




*** Deadline to purchase the Warranty is October 31, 2017 ***

Franklin Borough School Warranty Purchasing Instructions

1. Go to: <http://www.trinity3.com/Portal/>
2. Enter your Code: k7xe7
3. Click the button: Go to My Portal →
4. Enter the number of warranties you are purchasing in the “QTY*” box.
5. Click “ADD TO CART”
6. Upper right hand corner of the screen there should be a **shopping cart** with a number on it. 
7. Click on the Cart to view “Your Shopping Cart”
8. Click “Proceed To Checkout” to enter your **Billing Information**.
9. **Shipping Address** should be filled in as:
 - a. **Attention:** Karen Lo Porto – Room 208B
Shipping Name: Franklin Borough School
Shipping Address 1: 50 Washington Avenue
City: Franklin | **State:** NJ | **Postal Code:** 07416
Phone: 973-827-9775
10. Once all the fields are complete, click “Continue”
11. You should now see a summary of your order.
12. Towards the bottom of the page, you will see **Payment Type**. Below that will be the **PayPal Checkout** button. Click on it to finish your order. A new window will open for PayPal.
13. You can pay with your PayPal account by entering your email address and password and clicking **Log In** or if you don’t have a PayPal account, Click the button that says, **Pay with Debit or Credit Card**.
14. If you clicked **Pay with Debit or Credit Card**, you will now see a window that says, **PayPal Guest Checkout**. Fill in your Debit/Credit Card information, Name and Billing should be populated.
15. Make sure Contact Phone and Email is filled in.
16. As you scroll down you will see, “**Save your payment info for faster checkout on this device**” - you don't have to do this unless you want to create a PayPal account.
17. At the bottom there is a Check box: **Save my payment info and create a PayPal account** - You do not have to check this box. Only check it if you want to create a PayPal account.
18. Click **Pay Now** to complete your purchase.
19. You should now be directed back to our website.

For any questions, please contact Joe Palony with Trinity3 at 855.862.5120 or email jpалony@trinity3.com

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