

Mobile Ordering Site

Step by Step Instructions online.innovativeos.com

Navigate to the following site: <u>online.innovativeos.com</u>. To log in click the blue box to

the left of the search bar.

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Search for your office essentials. Navigate to the product you wish to order and select "Add to Cart".



Select the "Log In" icon in the top middle of the page.

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Select "Add to Cart". If alternates are available then select "Add Original Item" or "Add This Instead" for the alternate.



Enter your Username and Password and select "Log In to My Account".



A red circle with a number will pop up in the orange cart at the top right.



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Expect Response Expect Reduction Expect Relief

At this point either do another search using the Search Bar or click on the Cart and select "Checkout" to complete the order.



Select Delivery location.

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Insert any Order Information that may be required and then select "Next".



Choose Payment Method and then select "Next".



Review order information and select "Place Order".



The last screen will show confirmation information and a confirmation email will be sent.



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