

How To Order the Delta Church Drive Kit from Supplies Online

1. From the Knights of Columbus homepage (kofc.org). Select the Sign-In icon to get to the *Officers Online* Portal. You will need access to *Officers Online*, as well as your username and password, to complete this.



2. If you forgot your username or password, please use the "password reset" or "account assistant" to help with this.

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Please enter your username and password and click on the "Login" button to log in. Fields marked with an asterisk (") are required. You must be a registered user to access this portal. Username" Pessword" - Required Remember Me LOGIN PASSWORD RESET ACCOUNT ASSISTANT	



3. When you are on *Officers Online*, select the *Supplies Online* icon. Canadian councils should select the *Canadian Supplies Online* icon.



4. When in the *Supplies Online* page, select the *Fraternal* icon. This is the Knights of Columbus emblem.





5. Scroll down on the fraternal page, and select the "kits" icon.



6. You will see the English and Spanish kits. Please select the one that you would like.





7. Enter either 1 or 2 kits. If you need more than that, please email your request to <u>councilgrowth@kofc.org</u>.



8. Make sure that the amount of kits you requested is correct and select the "checkout" icon.





9. If you have not already had something shipped to through this portal, you may have to select the "enter a custom location" from the "select a location" pull down menu. Please fill out as precisely as possible. The page will need you to enter a credit card and the billing information, you will not be charged for the shipping of the delta kits if that is the only items on the order. Please order Delta kits separate from any other supply orders. This will ensure you will not be charged.

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10. Select "Place this Order Now" to see if you have any errors on the page and then continue.

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11. When no more errors are detected, the pop-up will appear for your final check. Notice you were not charged. Select the "complete order" icon.

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12. After a few moments of processing, you will see the "thank you for your order" page with your confirmation number and the email address it was sent to. Please write this number down before you exit the page.

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