

## 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:

AAA School Safety Patrol Materials Order Form

Date: 2/12/2018

**SCHOOL SAFETY PATROL ADVISOR**

Profile: [Dropdown]

\* First Name: LINDSEY

MR: [Dropdown]

\* Last Name: PAVLICK

Suffix: [Dropdown]

\* Email: LINDSEY.PAVLICK@GMAIL.COM

A copy of your order will be sent to this e-mail address. Please be sure this e-mail address is valid.

**SCHOOL ADDRESS AND INFORMATION**

\* Number of Patrol Students: [Text Box]

\* School Name: [Text Box]

\* School ZIP Code: [Text Box]

After entering School Name and ZIP Code, use "TAB" on your keyboard or click here to attempt school lookup.

\* School Phone Number: [Text Box]

Orders CANNOT be shipped to residential addresses or to a P.O. box. Please verify the school's address information is complete and correct as requested materials will be shipped to this address. Note: AAA School Safety Patrol materials are available to schools in Florida, Georgia, and Tennessee. If your school is outside this area, please contact your local AAA office or 1-800-AAA-USA.

\* Street Address: [Text Box]

Apartment/Unit/Lot Number: [Text Box]

\* City: [Text Box]

Country: [Text Box]

\* State: Please Select [Dropdown]

\* ZIP/Postal Code: [Text Box]

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.

**PAYMENT**

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above total amount due according to card issuer agreement.

If payment is being made with a school credit card, AAA must be listed as an approved vendor or your order will not go through.

MasterCard  Visa  American Express  Discover

\* Name as appears on the card: LINDSEY PAVLICK

\* Credit Card Number: 0000 0000 0000 0000

\* Expiration Date: January [Dropdown] / 2018 [Dropdown]

**CONFIRM CREDIT CARD BILLING ADDRESS**

\* Street Address: 1515 N Westshore Blvd.

Apartment/Unit/Lot Number: [Text Box]

\* City: TAMPA

County: [Text Box]

\* State: FLORIDA [Dropdown]

\* ZIP/Postal Code: 33607

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:

**PAYMENT**

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Apartment/Unit/Lot Number:

\* City: TAMPA

County:

\* State: FLORIDA

\* ZIP/Postal Code: 33607

Please validate the address above is the correct billing address for this credit card, then check this box:

**CLICK SUBMIT BUTTON ONLY ONCE AND WAIT UNTIL TRANSACTION PROCESSES TO AVOID DUPLICATE ORDERS**

**SUBMIT**

Please be aware that the following must occur to confirm successful submission of your online order: Right after you hit the SUBMIT button, you should first be taken directly to an order confirmation page where you will be provided with an order confirmation number. Shortly after you should then receive an itemized email that will serve as your official order confirmation and/or receipt of purchase.

Please allow up to three weeks for delivery.

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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**).

**PAYMENT**

Please save a copy of your order for your records. By providing the following credit/debit card information, you are agreeing to pay the above total amount due according to card issuer agreement.

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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:



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.