Ordering from k-direct

1. If you need to request access, go to
   [Marketing & Communications intranet page](#)

2. Once you have access, go to kdirect.org
   - Sign in with your user name and password

3. Browsing and Shopping
   - Select a product category from the left side navigation menu
   - Select item by clicking details. Be sure to select quantity, then add to cart
     - If it is a customizable item, select quantity, then start, and follow the steps
     - If it is a static item, select quantity, then add to cart.

4. Checking Out

   - Click **Add to cart**, at top of the page, click yes to confirm information.

   - Assign **Custom Name** and click Save and Continue.

   - Fill out information, i.e., cost center, name, dept., etc.

   - On right of page under total, click check box for terms of use, then click **Checkout**.

   - On billing address page, click dropdown arrow and choose delivery address from list. If address is not listed, click option for **New Address** and fill in information, then click continue.

   - **Please Note: If billing address is the same for delivery address, make sure box below the information is checked. If not, then uncheck the box and click continue to add in delivery address. Follow same process as previous bullet.**

   - Choose delivery method, then click continue

   - To confirm order, click **Confirm**

Questions, call ext. 21045