

## Online Order Instructions

- **Selection:**  
Add to your cart the items you are interested in. Once you have made all of your selections click the *“Checkout”* button on the bottom of the page
- **Checkout:**  
Enter your information and once completed click *“Place Order”* at the bottom of the page
- **Order Details:**  
Review your order and once you are satisfied scroll down and click on *“Proceed & Pay”*
- **Official Payments:**  
Please enter your credit card information and then click on *“Continue”* at the bottom
- **Payment Review:**  
Review your Billing Address and Payment Information and then click on *“Continue”* at the bottom
- **Review and Submit Order:**  
Review all information and if satisfied click on *“Submit”* at the bottom

You will then receive 2 emails, one confirming an order was placed and a second one confirming payment. If you do not receive 2 emails, your payment has failed. Please review the steps and try again. You can always email [lauri.taylor@putnamcountyny.gov](mailto:lauri.taylor@putnamcountyny.gov) or call 845-878-7918 to check on completion.