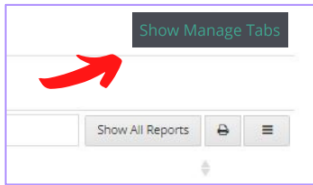
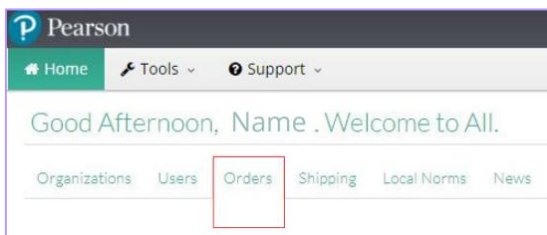


# ATP Online Ordering Instructions

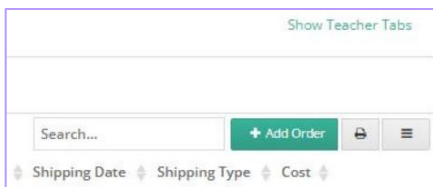
1. Once you are logged in, select “Manage Tabs” in the upper right-hand corner of your screen.



2. Next, click on the “Orders” tab.

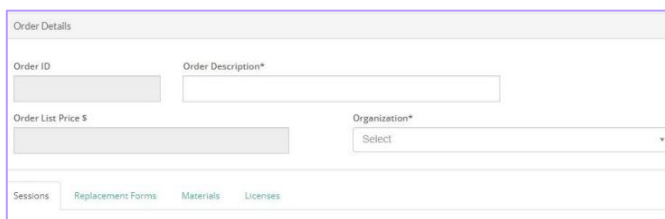


3. Click “+ Add Order” (green button on right-hand side).

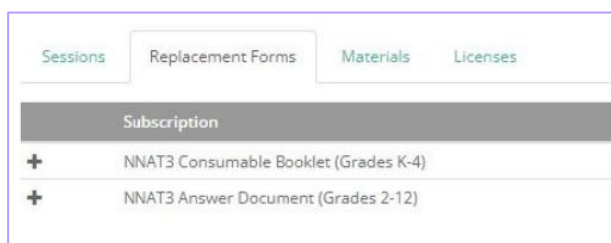


4. On the Order Details page, you will enter an Order Description (ex: NNAT3 Order).

Select Organization from drop-down menu.

A screenshot of the "Order Details" page. It contains several input fields: "Order ID", "Order Description\*", "Order List Price \$", and "Organization\*" (a dropdown menu with "Select" as the current selection). At the bottom, there are tabs for "Sessions", "Replacement Forms", "Materials", and "Licenses".

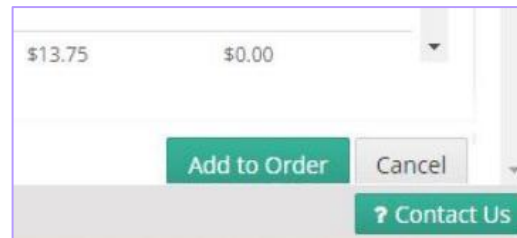
5. Four tabs will now show up. Paper Products will be listed under either “Replacement Forms” or “Materials.” Online licenses will be under “Licenses.”



6. Click on the Plus sign to drill down and see products. Enter the quantity to the right of the correct item. Once all item quantities are updated, click “Add to Order.”



Description	Form	ISBN	Form Number	Number
AT3 Consumable Booklet (Grades K-4)				
AT3 Level A Consumable Booklet Form 1		0150018045	195067-001	150
AT3 Level A Consumable Booklet Form 2		0150018061	105102-001	



\$13.75      \$0.00

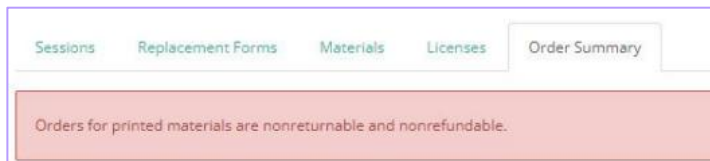
[Add to Order](#)   [Cancel](#)

[? Contact Us](#)

7. Please note: NNAT3 materials are non-refundable and non-returnable. Double-check your order before submitting.

**IMPORTANT: NNAT3 test materials are custom printed on demand for your school/district use and are nonreturnable and nonrefundable. Please verify your order material types, levels, forms, and quantities are accurate before approving your order. If assistance is needed, please contact Customer Service at 800-328-5999, option 2.**

8. When ready, click the tab that says “Order summary.” If everything is correct, click “Order.”



Sessions   Replacement Forms   Materials   Licenses   **Order Summary**

Orders for printed materials are nonreturnable and nonrefundable.

You will now be routed to Payment Options, where you may enter your Purchase Order number. If you do not use POs, your last name and date can be entered. For credit card payments, please allow 7-10 business days for invoicing. Then you may pay via credit card by logging into your iPay account or calling 1-800-329-5999, Option 1.

Online licenses will be available immediately. Paper Products are only printed on Tuesdays and Fridays. Please allow 7-10 business days for receipt of these items.