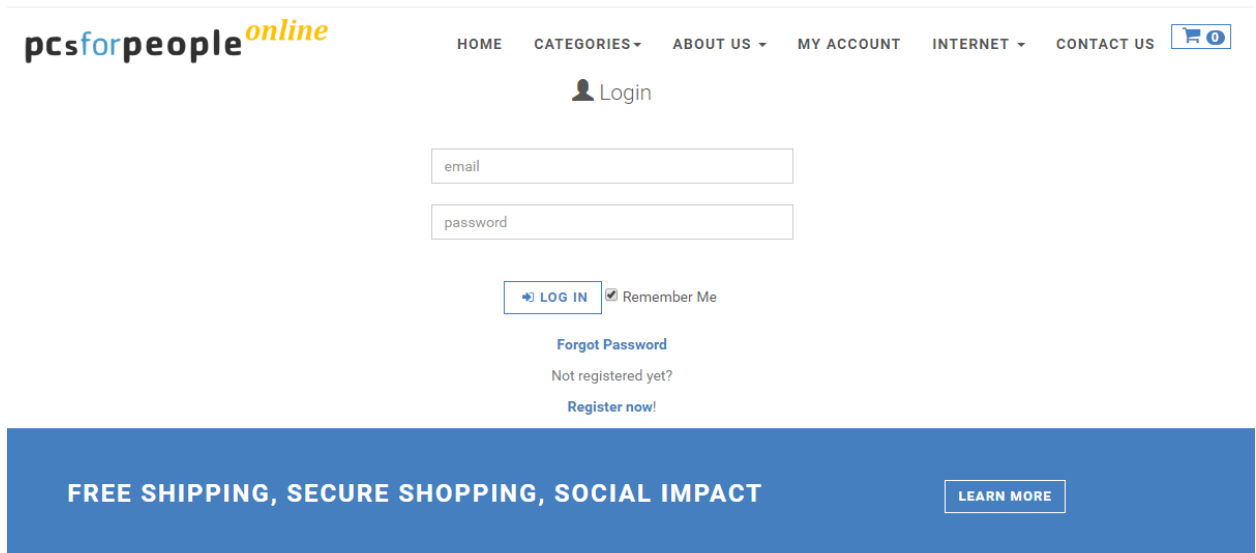


How to Pay on behalf of a Client

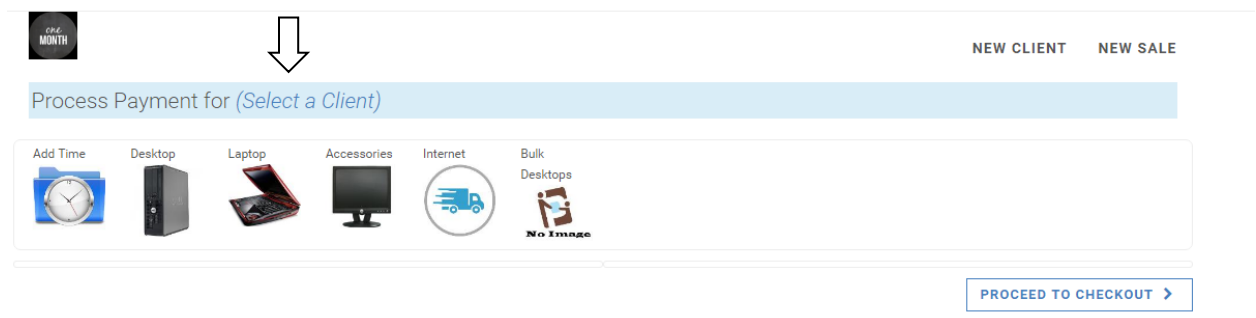
The following instructions are beneficial if you are paying on behalf of a client. This is a good alternative if your clients only have access to cash, or your nonprofit is paying for the client out of your budget.

1. Log into your account at partner.pcsrefurbished.com



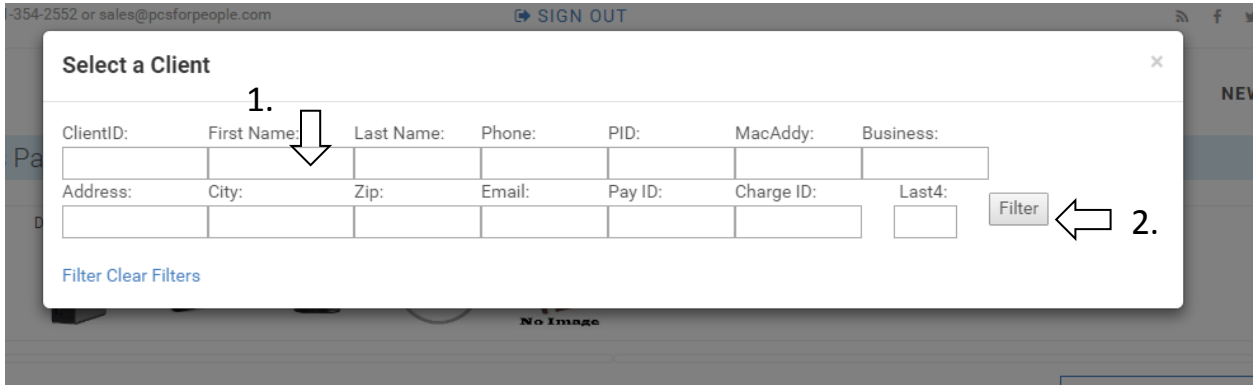
The screenshot shows the 'pcsforpeople online' login page. At the top, there is a navigation menu with links for HOME, CATEGORIES, ABOUT US, MY ACCOUNT, INTERNET, and CONTACT US, along with a shopping cart icon. Below the navigation is a 'Login' section with a user icon and the text 'Login'. There are two input fields: 'email' and 'password'. Below these fields is a 'LOG IN' button with a right-pointing arrow, a checked 'Remember Me' checkbox, and links for 'Forgot Password', 'Not registered yet?', and 'Register now!'. At the bottom of the page, there is a blue banner with the text 'FREE SHIPPING, SECURE SHOPPING, SOCIAL IMPACT' and a 'LEARN MORE' button.

2. Once logged Select the Client's account you are purchasing on behalf of.



The screenshot shows the 'Process Payment for (Select a Client)' page. At the top left, there is a 'ONE MONTH' badge and a downward-pointing arrow. At the top right, there are links for 'NEW CLIENT' and 'NEW SALE'. Below the navigation is a light blue bar with the text 'Process Payment for (Select a Client)'. Below this bar is a grid of product categories: 'Add Time' (clock icon), 'Desktop' (tower PC icon), 'Laptop' (laptop icon), 'Accessories' (monitor icon), 'Internet' (truck icon), and 'Bulk Desktops' (No Image icon). At the bottom right of the page, there is a 'PROCEED TO CHECKOUT' button with a right-pointing arrow.

- Filter for the correct client by (1) entering information into one or more of the fields and (2) filtering for the client



354-2552 or sales@pcsforpeople.com SIGN OUT

Select a Client x

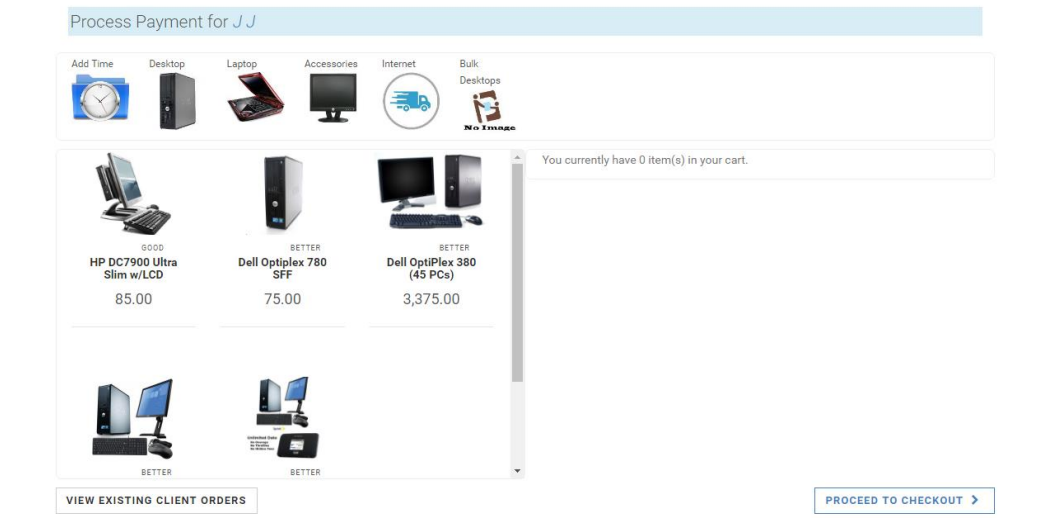
1. ↓

ClientID:	First Name:	Last Name:	Phone:	PID:	MacAddy:	Business:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:	City:	Zip:	Email:	Pay ID:	Charge ID:	Last4:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. ←

[Filter](#) [Clear Filters](#)






- Select which items you want to purchase for the client. This is the place that you will purchase computers, accessories, internet modems and additional internet service subscription time.
 - (Our internet provider requires clients to provide proof of eligibility on a yearly basis. If the new subscription purchase will put the eligibility over 1 year old, you will be asked to upload a more recent form of documentation.)



Process Payment for JJ

[Add Time](#)
[Desktop](#)
[Laptop](#)
[Accessories](#)
[Internet](#)
[Bulk Desktops](#)

You currently have 0 item(s) in your cart.

 GOOD HP DC7900 Ultra Slim w/LCD 85.00	 BETTER Dell Optiplex 780 SFF 75.00	 BETTER Dell Optiplex 380 (45 PCs) 3,375.00
 BETTER	 BETTER	

[VIEW EXISTING CLIENT ORDERS](#)
[PROCEED TO CHECKOUT >](#)

5. (1) Enter business credit card information (2) and place order

ORDER REVIEW

[ADD SALES](#) > [FINALIZE ORDER](#)

Notice: This purchase will only be authorized on your credit card. The charge will be completed when your eligibility paperwork is approved. ×



SHIPPING

J J
123 Main St
Saint Paul, MN 55104
P: 651-354-2552

[Change](#)



BILLING

J J
123 Main St
Saint Paul, MN 55104
P: 651-354-2552

[Change](#)



CLIENT PAYMENT

Credit Card
Visa ending in 4242

[Change](#)

PLACE ORDER

Make the payment with the client's credit card.



PARTNER PAYMENT

Credit Card
No Card found

[Change](#)

PLACE ORDER

Make the payment with your business credit card.
**Dont change the client billing.*

ORDER SUMMARY

Shipping is always free. Tax may be charged on some orders.

Order Subtotal	224.95
Order Discount	-0.00
Shipping and Handling	FREE
Tax	14.10
Total	239.05




[← BACK TO CART](#)

6. An order summary will appear and PCs for People staff will approve the order within 1-3 business days

My Orders

[ADD CLIENT SALE](#) > [VIEW ORDER](#) > [ORDERS](#)

Thank you for your order. Order (#3162) was placed on 6/16/2016.

Product	Quantity	Unit price	Discount	Total	Status	Action
 Sprint LTE Modem	1	74.95	0.00	74.95	Order Placed - Pending Approval	RETURN OR EXCHANGE
 3 Months of Internet	1	40.00	0.00	40.00	Order Placed - Pending Approval	RETURN OR EXCHANGE
Dell Optiplex 380 SFF W/LCD						
 RAM: 4GB RAM [+0.00] HDD2: 250GB Hard Drive [+0.00] Operating System: Windows 8.1 Pro 64-Bit [+0.00] LCD Bundle: LCD 17" [+0.00]	1	110.00	0.00	110.00	Order Placed - Pending Approval	RETURN OR EXCHANGE
				Order subtotal	\$224.95	
				Shipping and handling	\$0.00	
				Tax	\$14.10	
				Total	\$239.05	