

ST. FRANCIS XAVIER SCHOOL MAGAZINE DRIVE

Instructions for Ordering Magazine Subscriptions On-line

Remember that on-line orders may be made at any time of the year and St. Francis Xavier School will receive credit for the order.

- 1) Go to "www.qsp.com".
- 2) Choose "**My QSP Login**".
- 3) a) If you have not previously registered, enter your information under "**Create New Account**". The school code is "**425009602**". Choose "**Register**".

b) If you have previously registered, enter your e-mail address and password under "**Already Registered**". Choose "**Login**".
- 4) Either "**Select Participant**" or "**Add New Student**" as needed.
- 5) To order, choose "**Shop Now**". Then choose "**Magazines**" or "**Books**" or "**Music**" from the left hand list. Choose a category of magazine and a list of titles will appear. Or enter the title of the magazine in the "**Search**" area at the top.
- 6) Click on the magazine you are interested in for pricing information and to order a subscription (either new or renewal). You may choose "**Add to Cart**" to order the magazine. Choose "**Continue Shopping**" to add additional orders.
- 7) Once you have completed ordering all magazines, choose "**Proceed to Checkout**". Click "**Here**" if you are shipping to more than one address. You will be prompted to enter the address for each magazine you have ordered. Click the down arrow to view any addresses previously entered or Choose "**New Address**" or "**Edit Address**" as needed. Choose "**Continue**" when you have completed this page.
- 8) Next you will be prompted for your credit card billing address and information. When completed choose "**Continue**".
- 9) Review your order and make any changes as needed. Choose "**Submit Order**" to finish. Be sure to print out a copy of your order as your receipt. You will also receive an e-mail confirmation of your order.
- 10) You're all set, you have just completed your order. Enjoy reading.