



How to Enter A Sale at the Techknow Online Store

Step1

Go online to www.techknowtraining.com. Click on the Online Store tab.

Step2

Click on **“Click Here to Visit Our Online Store Today!”**

This will redirect you to our online shopping platform with Shopify.

Step 3

Click onto **Catalog**. From there you will choose which option the client wants.

1. Annual Pay Option - \$239.40
 - Single sale to customer who wants to pay 1 year upfront.
2. Monthly Pay Option - \$19.95
 - Single sale to customer who wants to pay a monthly recurring subscription.
3. Group/Sibling Rate Annual Pay Option - \$179.40
 - Single sale to customer who wants to pay 1 year upfront.
(Must have siblings or be part of a support group/co-op)
4. Group/Sibling Rate Monthly Pay Option - \$14.95
 - Single sale to customer who wants to pay a monthly recurring subscription.
(Must have siblings or be part of a support group/co-op)

Step 4

After the clients chooses the option, you will be routed to an info page for the product. If this is the choice the client has chosen, then click **“Add to Cart”**

- A popup will appear on the right side of the screen that shows you what is in the cart.
- **Important:** you must input your Team Techknow Sales ID # in the white box to get credit for the sale.
- Once this is done, click the **“Check Out”** button at the bottom.

Step 5

Check your page, make sure all the information below is correct for the sale.

- Team Techknow Sales ID#
- Make sure the quantity and the prices are correct
- Make sure that the **Subscribe** button is checked if the client is choosing the recurring payment option. (This will be most orders you process)
- After checking that everything is correct, click **“Check Out”**

Step 6

Next should be the Customer Information page.

- Have customer enter their information in the fields on the left side of the page.
 - **They must enter all information!**
- Look over the Order Summary to make sure everything is correct.
- If there is a discount code available, enter the code now. This will be on the right side of the page under Order Summary.
- Once all of this is complete then click **“Continue”** at the bottom of the page

Step 7

The Billing and Payment Option should have appeared.

- Input the card number, expiration date, and 3 or 4-digit security code(cvc) from the back in the fields provided.
- Make sure to check the Billing Address. If it is incorrect, click on **“Use a different billing address”**.
 - Check and make sure that all information is correct for the customer, if it is not go back and edit the fields that need to be edited.
- If everything is correct, you can click **“Place My Order”**

Congratulations!!!! You have made a sale!!

Step 8

To confirm your sale, contact us @ 877-567-6305 and we'll make sure your sale is added to your Team Techknow account.