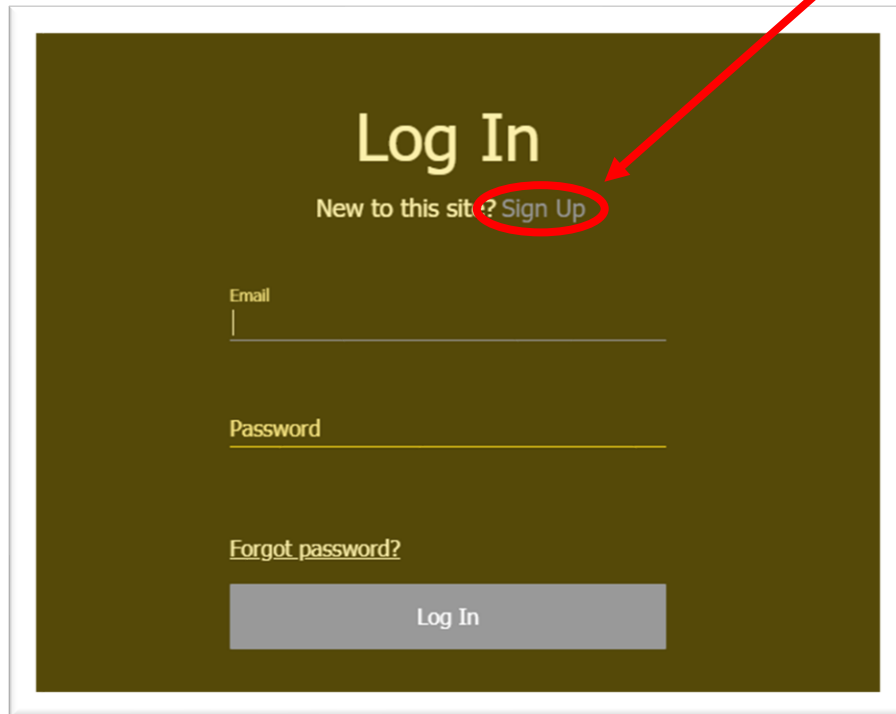


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3. When Online Store window appears, select **“Proceed to the Store.”**

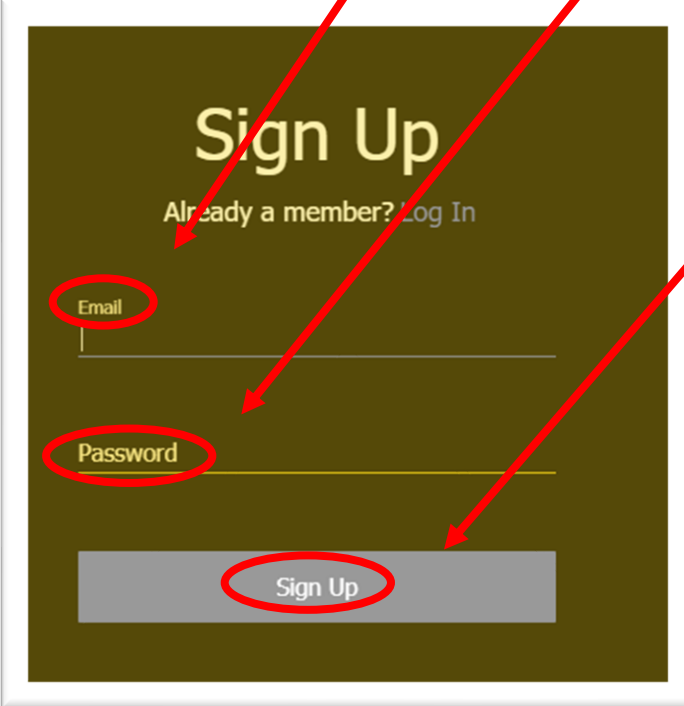


4. When Log In window appears, if you do not have an account, click on **“Sign Up.”** (If you have an account, skip to step 7).



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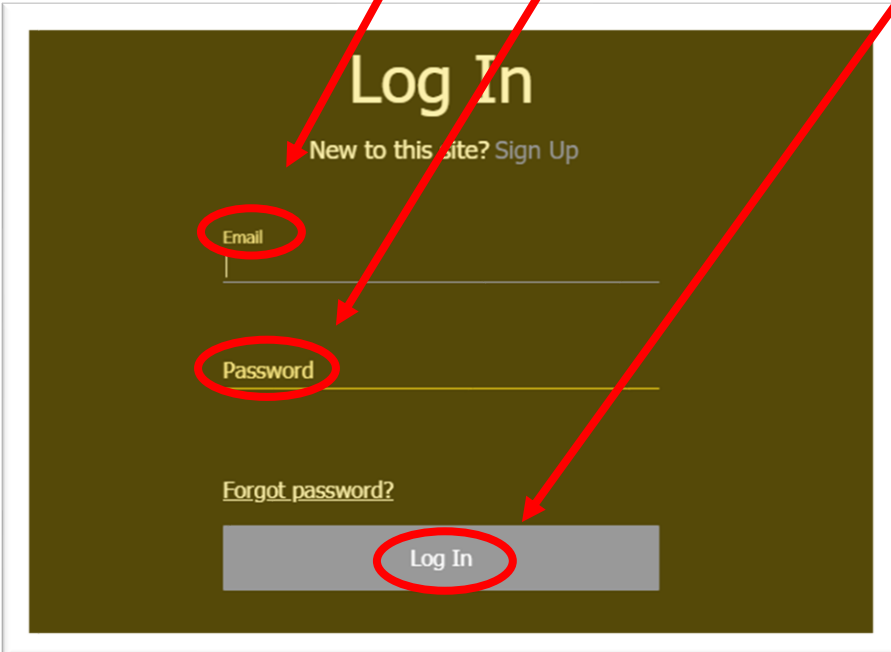
- When Sign Up window appears, enter “**Email**,” create “**Password**,” and then click “**Sign Up**.”



The image shows a 'Sign Up' form with a dark olive green background. At the top, the text 'Sign Up' is in large white letters, followed by 'Already a member? Log In' in smaller white text. Below this are two input fields: 'Email' and 'Password', both with white text labels and white outlines. A grey button with the text 'Sign Up' in white is at the bottom. Three red arrows point to the 'Email' label, the 'Password' label, and the 'Sign Up' button. The 'Email' and 'Password' labels are also circled in red.

- We will be notified you are requesting access to our store. Once you hear from us that you have been approved, go back to the Online Store (step 2).

- When Log In window appears, enter email and password to enter site. Then click “**Log In**.”



The image shows a 'Log In' form with a dark olive green background. At the top, the text 'Log In' is in large white letters, followed by 'New to this site? Sign Up' in smaller white text. Below this are two input fields: 'Email' and 'Password', both with white text labels and white outlines. A grey button with the text 'Log In' in white is at the bottom. Three red arrows point to the 'Email' label, the 'Password' label, and the 'Log In' button. The 'Email' and 'Password' labels are also circled in red.

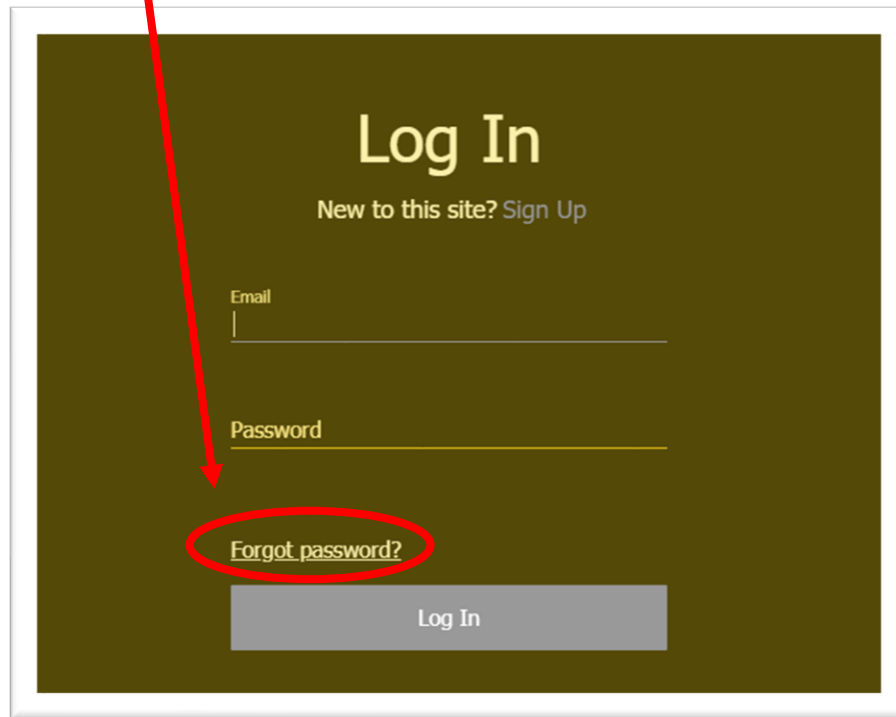
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**\*NOTE:** If you forgot your password:

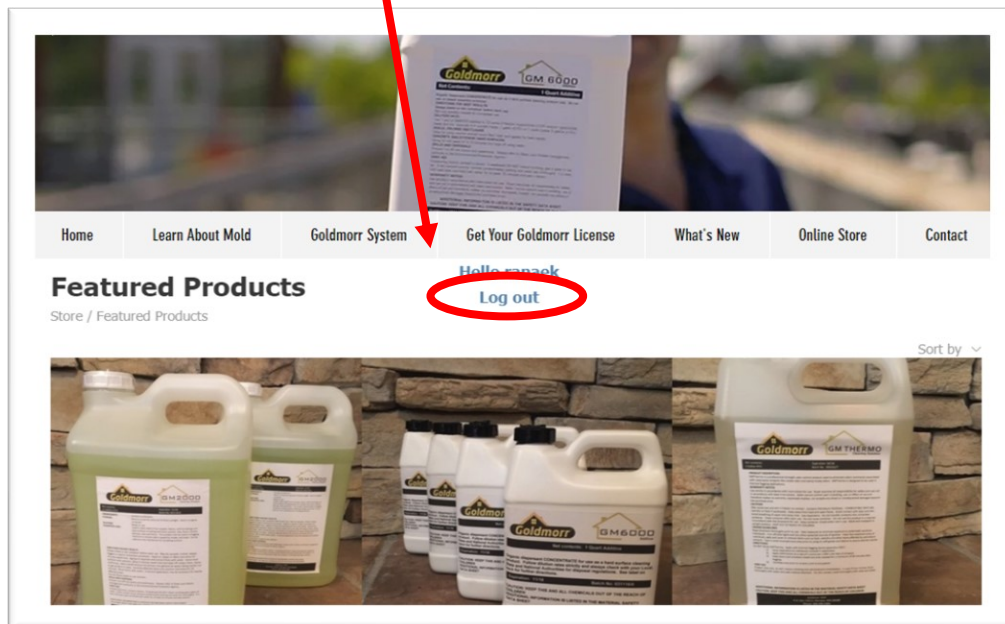
- Click **"Forgot password?"** and follow steps to reset password.

OR

- If you want to create a new login, simply enter your email and password; and it will notify us for approval.

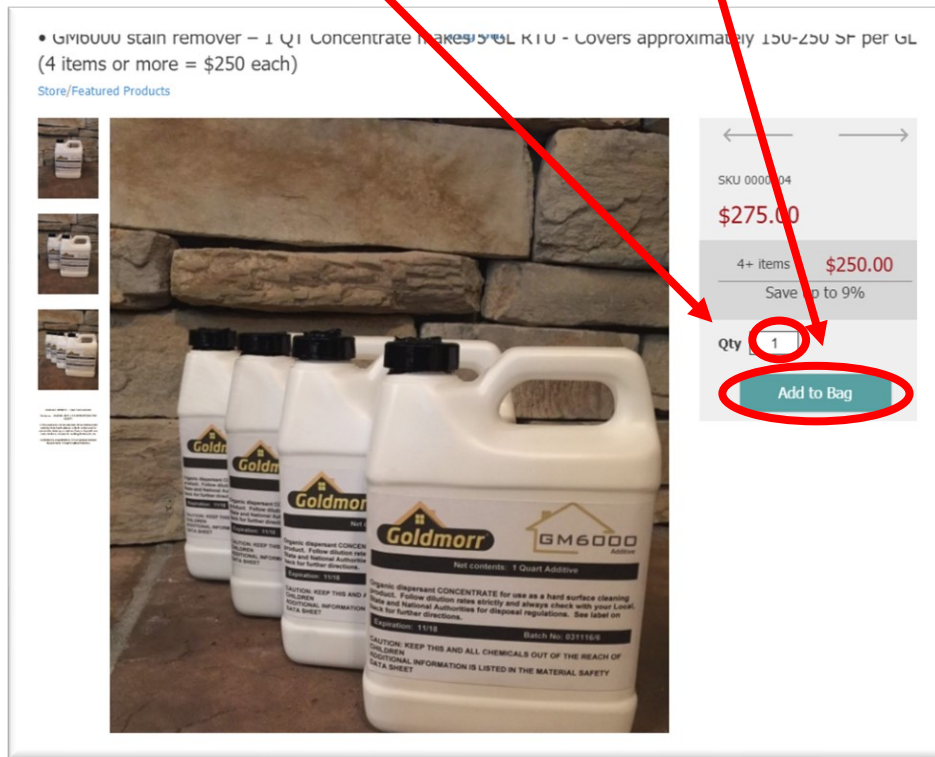


8. Once password is accepted, you will be taken to Featured Products page (i.e., the Online Store), showing the option to **"Log out"** (verifying you are logged in). If not, simply select **"Online Store"** again at right of homepage (see step 2) and proceed to store.

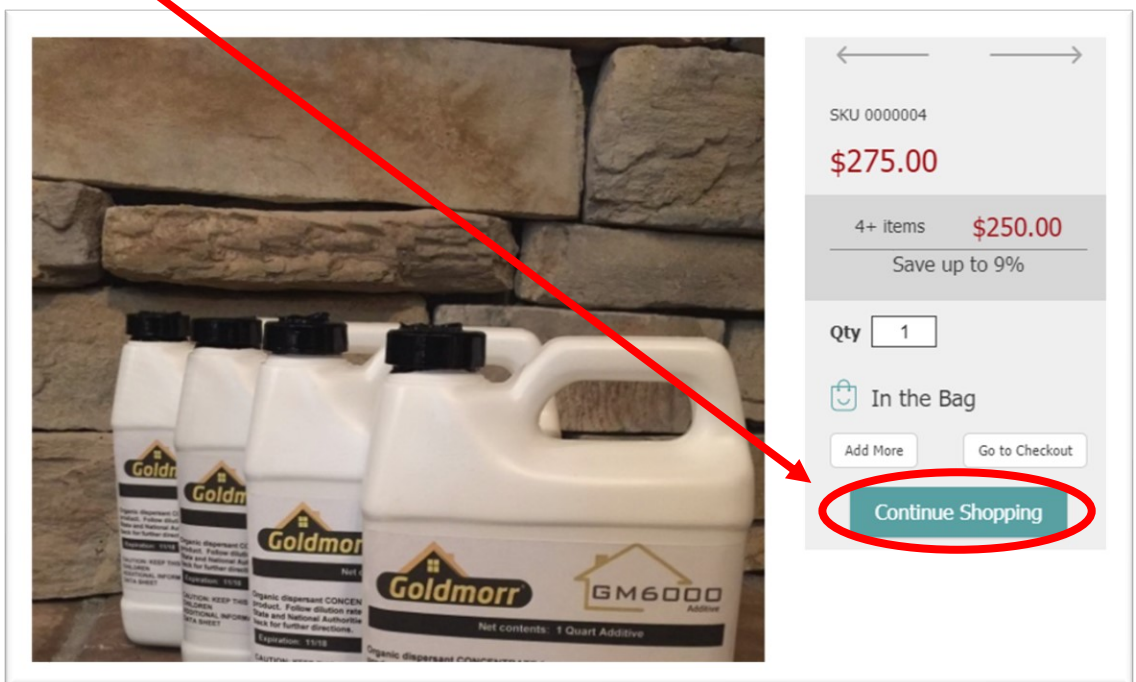


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9. Click on item, enter desired **“quantity,”** and select **“Add to Bag.”**



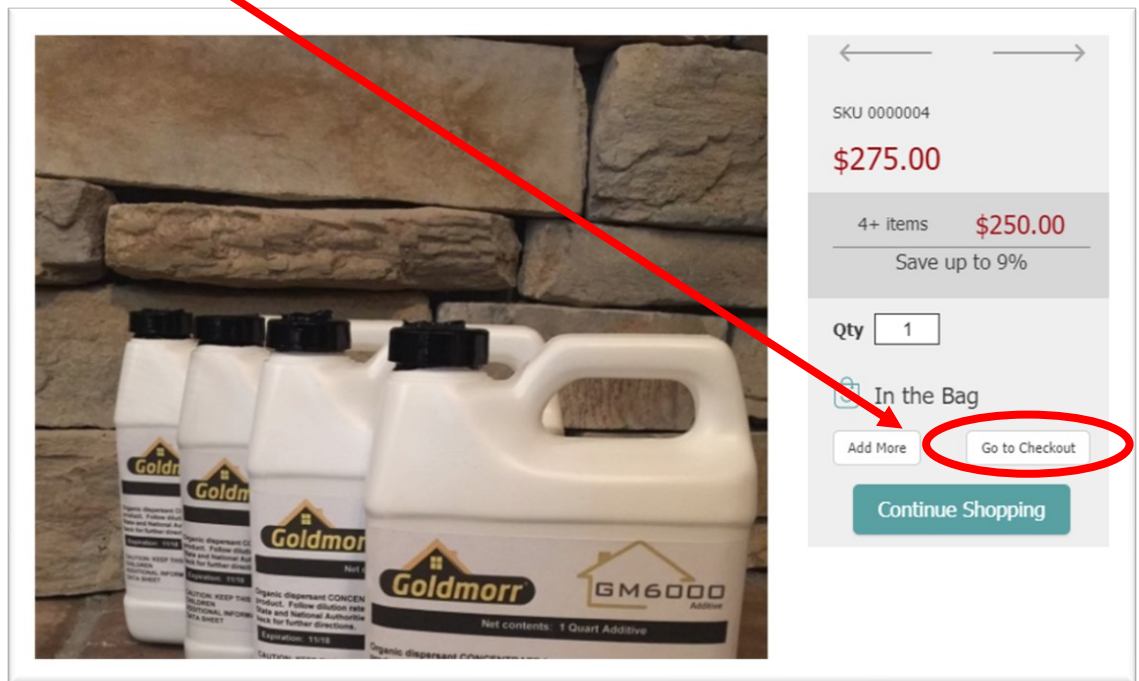
10. **“Continue Shopping”** for other products.



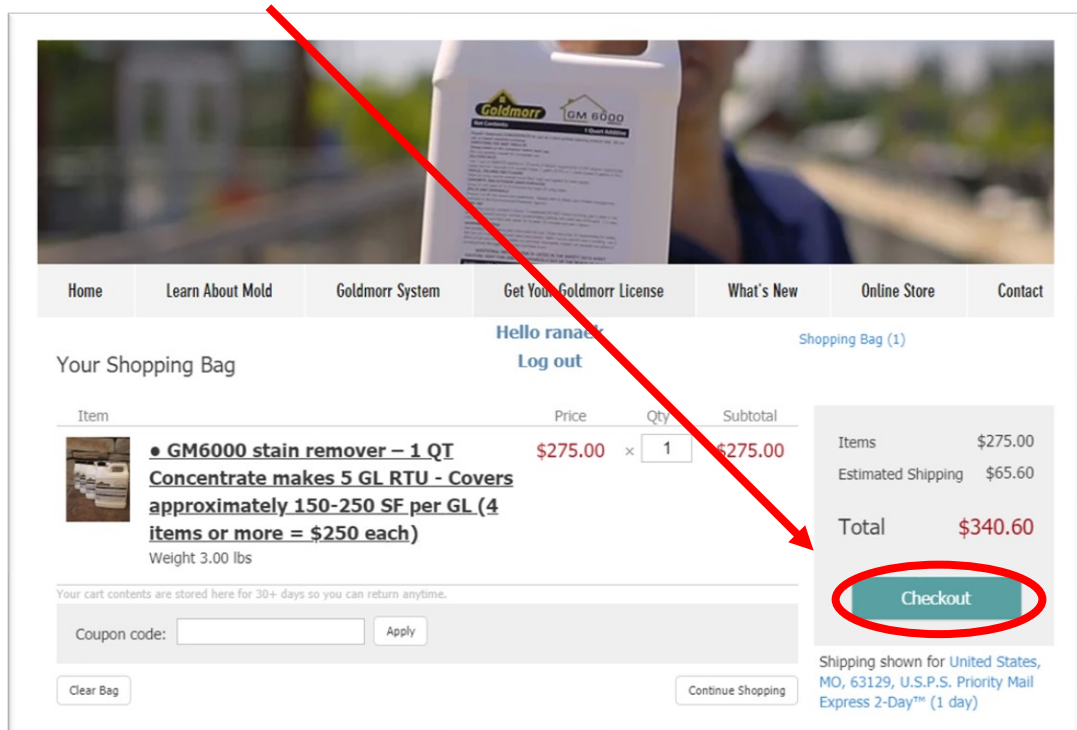


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11. Or “Go to Checkout.”



12. Once you have chosen all the products/equipment you wish to purchase, visually confirm order then select “Checkout” to proceed to shipping details.



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13. On Shipping details page, enter information to where you are shipping.

The screenshot shows the 'Shipping details' page of a website. At the top, there is a navigation bar with links: Home, Learn About Mold, Goldmorr System, Get Your Goldmorr License, What's New, Online Store, and Cor. Below the navigation bar, there is a greeting 'Hello ranaek' and a 'Log out' link. A 'Shopping Bag (1)' link is also present. The main heading is 'Shipping details'. Below this, there is a 'Notice for East Coast customers!' in red, followed by a disclaimer about USPS 1-day delivery. A 'Thanks!' message and shipping policy information are also present. The shipping policy states that all orders placed after 3:00 p.m. PST will be shipped on the next business day. It also lists cutoff times for overnight and next-day air orders: USPS = 12:30 PST cutoff and FedEx and UPS = 2:00 PST cutoff. The shipping details form is on the left, with fields for Full Name, Sales Representative, Address Line 1, Address Line 2, City, State/Province, Zip/Postal Code, Country, and Phone Number. A red circle highlights the address fields, and a red arrow points to them. The 'Choose delivery method' section is on the right, showing a list of shipping options with their respective costs. The selected option is 'U.S.P.S. Priority Mail Express 1-Day™' for \$37.55.

Home Learn About Mold Goldmorr System Get Your Goldmorr License What's New Online Store Cor

Hello ranaek  
Log out

Shopping Bag (1)

Shipping details

**Notice for East Coast customers!**

USPS 1 day cannot guarantee 1 day arrival from our West Coast location to many East Coast addresses. If you require next day service we recommend you go with the FedEx option.

Thanks!

All orders placed after 3:00 p.m. PST will be shipped on next business day.

All overnight or next day air orders must be received by:

- USPS = 12:30 PST cutoff
- FedEx and UPS = 2:00 PST cutoff

Full Name: Ranae Krajewski

Sales Representative: [Empty]

Address Line 1: 2625 Parkmont Lane SW, Ste. B

Address Line 2: [Empty]

City: Olympia

State/Province: Washington

Zip/Postal Code: 98502

Country: United States

Phone Number: (360) 754-6087

Choose delivery method

- ☒ U.S.P.S. Priority Mail Express 1-Day™ (1 day) \$37.55
- ☐ FedEx 2nd Day (4 days) \$33.97
- ☐ FedEx 2nd Day AM (4 days) \$34.97
- ☐ FedEx Express Saver (5 days) \$31.92
- ☐ FedEx First Overnight (3 days) \$79.46
- ☐ FedEx Ground (4 days) \$23.22
- ☐ FedEx Priority Overnight (3 days) \$48.56
- ☐ FedEx Standard Overnight (3 days) \$46.53
- ☐ UPS Ground (3 days) \$23.88
- ☐ UPS Next Day Air Saver® (3 days) \$45.41

**\*EXTREMELY IMPORTANT:**

***Triple check your shipping details...whatever you enter will be where we ship!***

14. On same page, next select your shipping carrier/choice under “Choose delivery method.”

The screenshot shows the 'Shipping details' page, focusing on the 'Choose delivery method' section. The address fields are filled with the same information as in the previous screenshot. The 'Choose delivery method' section is highlighted with a red circle, and a red arrow points to it. The selected option is 'U.S.P.S. Priority Mail Express 2-Day™' for \$37.55. The list of shipping options includes various FedEx and UPS services with their respective costs. A 'Continue' button is at the bottom right.

Full Name: Ranae Krajewski

Sales Representative: [Empty]

Address Line 1: 2625 Parkmont Lane SW, Ste. B

Address Line 2: [Empty]

City: Olympia

State/Province: Washington

Zip/Postal Code: 98502

Country: United States

Phone Number: (360) 754-6087

Choose delivery method

- ☒ U.S.P.S. Priority Mail Express 2-Day™ (1 day) \$37.55
- ☐ FedEx 2nd Day (2 days) \$33.97
- ☐ FedEx 2nd Day AM (2 days) \$34.97
- ☐ FedEx Express Saver (3 days) \$31.92
- ☐ FedEx First Overnight (1 day) \$79.46
- ☐ FedEx Ground (1 day) \$23.22
- ☐ FedEx Priority Overnight (1 day) \$48.56
- ☐ FedEx Standard Overnight (1 day) \$46.53
- ☐ UPS Ground (2 days) \$23.88
- ☐ UPS Next Day Air Saver® (2 days) \$45.41
- ☐ UPS Next Day Air® (1 day) \$47.53
- ☐ UPS Next Day Air® Early A.M. SM (1 day) \$78.51
- ☐ UPS Second Day Air A.M.® (3 days) \$34.88
- ☐ UPS Second Day Air® (3 days) \$32.97
- ☐ UPS Three-Day Select® (4 days) \$26.77
- ☐ No Shipping - Only available if you pick up in Olympia, WA \$0.00

Continue



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**\*EXTREMELY IMPORTANT:**

**You *CAN'T* ship to a P.O. Box unless you both (1) use USPS as your carrier and (2) provide the physical address of the post office to where you are shipping.**

15. On same page, select **“Continue”** to proceed to payment details.

Address Book

Full Name: Ranae Krajewski

Sales Representative:

Address Line 1: 2625 Parkmont Lane SW Ste. B

Address Line 2:

City: Olympia

State/Province: Washington

Zip/Postal Code: 98502

Country: United States

Phone Number: (360) 754-6087

Choose delivery method

- ☒ U.S.P.S. Priority Mail Express 2-Day™ (1 day) \$37.55
- ☐ FedEx 2nd Day (2 days) \$33.97
- ☐ FedEx 2nd Day AM (2 days) \$34.97
- ☐ FedEx Express Saver (3 days) \$31.92
- ☐ FedEx First Overnight (1 day) \$79.46
- ☐ FedEx Ground (1 day) \$23.22
- ☐ FedEx Priority Overnight (1 day) \$48.56
- ☐ FedEx Standard Overnight (1 day) \$46.53
- ☐ UPS Ground (2 days) \$23.88
- ☐ UPS Next Day Air Saver® (2 days) \$45.41
- ☐ UPS Next Day Air® (1 day) \$47.53
- ☐ UPS Next Day Air® Early A.M. SM (1 day) \$78.51
- ☐ UPS Second Day Air A.M.® (3 days) \$34.88
- ☐ UPS Second Day Air® (3 days) \$32.97
- ☐ UPS Three-Day Select® (4 days) \$26.77
- ☐ No Shipping - Only available if you pick up in Olympia, WA \$0.00

Continue

16. On Payment details page, **“Enter billing address”** (or check **“My billing address is the same...”**).

Payment details

Log out

Payment of this invoice constitutes acceptance of our Terms and Conditions. Products are for the use of trained persons only and may not be on-sold to a 3rd party. Failure to comply may result in prosecution.

☒ Network Merchants

☐ Phone order

☐ Purchase order

Enter billing address

☒ My billing address is the same as shipping

Full Name:

Sales Representative:

Address Line 1:

Address Line 2:

City:

State/Province: -- Select a state --

Zip/Postal Code:

Country: United States

Phone Number:

Continue

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17. On same page, click **"Continue"** to enter payment information.

The screenshot shows the 'Payment details' page. On the left, there is a section for 'Payment of this invoice constitutes acceptance of our Terms and Conditions.' Below this, there are radio buttons for 'Network Merchants' (selected), 'Phone order', and 'Purchase order'. The 'Network Merchants' section includes logos for Mastercard, Visa, and Amex. On the right, there is a 'Log out' link and a 'Subtotal \$275.00'. Below the 'Log out' link, there is a section titled 'Enter billing address' with a checkbox for 'My billing address is the same as shipping'. Below this, there are input fields for 'Full Name', 'Sales Representative', 'Address Line 1', 'Address Line 2', 'City', 'State/Province', 'Zip/postal Code', 'Country', and 'Phone Number'. A red arrow points from the 'Continue' button at the bottom right to the 'Payment details' section on the left.

Payment details

Log out

Subtotal \$275.00

Payment of this invoice constitutes acceptance of our Terms and Conditions. Products are for the use of trained persons only and may not be re-sold to a 3rd party. Failure to comply may result in prosecution.

☒ Network Merchants

☐ Phone order

☐ Purchase order

My billing address is the same as shipping

Full Name

Sales Representative

Address Line 1

Address Line 2

City

State/Province

Zip/postal Code

Country

Phone Number

Street address, P.O. box, company name, c/o

Apartment, suite, unit, building, floor, etc.

-- Select a state --

United States

Continue

18. On Payment Information page, visually verify **"Billing"** and **"Shipping Information"** at top.

The screenshot shows the 'Payment Information' page. At the top, there is a header 'Payment Information'. Below this, there are two sections: 'Billing Information' and 'Shipping Information'. Both sections contain the same information: 'Ranae Krajewski', '2625 Parkmont Lane SW, Ste. B', 'Olympia WA 98502 US', 'P: (360) 754-6087', and 'E: ranaek@certifiedindoor.com'. Below these sections, there is a link 'Edit Address Information'. Further down, there is a section titled 'Order Information' with a table containing 'Order Number: 137959451', 'Order Description: Order #1495', and 'Order Amount: 312.55'. Below this, there is a section titled 'Secure Transaction' with a lock icon. Under 'Secure Transaction', there is a 'Credit Card' section with input fields for 'Credit Card Number', 'Credit Card Expiration', and 'Card Security Code'. At the bottom, there is a reCAPTCHA section with a checkbox 'I'm not a robot' and a 'Complete Order' button.

Payment Information

**Billing Information**

Ranae Krajewski  
2625 Parkmont Lane SW, Ste. B  
Olympia WA 98502 US  
P: (360) 754-6087  
E: ranaek@certifiedindoor.com

**Shipping Information**

Ranae Krajewski  
2625 Parkmont Lane SW, Ste. B  
Olympia WA 98502 US  
E: ranaek@certifiedindoor.com

[Edit Address Information](#)

**Order Information**

Order Number:	137959451
Order Description:	Order #1495
Order Amount:	312.55

**Secure Transaction**

**Credit Card**

Credit Card Number:

Credit Card Expiration:

Card Security Code:

(What is this?)

☐ I'm not a robot

reCAPTCHA  
Privacy • Terms

Complete Order

*(How to Place an Order)*


19. If you need to correct billing and/or shipping details, click on **"Edit Address Information."**  
(If not, skip to step 23.)

**Payment Information**

Billing Information	Shipping Information
<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US P: (360) 754-6087 E: ranaek@certifiedindoor.com	<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US E: ranaek@certifiedindoor.com


[Edit Address Information](#)



Order Information	
<b>Order Number:</b>	137959451
<b>Order Description:</b>	Order #1495
<b>Order Amount:</b>	312.55

[Secure Transaction](#) 

Credit Card	
<b>Credit Card Number:</b>	<input type="text"/>
<b>Credit Card Expiration:</b>	<input type="text"/>

20. You will be taken to the below page where you can correct **"Billing Information."**

[Secure Transaction](#) 

Billing Information	
<b>First Name:</b>	<input type="text" value="Ranae"/>
<b>Last Name:</b>	<input type="text" value="Krajewski"/>
<b>Company Name:</b>	<input type="text"/>
<b>Country:</b>	<input type="text" value="United States"/> 
<b>Address:</b>	<input type="text" value="2625 Parkmont Lane SW, Ste. B"/>
	<input type="text"/>
<b>City:</b>	<input type="text" value="Olympia"/>
<b>State/Province:</b>	<input type="text" value="Washington"/> 
<b>Zip/Postal Code:</b>	<input type="text" value="98502"/>
<b>Phone Number:</b>	<input type="text" value="(360) 754-6087"/>
<b>Fax Number:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text" value="ranaek@certifiedindoor.com"/>
<b>Website Address:</b>	<input type="text"/>

Shipping Information	
<b>Use my Billing Address Above:</b>	<input checked="" type="radio"/>

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21. On same page, you can correct **"Shipping Information"** by choosing **"Enter a Different..."** here.

**Billing Information**

First Name: Ranae  
Last Name: Krajewski  
Company Name:  
Country: United States  
Address: 2625 Parkmont Lane SW, Ste. B  
City: Olympia  
State/Province: Washington  
Zip/Postal Code: 98502  
Phone Number: (360) 754-6087  
Fax Number:  
Email Address: ranaek@certifiedindoor.com  
Website Address:

**Shipping Information**

Use my Billing Address Above: ☒  
Enter a Different Shipping Address: ☐

Continue

22. On same page, **"Shipping Information"** details will appear (to edit). Click **"Continue"** when done.

**Shipping Information**

Use my Billing Address Above: ☐  
Enter a Different Shipping Address: ☒

**Shipping Information**

First Name: Ranae  
Last Name: Krajewski  
Company Name:  
Country: United States  
Address: 2625 Parkmont Lane SW, Ste. B  
City: Olympia  
State/Province: Washington  
Zip/Postal Code: 98502  
Email Address: ranaek@certifiedindoor.com

Continue

*(How to Place an Order)*

23. On Payment Information page, if billing and shipping details are correct, enter “Credit Card” information.

**Payment Information**

Billing Information	Shipping Information
<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US P: (360) 754-6087 E: ranaek@certifiedindoor.com	<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US E: ranaek@certifiedindoor.com

[Edit Address Information](#)

Order Information	
Order Number:	137959451
Order Description:	Order #1495
Order Amount:	312.55

[Secure Transaction](#)

**Credit Card**

Credit Card Number:	
Credit Card Expiration:	
Card Security Code:	(What is this?)

☐ I'm not a robot

reCAPTCHA  
Privacy - Terms

24. On same page, check “I’m not a robot” (unless you are 😊) and click “Complete Order.”

**Payment Information**

Billing Information	Shipping Information
<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US P: (360) 754-6087 E: ranaek@certifiedindoor.com	<b>Ranae Krajewski</b> 2625 Parkmont Lane SW, Ste. B Olympia WA 98502 US E: ranaek@certifiedindoor.com

[Edit Address Information](#)

Order Information	
Order Number:	137959451
Order Description:	Order #1495
Order Amount:	312.55

[Secure Transaction](#)

**Credit Card**

Credit Card Number:	
Credit Card Expiration:	
Card Security Code:	(What is this?)

☐ I'm not a robot

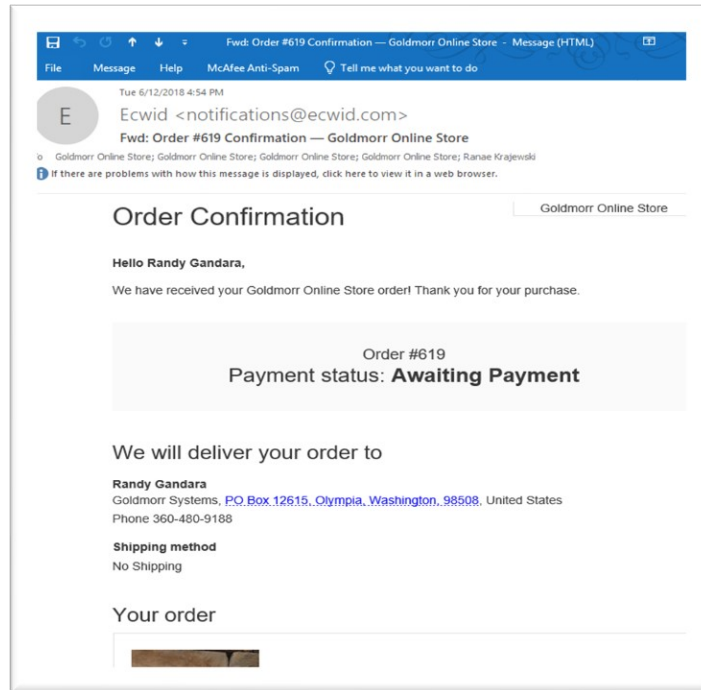
reCAPTCHA  
Privacy - Terms

**Complete Order**



## *(How to Place an Order)*

25. Once order is submitted, we will be notified for processing and you will receive a confirmation email like this:



You're all done – your order will be on its way shortly!