

## Selecting Different Pricing Programs. For Administrator or Approver Use Only

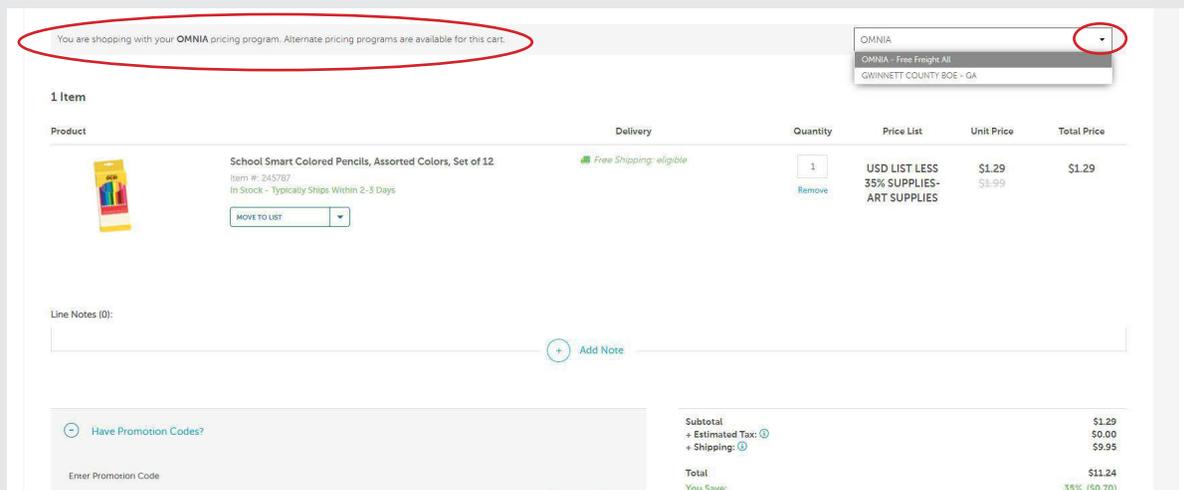
Welcome to School Specialty Online! Below are some instructions to help you understand how to select the different pricing programs that are available to your district or school when making an online purchase.

### Login:

- Visit [select.schoolspecialty.com](https://select.schoolspecialty.com)
- Under **Account Sign In** enter your **Username** and **Password**, click **SIGN IN**
- Always log in to your account before shopping online so you can view your district's discounted pricing

### Switching Pricing Programs:

- When browsing our products, select **Add To Cart** next to the items you wish to purchase.
- To view your shopping cart select **Shopping Cart Icon** and **Go to Cart** at the top of the screen.
- If you have alternate pricing programs available, at the top of your shopping cart you will see a note that calls out the current pricing program you are shopping with.
- To select a different pricing program, click on the drop-down menu and choose from the other options. Your subtotal will adjust based on the program you select.
- Select **Submit For Approval** or **Place Order** at the bottom of the page to complete your purchase.



You are shopping with your **OMNIA** pricing program. Alternate pricing programs are available for this cart.

OMNIA  
OMNIA - Free Freight All  
WINNETT COUNTY BOE - GA

Product	Delivery	Quantity	Price List	Unit Price	Total Price
School Smart Colored Pencils, Assorted Colors, Set of 12 Item #: 245787 In Stock - Typically Ships Within 2-3 Days <a href="#">MOVE TO LIST</a>	Free Shipping: eligible	1 <a href="#">Remove</a>	USD LIST LESS 35% SUPPLIES-ART SUPPLIES	\$1.29 \$1.99	\$1.29

Line Notes (0):  
[+ Add Note](#)

Have Promotion Codes?  
Enter Promotion Code

Subtotal	\$1.29
+ Estimated Tax: ⓘ	\$0.00
+ Shipping: ⓘ	\$0.95
<b>Total</b>	<b>\$11.24</b>
You Save:	35% (\$0.70)

Questions? Call our Toll Free Online Support Department at 800-513-2465 ext 2