



# Online Buying User Guide 2017

Visit [www.mason-cos.co.za](http://www.mason-cos.co.za) – Click on the Back to School banner.

## Step 1: Login VS Registration

### PREVIOUS USERS:

If you have previously placed an online back to school order, then your profile will still be loaded. Please fill in your email address and password to continue.

Forgotten Your Password? Just fill in your email address and click on the forgot password link. An email will be sent to you which will allow you to reset your password.

Please note: Due to the Consumer Protection Act we do not have access to a password database – therefore passwords can only be reset by the user

### NEW USERS: How to register

- Click on the register button located at the top of the page
- Fill in a username (Your email address)
- Create a password
- Click on “register”

## Step 2: Select the school/Add learner

- Click on the school logo you would like to place an order for
- Fill in learner name
- Fill in learner surname
- Select the grade your child will be attending in 2017 to view the requirements.
- Click on “Add Learner”

## Step 3: Placing an order

- Filter by subject – tick all subjects that are applicable to view a condensed list.
- Click on the “set minimum quantities” button - This will automatically fill in the quantities per item required by the school.
- You can adjust each item by using the + and – buttons.
- Once you are happy with the quantities selected click on “add selections to cart” - At the top of the page is your shopping cart which will display the number of items and rand value.
- Click on the cart to view drop down menu and select either option:
  - View cart – will allow you to adjust your quantities once more
  - Check out – this will take you to the summary page to view your order
- Update your profile – Please fill in your name, your surname and a contact number then click “save”. Click on your cart once more to “checkout”
- Click “next” to view delivery information.
- Click “next” to view your Payment options. (EFT/Credit Card)
  - If you select “Payfast” you will be redirected to the Payfast portal to make payment.
  - New Payfast users will need to register
- Click “next” to complete the ordering process. A message will appear with the following information:
  - Your order reference number
  - Banking Details
  - Email address for proof of payment(This will also be sent to you via email along with a summary of your order)

For further assistance please contact us on (t) 021 530 4100 or (e) [backtoschool@mason-cos.co.za](mailto:backtoschool@mason-cos.co.za)