



PHI LAMBDA SIGMA

PHARMACY LEADERSHIP SOCIETY

Step-By-Step Guide: Graduation Medallions www.philambdasigma.org/store

Please use this guide **BEFORE** placing an order on the Phi Lambda Sigma store. Due to the complicated nature of our custom ordering process, we cannot process incorrectly placed orders. This will lead to a delay in shipping and processing of your order.

For questions relating to your order after you have read this guide, please contact the Phi Lambda Sigma Inventory and Membership Management Intern at orders@philambdasigma.org.

Graduation Medallions: For group or individual orders

1. Go to www.philambdasigma.org/store
2. Find the graduation medallions and click "View Product".
3. On the Product Page, read the description and click the link to download the order form excel file.
4. Open the order form and fill out the information for your chapter.
 - a. **You MUST complete all of the boxes that are shaded yellow,** including the 1) Chapter Info, 2) Bill To, and 3) Ship To sections.

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10. **IMPORTANT:** Once you have uploaded your file, you MUST input the number of medallions you would like to purchase. This number should correlate with the number of fields you completed on the Medallion Order Form.



11. Finally, ensure that you have uploaded the correct order form and that you have input the correct number of medallions that you need to order.
12. Click "Add to Cart"
13. Once you have sufficiently added all items to your cart, click the shopping cart in the top right corner.
14. Ensure that all needed items have been added to your cart.
15. Choose your desired shipping method and click "Proceed to Checkout".
16. Fill out the required Billing and Shipping Details and select your payment
 - a. You can select **Check Payment** or **Credit Card Payment Through Stripe.**
 - i. **If you select Check Payment, please note that we will not process your order until we have received your check.** Please make all checks payable to:
 1. Phi Lambda Sigma
c/o Mary Euler, PharmD, FAPhA
40 Bailey Lane
Uniontown, PA 15401
17. Upon completion of the payment details, select Place Order.
18. You should receive an email confirming the details of your order. If you do not receive an email, please check your Spam folder.
 - a. You should receive emails throughout the time that your order is being processed. If you do not, please remember to check your Spam Folder.

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