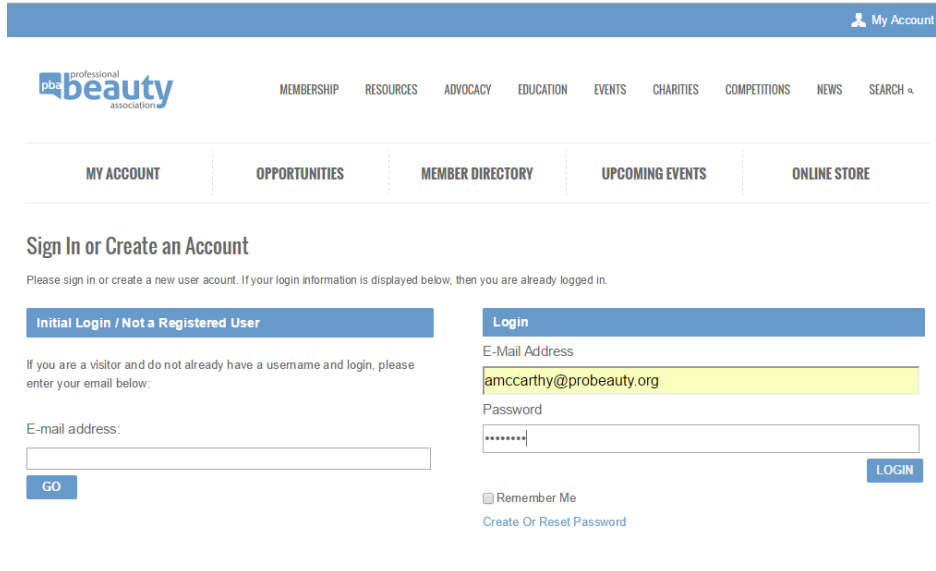


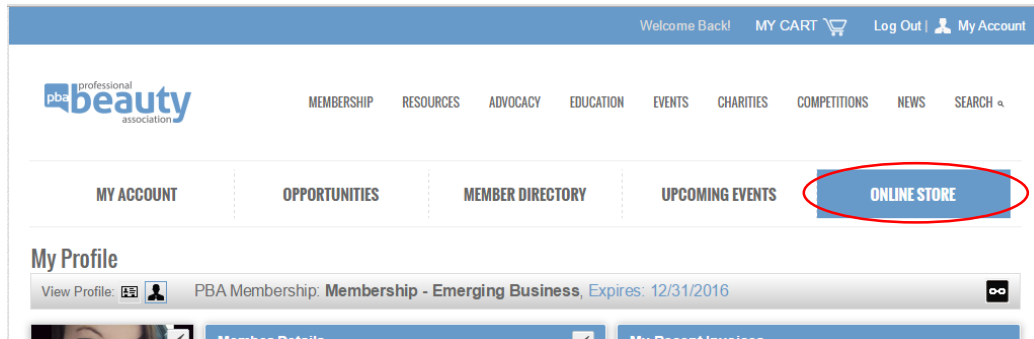
Accessing Business Blueprints through Your Profile

1. Log into your online profile using your listed email.

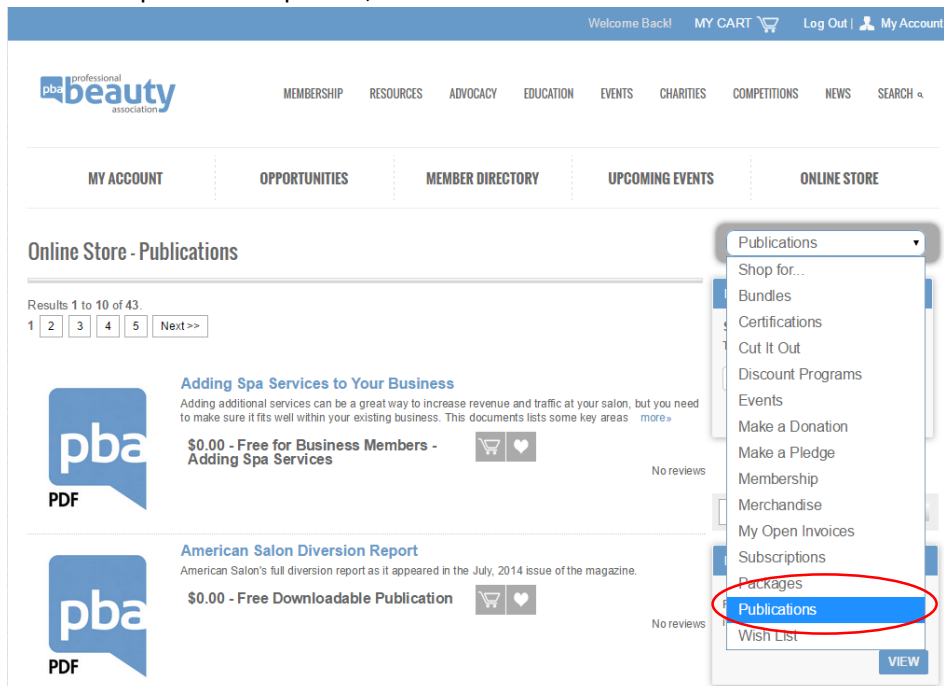


The screenshot shows the PBA website's login page. At the top right, there is a "My Account" link. Below the navigation bar, there are tabs for "MY ACCOUNT", "OPPORTUNITIES", "MEMBER DIRECTORY", "UPCOMING EVENTS", and "ONLINE STORE". The main heading is "Sign In or Create an Account". Below this, there are two columns. The left column is for "Initial Login / Not a Registered User" and has a "GO" button. The right column is for "Login" and contains fields for "E-Mail Address" (with "amccarthy@probeauty.org" entered) and "Password" (with masked characters). There is a "LOGIN" button, a "Remember Me" checkbox, and a "Create Or Reset Password" link.


2. Click "Online Store" towards the top of your profile.





3. In the "Shop For..." Dropdown, select "Publications."




4. Locate “Business Blueprints - ...” for the package you would like to download and click the shopping cart icon.

Business Blueprints - Business Operations
 PBA provides business documents to help you run your business efficiently. This group of documents includes samples focused on Event Planning, Public Relations and Marketing, Strategic Planning, Vend [more»](#)
\$0.00 - Free for Business Members - Business Operations Blueprints  No reviews

Business Blueprints - Guest Services
 PBA provides Business Blueprints to help you run your business efficiently. Many of these documents have been provided by other members for you to use as a guide. This group of documents are focused [more»](#)
\$0.00 - Free for Business Members - Guest Services Blueprints  No reviews


Business Blueprints - Human Resources
 PBA provides Business Blueprints to help you run your business efficiently. Many of these documents have been provided by other members for you to use as a guide. This group of documents are focused [more»](#)
\$0.00 - Free for Business Members - Human Resource Blueprints  No reviews

5. As Business Members, you will “purchase” these packages at \$0 by clicking the “Add to Cart” button.

Business Blueprints - Business Operations
 0 out of 5
 No Reviews
 ☆☆☆☆☆
 Quick Overview
 PBA provides business documents to help you run your business efficiently. This group of documents includes samples focused on Event Planning, Public Relations and Marketing, Strategic Planning, Vend ...
 Add to Wishlist
 Share with friends:  0
 Price: **\$0.00**
 Quantity:
ADD TO CART

6. You can “purchase” one or all Business Blueprints packages by following the same previous steps to add them to your cart. Once ready to continue, click the “Check-Out” button in the Shopping Cart.

Shopping Cart | View

Item	discount	net total	quantity	price
 Business Blueprints - Business Operations	0.00	0.00	<input type="text" value="1.00"/>	0.00

Sub total: 0.00
 Total discount: 0.00
 Total tax: 0.00
 Total shipping: 0.00
 Total: 0.00

Discount: **APPLY**
 Source Code: **APPLY**
 discounts applied:

If you have applied for discount programs, click this link: [Apply Discount Program](#)

CONTINUE TO SHOPPING CART **CHECK-OUT**

7. Select your name in the “Billing Contact” dropdown. Scroll down and click “Next” at the bottom of the payment confirmation screen. (**DO NOT** select a payment method.)

Shopping Cart | Payment

Customer Information

Customer: Angela McCarthy
Use this phone:
Use this email: amccarthy@probeauty.org

Billing Information

Bill to: Professional Beauty Association
Billing contact:
Pick your billing address: Business: 15825 N 7 1st St
Bill to: Angela McCarthy
15825 N 7 1st St
Ste 100
Scottsdale, AZ 85254-2187
UNITED STATES
Ship to: Angela McCarthy
15825 N 7 1st St
Ste 100
Scottsdale, AZ 85254-2187
UNITED STATES

Payment Information

Payment amount: \$0.00
Payment method:

Invoice total: 0.00

CONTINUE

8. Confirm your order and click the “Submit Order” button.

Shopping Cart | Confirm your order

item	quantity	price	net total
Business Blueprints - Business Operations	1.00	0.00	0.00

Order is not complete. Press Submit Order to complete.

Billing/Shipping Information

Customer name: Angela McCarthy Billing name: Professional Beauty Association
Phone: Contact:
Email: amccarthy@probeauty.org

Ship to: Angela McCarthy Bill to: Angela McCarthy
15825 N 7 1st St 15825 N 7 1st St
Ste 100 Ste 100
Scottsdale, AZ 85254-2187 Scottsdale, AZ 85254-2187
UNITED STATES UNITED STATES

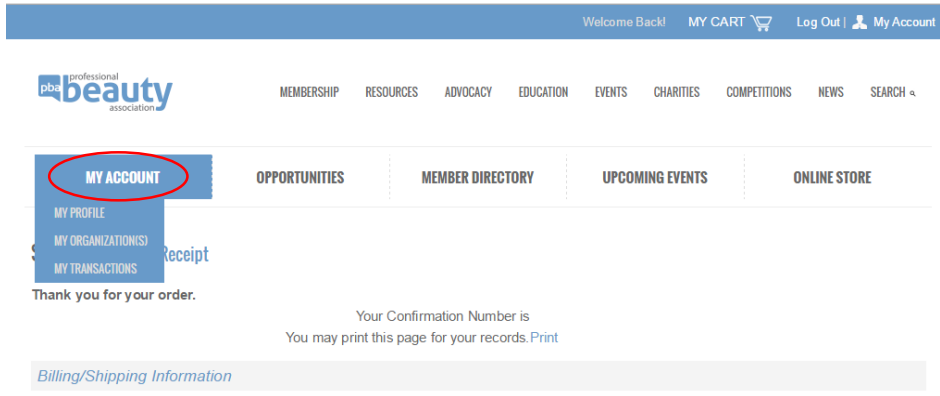
Payment Information

Credit to apply: 0.00 Total discount: 0.00
Net applied: 0.00 Total tax: 0.00
Net-balance: 0.00 Total shipping: 0.00
Payment amount: \$0.00 **Net-total: 0.00**
Payment method:

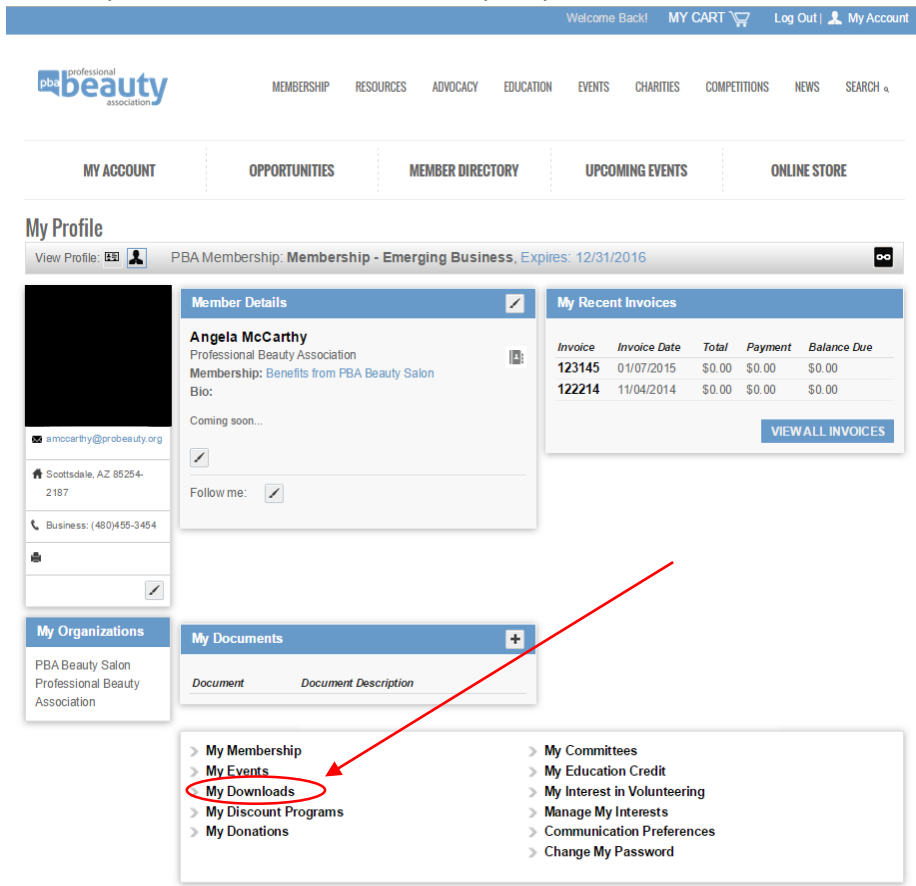
Send confirmation by email?

EDIT PAYMENT **SUBMIT ORDER**

9. The receipt page will confirm your order and to retrieve your download(s), select “My Account” to go back to your profile.



10. Click “My Downloads” at the bottom of your profile.



11. Click the arrow button under “Download” and save to your computer.

