

Basic Usage For Mohave Educational Services Cooperative

The purpose of our dedicated Mohave Educational Services Co-operative website is to provide you with easy access to the thousands of products offered by Troxell Communications, Inc. It is a convenient, efficient and accurate way to search for products, check pricing, view discount percentages, print invoices copies, get real time tracking information and view product pictures and specifications. **Mohave customers can place orders via fax, email, phone or website. It is important that purchase orders have the Mohave contract number appear on the order.** Our objective is to provide excellent pricing and value via a fully compliant website for those authorized to purchased through the Mohave Educational Services Cooperative. In addition, pricing is maintained directly to our database by manufacturers insuring end-users benefit immediately from price reductions.

GETTING STARTED - CREATE AN ACCOUNT

To get Mohave Educational Cooperative pricing you will need to log in or create an account on eTroxell.

To create an account on eTroxell go directly to:

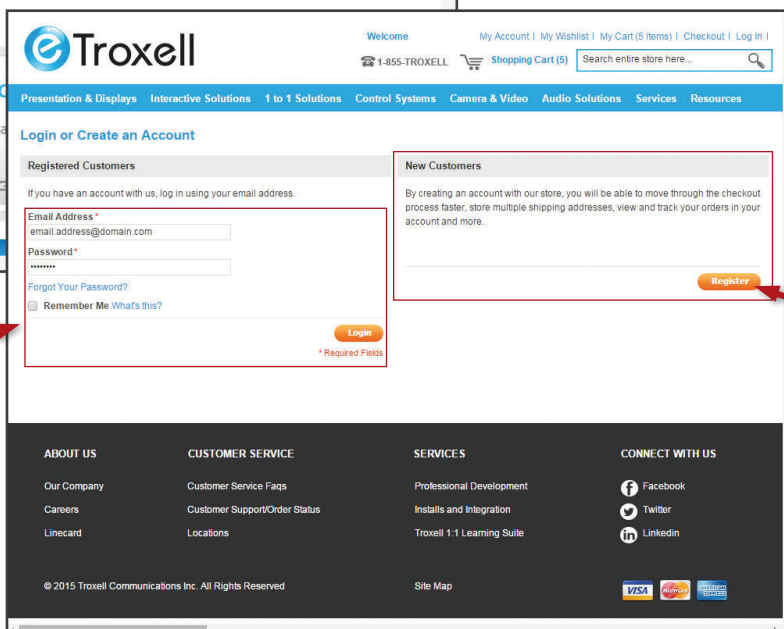
<https://www.etroxell.com/>

Then Click on “Log In” in the upper right hand corner of the page (fig. 1-0) (If you already have an eTroxell account you can skip this step by logging in with your user name and password. (Note: “*” fields are required) (fig. 1-1)



(fig. 1-0)

If you already have an eTroxell account log in with your credentials



(fig. 1-1)

If you are new to eTroxell Click “Register” to create a user name and password

GETTING STARTED - CREATE AN ACCOUNT (cont.)

To register your new account on eTroxell you will need to enter your information in the fields indicated and Click “Submit” when completed. (fig. 1-2)

Please enter requested information. (“*” fields are required.)

Create an Account

Personal Information

First Name*
Your First Name

Last Name*
Your Last Name

Email Address*
email.address@domain.com

☐ Sign Up for Newsletter

Title
Buyer

Organization Name

Billing State*
Arizona

Login Information

Password*

Confirm Password*

Please type the letters below*
B P P C O

☒ Remember Me [What's this?](#)

[Back](#) [Submit](#)

* Required Fields

Click “Submit” when completed.

On the next screen you will be asked how you would like to be associated with your account. You can shop as an individual or member of your school district/organization. ***IMPORTANT*** *Once associated, your account information will be stored. You will be unable to change your association at a later date.* After making your selection Click “Submit” to continue. (fig. 1-3)

Please select how you would like to shop. You can shop as an individual or as an organization. ***Important*** *You will be unable to change your association after submitting.*

Customer Login Registration

Email address: emailaddress@domain.com

Select the account you would like to be associated with:

If you see your primary organization below please choose it, otherwise choose other.

☐ I will be making my purchases as an “Individual” and not associated with the organization(s) listed.

☐ Customer #: 2127
MESA UNIFIED SCHOOL DIST. #4

[Back](#) [Submit](#)

Click “Submit” when completed.

ABOUT US	CUSTOMER SERVICE	SERVICES	CONNECT WITH US
Our Company	Customer Service Faqs	Professional Development	Facebook
Careers	Customer Support/Order Status	Installs and Integration	Twitter
Linecard	Locations	Troxell 1.1 Learning Suite	LinkedIn

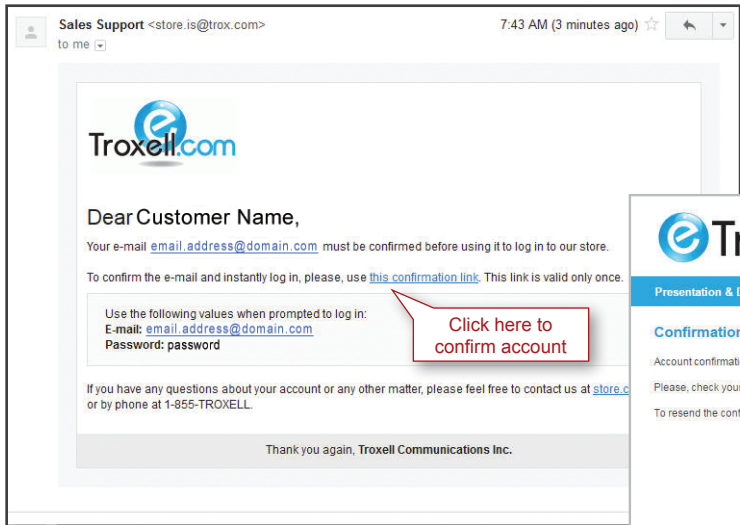
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Site Map

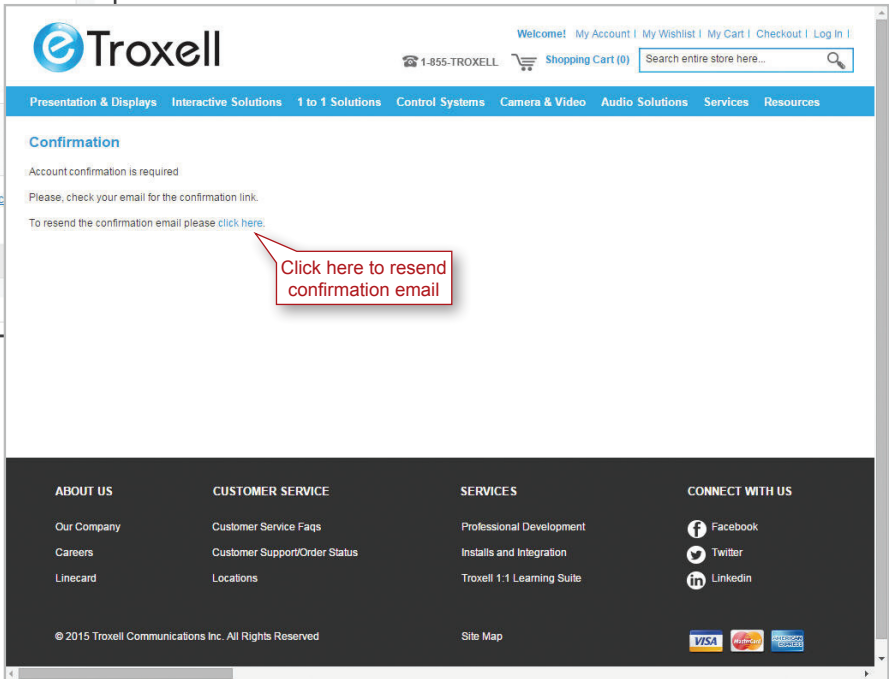
VISA MasterCard American Express

GETTING STARTED - CREATE AN ACCOUNT (cont.)

Next you will be sent a confirmation email. The email should look like the following. You will need to Click “[this confirmation link](#)” to complete account setup. (fig. 1-4) If you do not receive a confirmation email, click on the “To resend the confirmation email please [click here](#).” (fig. 1-5)

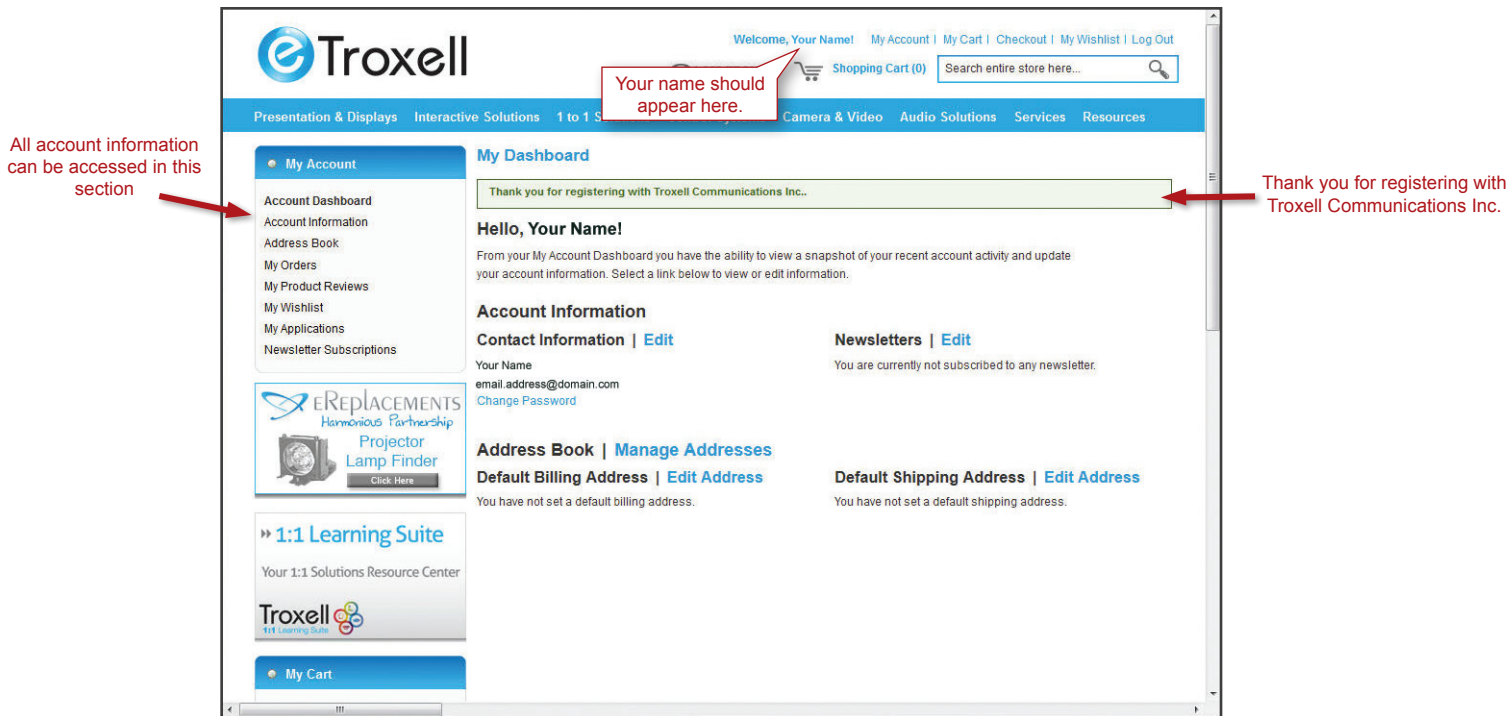


(fig. 1-4)



(fig. 1-5)

After successfully completing the previous steps you will arrive at your “Dashboard” thanking you for registering with Troxell Communications. Congratulations your account has been setup and you are now ready to shop eTroxell using Mohave’s Educational Cooperative pricing. All of your account information can be accessed under the my account tab. (fig. 1-6)

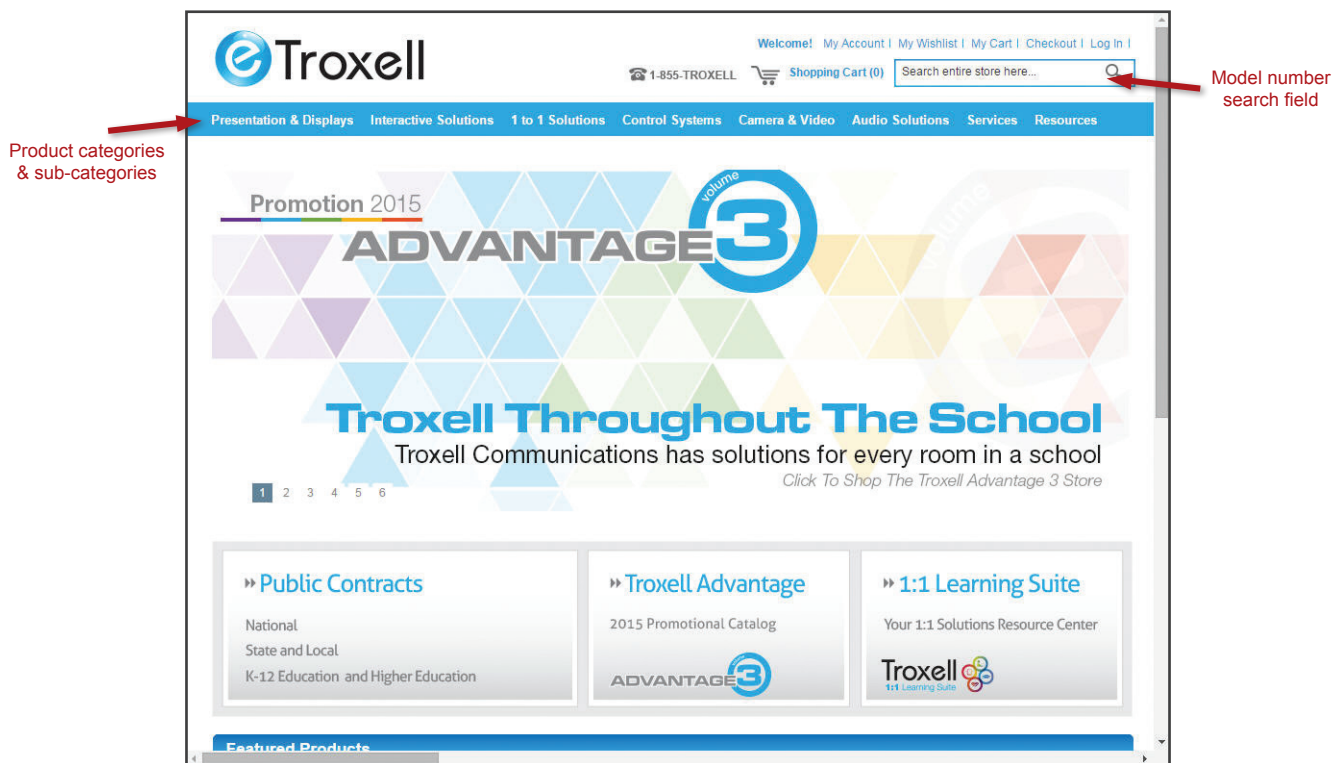


(fig. 1-6)

NAVIGATION

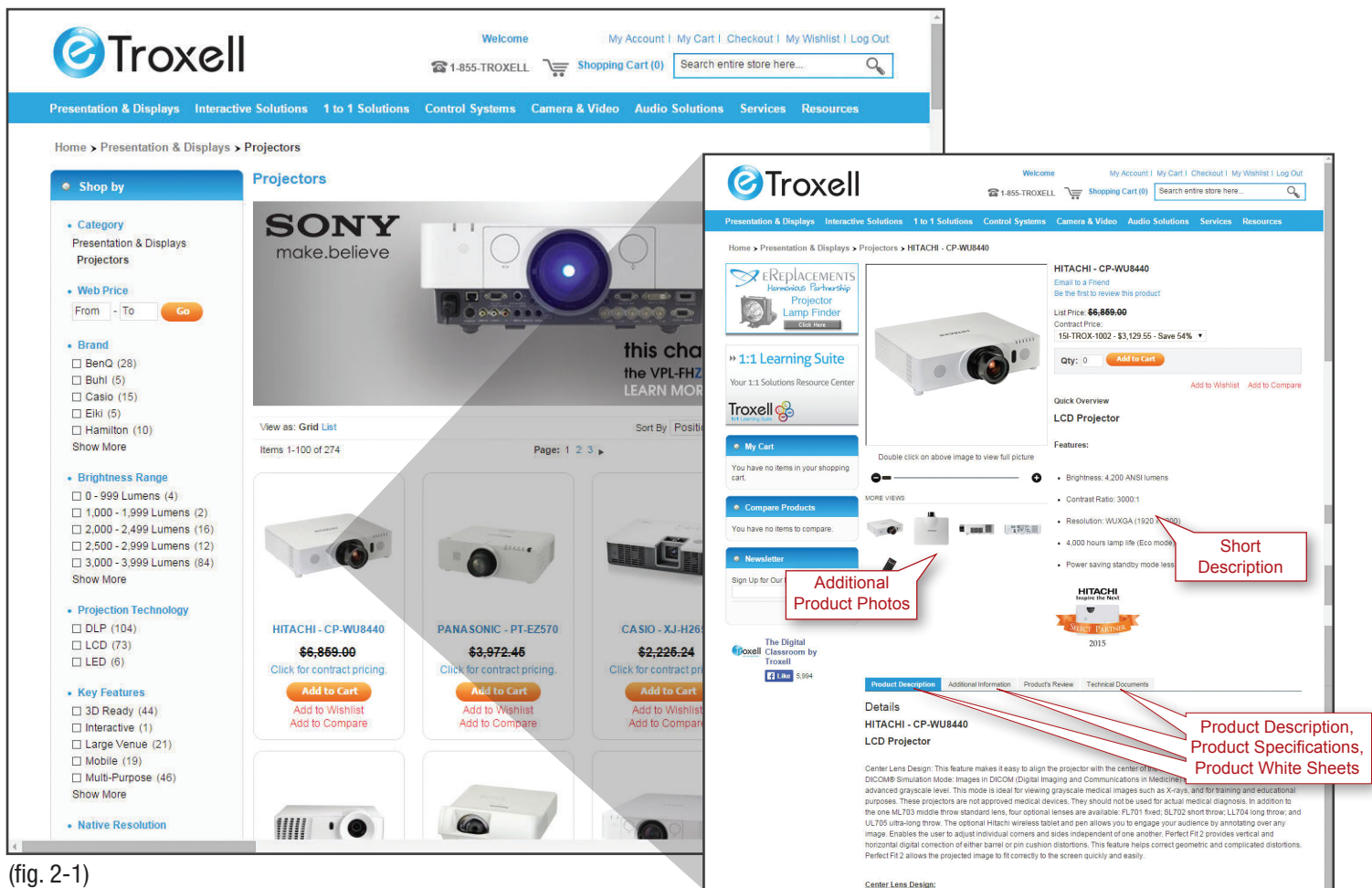
Overview & Shopping

To shop eTroxell you can select from any of the categories or sub-categories listed on the top of etroxell.com home page. You can also use the model number search function in the upper right hand corner of the web page. (fig. 2-0)



(fig. 2-0)

To view a product in more detail simply click on that item to bring up photos, specifications and white sheets. (fig. 2-1)

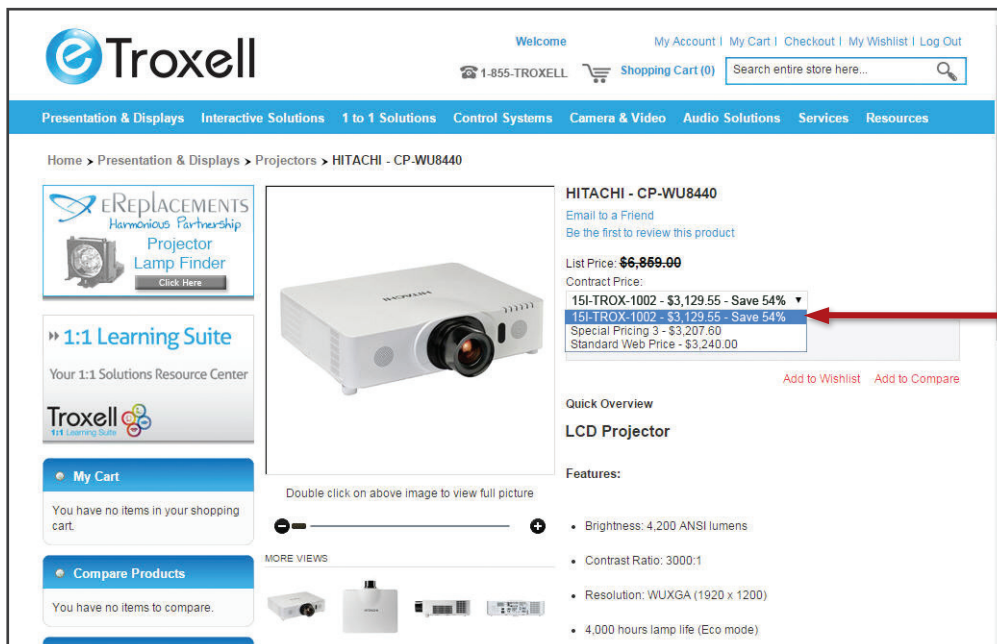


(fig. 2-1)

NAVIGATION

Overview & Shopping (cont.)

For Mohave's Educational Cooperative pricing you will need to click the drop down menu titled "Contract Price". The drop down is located under the "List Price". The Mohave price is listed as "15I-TROX-1002" (fig. 2-2)



(fig. 2-2)

After selecting Mohave's Educational Cooperative pricing you can add the item to your shopping cart by entering the quantity in the "Qty:" box and clicking on "Add to Cart" (fig. 2-3)



(fig. 2-3)

Check Out

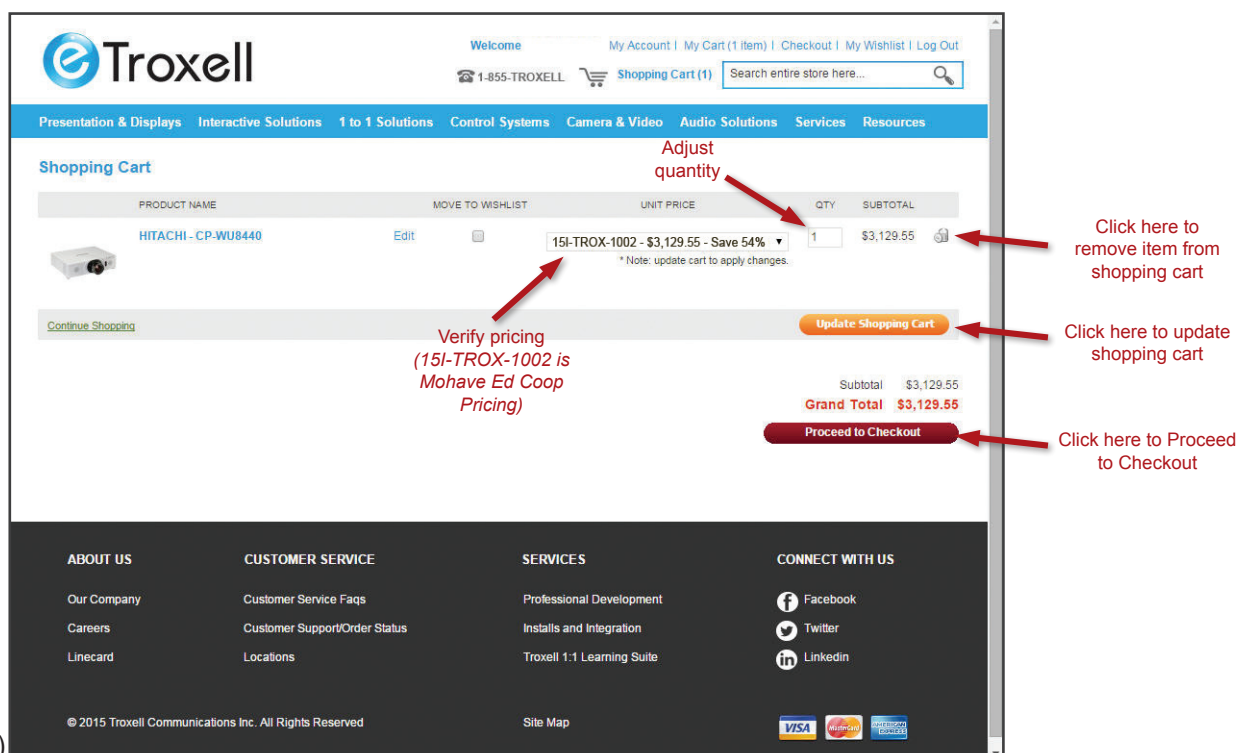
Shopping Cart, Payment & Shipping Methods

When adding products to cart you can view them at any time. (fig. 3-0)



(fig. 3-0)

In your shopping cart you are able to adjust quantities, add/remove items in your cart and update your shopping cart items. If everything in your shopping cart is correct, proceed by clicking “Proceed to Checkout”. (fig. 3-1)



(fig. 3-1)

Check Out

Shopping Cart, Payment & Shipping Methods (cont.)

There are five steps to the checkout process. Please continue through all steps to complete your purchase. First step is billing information. Please enter your billing information and Click “Continue” to move on to the next step. (Note: “*” fields are required) (fig. 3-2)

eTroxell Welcome My Account | My Cart (1 item) | Checkout | My Wishlist | Log Out
1-855-TROXELL Shopping Cart (1) Search entire store here...

Presentation & Displays Interactive Solutions 1 to 1 Solutions Control Systems Camera & Video Audio Solutions Services Resources

Checkout

Your Checkout Progress

- Billing Address
- Shipping Address
- Shipping Method
- Payment Method

1 Billing Information

What made you think of us today? *

Other

Select a billing address from your address book or enter a new address.

New Address

First Name * Your First Name Last Name * Your Last Name

Company

Address * 100 Elm Street

City * Phoenix State/Province * Arizona

Zip/Postal Code * 85040 Country * United States

Telephone * 602-437-7240 Fax

☐ Save in address book

☒ Ship to this address ☐ Ship to different address

Continue * Required Fields

2 Shipping Information
3 Shipping Method
4 Payment Information
5 Order Review

Please enter requested information.

Please enter requested information.

Click continue to move on to the next step.

(fig. 3-2)

The next step is Shipping Information. In this step you are able to select shipping method, verify your billing and shipping information. Click “Continue” to continue on to next step. Please specify if your shipping address differs from your billing address. (fig. 3-3)

eTroxell Welcome My Account | My Cart (1 item) | Checkout | My Wishlist | Log Out
1-855-TROXELL Shopping Cart (1) Search entire store here...

Presentation & Displays Interactive Solutions 1 to 1 Solutions Control Systems Camera & Video Audio Solutions Services Resources

Checkout

Your Checkout Progress

- Billing Address
- Shipping Address
- Shipping Method
- Payment Method

2 Shipping Information

Troxell
4675 E. Cotton Center Blvd.
Phoenix, Arizona, 85040
United States
T: 602-437-7240

Shipping Address | Change

Troxell
4675 E. Cotton Center Blvd.
Phoenix, Arizona, 85040
United States
T: 602-437-7240

Shipping Method

Payment Method

Free Shipping

Free \$0.00

[Back](#)

Continue

4 Payment Information
5 Order Review

Please verify your shipping and billing address

Select shipping method here

Click continue to move on to the next step.

(fig. 3-3)

Check Out

Shopping Cart, Payment & Shipping Methods (cont.)

In the payment information section you can choose Credit Card or Purchase Order. Please select the one that applies to your current purchase. (fig. 3-4) To purchase with a credit card, select the “Credit Card” option and fill in the required fields. (fig. 3-5) If you are using a P.O. select “Purchase Order” and enter your P.O. number and attach your purchase order document. (File formats accepted: .pdf, .doc, .docx, .tif, .jpg) (fig. 3-6)

(fig. 3-4)

The screenshot shows the Troxell checkout page. At the top, there's a navigation bar with links like 'Welcome', 'My Account', 'My Cart (1 item)', 'Checkout', 'My Wishlist', and 'Log Out'. Below this is a search bar and a shopping cart icon. The main content area is titled 'Checkout' and features a progress bar with five steps: 1. Billing Information, 2. Shipping Information, 3. Shipping Method, 4. Payment Information, and 5. Order Review. The 'Payment Information' step is currently selected. Under this step, there are two radio button options: 'Credit Card' and 'Purchase Order'. A red arrow points to the 'Credit Card' option with the text 'Please select payment information'. There is also a 'Continue' button with a note '* Required Fields'.

This screenshot shows the 'Credit Card' payment form. It includes fields for 'Credit Card Type' (a dropdown menu), 'Credit Card Number', 'Expiration Date' (with month and year dropdowns), and 'Card Verification Number'. A red arrow points to the 'Credit Card Type' field with the text 'Please enter requested information.' There is a 'Continue' button at the bottom right with a note '* Required Fields'.

(fig. 3-5 Credit Card)

Click continue to move on to the next step.

This screenshot shows the 'Purchase Order' payment form. It includes a 'Purchase Order Number' field and a section for 'Purchase Order Document' with instructions on file size and format. There is an 'Upload PO File' button. A red arrow points to the 'Purchase Order Number' field with the text 'Enter P.O. number'. Another red arrow points to the 'Upload PO File' button with the text 'Click to upload P.O. document.' There is a 'Continue' button at the bottom right with a note '* Required Fields'.

(fig. 3-6 Purchase Order)

Click continue to move on to the next step.

Check Out

Shopping Cart, Payment & Shipping Methods (cont.)

After payment information has been completed you will have a chance to review your order before it has been placed. If all the information for your order is correct Click on “Place Order” to complete your purchase. (fig. 3-7)

The screenshot shows the Troxell checkout page. At the top, there's a navigation bar with links like 'Welcome', 'My Account', 'My Cart (1 Item)', 'Checkout', 'My Wishlist', and 'Log Out'. Below this is a search bar and a phone number '1-855-TROXELL'. The main content area is titled 'Checkout' and includes a progress bar with steps: 1. Billing Information, 2. Shipping Information, 3. Shipping Method, 4. Payment Information, and 5. Order Review. The 'Order Review' section shows a table with columns: PRODUCT NAME, PRICE, QTY, and SUBTOTAL. The table lists 'HITACHI - CP-WU8440' with a price of \$3,129.55 and a quantity of 1, totaling \$3,129.55. Below this, it shows 'Subtotal' as \$3,129.55, 'Shipping & Handling (Free Shipping - Free)' as \$0.00, and 'Tax' as \$259.75. The 'Grand Total' is \$3,389.30. A red arrow points to the 'Place Order' button. To the left of the 'Place Order' button, there's a link 'Forgot an Item? Edit Your Cart.' Below the main content area, there's a footer with links for 'ABOUT US', 'CUSTOMER SERVICE', 'SERVICES', and 'CONNECT WITH US'.

PRODUCT NAME	PRICE	QTY	SUBTOTAL
HITACHI - CP-WU8440	\$3,129.55	1	\$3,129.55
Subtotal			\$3,129.55
Shipping & Handling (Free Shipping - Free)			\$0.00
Tax			\$259.75
Grand Total			\$3,389.30

After verifying that all your information is correct, click Place Order to complete the transaction.

(fig. 3-7)

Your order has been received. You will be given an order number for your reference in which you can view order status and information. Click “[here to print](#)” to get a printable version of your order information. You will also receive an email order confirmation sent to the registered email address on file. (fig. 3-8)

The screenshot shows the Troxell order confirmation page. At the top, there's a navigation bar with links like 'Welcome', 'My Account', 'My Cart', 'Checkout', 'My Wishlist', and 'Log Out'. Below this is a search bar and a phone number '1-855-TROXELL'. The main content area is titled 'Your order has been received.' and includes a 'Thank you for your purchase!' message. It shows the order number '100000955' and a link to 'Click here to print a copy of your order confirmation.' A red arrow points to the 'Click here to print a copy of your order confirmation.' link. Another red arrow points to the 'Click here for order status and information' link. Below the main content area, there's a 'Continue Shopping' button. To the left of the main content area, there's a sidebar with links for 'eREPLACEMENTS', '1:1 Learning Suite', and 'My Cart'.

Your order has been received.

Thank you for your purchase!

Your order # is: 100000955.

You will receive an order confirmation email with details of your order and a link to track its progress.

Click [here to print](#) a copy of your order confirmation.

Click [here for order status and information](#)

Click [here for a printable version of the order confirmation](#)

Continue Shopping

(fig. 3-8)