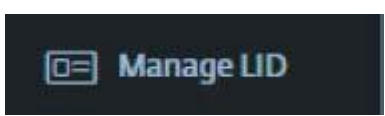


LOOP | Registering for Special Order (formerly SLO)

Log in to your LOOP account. You will arrive at the Dashboard. You will start here each time you sign in to LOOP.



To register for the Special Order program, go to the Manage LID page. This tab is only on users with Administrator access.



Select the check box to enroll in the Special Order program. Click the Register for Special Order button when it appears.



Special Order program registration requires a payment method be registered and associated with your LID number in LOOP. If no payment methods exist, click **Register Payment Method** and follow the onscreen instructions.



Once completed, all available payment methods are displayed in LOOP on the Manage LID screen.

Note: Credit cards may take up to 30 minutes from registration to become available as payment methods in LOOP, while ACH accounts may take 3 to 5 business days to become available as a payment option. (Contact LOOP Customer Support at 800.332.7522 option 5 for additional assistance.)

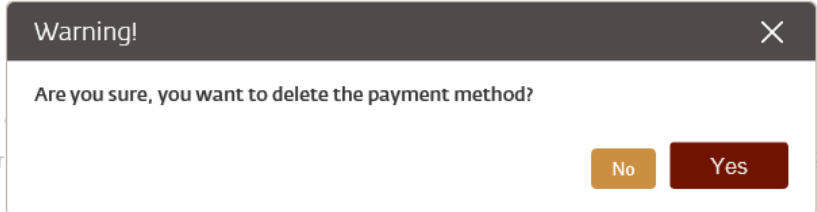
Payment Methods Available for Store Pickup and/or Delivery

Please click on the "Add Payment Method" button below to register a new bank account and/or credit card. If you require assistance, please call 800-332-7522, option 5.

ACH:	9630		
Credit Card:	DISCOVER 0133	Expiration: 12/19	×
Credit Card:	MASTERCARD 2229	Expiration: 12/25	×

Add Payment Method

To remove a card, click the X at the end of the card information. To finalize, click **Yes** on the Warning message. Afterward, contact the LOOP Support Team to have the card removed from the POS terminals



Click *Save Settings*

Save Settings

Your Manage LID screen will now indicate your Special Order settings. You will also receive email confirmation upon successful registration in the Special Order program.

Special Order Settings

