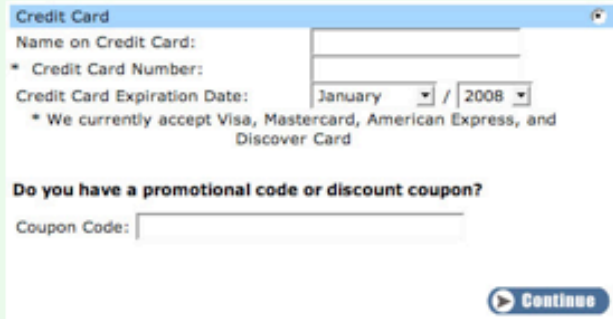


Step 1 - [Visit the Exchange Store.](#)

Step 2 - Browse our catalog for discounted [Out-of-the-Box Training Kits](#) (online), [Online Continuing Education Units](#), [Beginnings Workshop](#) units, and selected [Books](#). Add your selected items to the shopping cart.

Step 3 - When you are finished shopping, click "check out." You will need to log-into your online account or create a new account first. Then you will be directed to the check out process. Once you get to the "Payment Method" section and input your payment information, enter your coupon code **caeyc** for your discounted products.



The image shows a screenshot of a web form titled "Credit Card". It contains the following fields and text:

- Name on Credit Card:
- * Credit Card Number:
- Credit Card Expiration Date: /
- * We currently accept Visa, Mastercard, American Express, and Discover Card
- Do you have a promotional code or discount coupon?
- Coupon Code:
- Continue button with a play icon

Step 4 - Finish the shopping cart process and you will be brought to your "My Account" page, where you can access your online purchases. Books will be shipped separately to your designated shipping address.

Step 5 - Enjoy your discounted products!