

Legal Supplies – Members

- 1. Go to www.oncorp.com
- 2. Once logged in, look on the top left-hand side for the Corporate tab and click on the legal supplies from the drop-down menu
- 3. You are taken to the landing page for legal supplies, on the left-hand side you can see the index for all of types of categories for supplies:

| Home | | Items in Cart: 10 Subtotal: \$319.40 |
|----------------------|-----------------------|---|
| Search: | All Products V Search | »Home »View Cart »Orders |
| Templates | | |
| Packages | | |
| Attache Case | | WELCOME TO OUR NEW LEGAL SUBDITIES DAGE |
| ByLaws | | New features include: |
| Embossers | | Choose a standard package, or create your own template. |
| Ledgers | | Next-day shipping for most orders. Improved functionality. |
| Minute Book Slipcase | | FEATURED PRODUCTS SECTION COMING SOON! |
| Minute Books | | |
| Name Plates | | |
| Share Certificates | | out the Pinton |
| Tabs & Paper | | QUICK PICKS |
| Transfer Case | Packages | Minute Books |

4. To place an order, you can select an option from the left-hand index, for this example lets select minute books to see all minute book options available:





5. Once an option is selected, you are entering all details relevant to the minute book order, like the reference, docket and names for service would be the name that is to appear on the book:

| ec | | l Supplies | | May 17. 2021 5:08 PM |
|--|---|---------------------------|---------|-----------------------------------|
| Powe | red by oncorp | | | Items in Cart: 0 Subtotal: \$0.00 |
| Search: | All Products 💙 Search | | | +Home +View Cart +Orders |
| Templates | Reference No: M7BQGM Name for Service: TEST BOOK | Docket | 42664-9 | |
| Packages Attacke Case ByLaws Embossers Ledgers Minute Book Slipcase Minute Books Name Plates Share Certificates Tabs & Paper Transfer Case | ADD TO CARE | Inute Book with Slip Case | | |

6. When you are ready to proceed click add to cart:

| ec | ore ared by oncorp | Legal Suppli | ies | | | May 17, 2021 5:08 PM |
|---|---|--|-------------|---------|-------------|------------------------|
| > Product | | | | | Items in Ca | rt: 0 Subtotal: \$0.00 |
| Search: | All Products | Search | | | -Home | =View Cart ==Orders |
| Templates Packages Attache Case ByLavos Embossers Ledgers Minute Book Slipcase. Minute Books Name Pataes Share Certificates Tabs & Paper Transfer Case | Reference No: MYBOGN Name for Service: TEST ADD TO CART | SOOK Standard Minute Book wit Unt Price: \$78.30 Quanth, Colour (Marton V Jurisdiction (Intario V Coporation Type (Profit Community) | h Slip Case | 42664-9 | | |



7. Now you are looking at all items in your cart:

| ec | Legal Supplies | | | |
|--|--|--|--|--|
| Powe | red by oncorp | Act | | |
| Hamme > Cart | | Items in Cart: 1 Subtotal: \$79.20 | | |
| Search: | All Products Search | -Home +View Cart +Orders | | |
| Templates | Add Name Plate. | Total Price(Shipping and Taxes not included) \$79.2 | | |
| Packages Attache Case ByLaws Embossers | Standard Minute Book with Slip Case Name for Service: TEST BOOK Quantity: 1 Colour: Marcon Jurisdiction: Othario Corporation Type: Profit Price: 579.200 | Edit Product Delete Produc | | |
| Ledgers Minute Book Slipcase Minute Books | CHECK OUT CREATE | ETEMPLATE CONTINUE SHOPPING | | |
| Name Plates Share Certificates Tabs & Paper Transfer Case | | | | |

- 8. You can select the option to add a name plate and the relevant details or edit your existing product, you can also choose to checkout, save your current basket as a template or continue shopping
- 9. If you select checkout, you will be able to change the shipping information after which you can recalculate the shipping amount:

| | ore | 1 1 6 | D. | | kdipchan |
|--|--|--|-----------------|---------------|---|
| | UIE | Legal Su | pplies | ecore L | Account ID: 1060 |
| Pot | wered by oncorp | | | Account Bal | ance: \$-23,167.1 |
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10. When you are ready to submit, you may click submit and a receipt will generate to the emailthat is on file for your account/username.



11. To see any past orders under your user/account, you can select the option: Orders on the far right hand side to see any past orders:



12. NOTE* We can prepare electronic minute books and initial organization on your behalf. If you would like us to do so please email <u>clientcare@dyedurham.com</u> with your request