

# Placing an Order Online

**This page is designed to help you in placing orders online. You will need to go online and place the order directly on YOUR webpage. This will insure that you get credit for your sale. Follow the simple steps below to place your order directly to your personal webpage.**

- Log on to your personal webpage using your personal webpage provided when you signed up. (Example: [www.afmfilters.com/\\*\\*\\*\\*\\*](http://www.afmfilters.com/*****))
- Click on “Product Order”
- At the drop list you can select filters, frames, specialty products and sign up packages.
- Select “frames” from the drop list. If you have several sizes, just take one at a time and order the quantity and size for each. If you have a custom size frame you will need to contact your distributor directly or call the warehouse at the toll free number (1.800.913.0323).
- Click “Add” once you have the quantity and size of each frame needed.
- Click “filters” and do the same thing for however many filters you need for each frame.
- “Green Screen” will be the majority of filters purchased. Occasionally someone will want the “Blue Screen” (if you are unsure call Tammy at the numbers below).
- Click on “Check Out” once you have all items ready to order. This will give you a chance to double check what you have ordered and make any necessary changes.
- Click “Finish Order”
- Follow the directions on this page. Enter your desired Username, email address & zip code.
- Make sure “Place Order as a Customer” is clicked unless you want to become a Distributor.
- You will have to enter a numeric code to show you are an actual person and not spam.
- Click that you accept the Terms and Conditions.
- This will take you to your page where you can enter you mailing and shipping address, etc.
- All boxes with asterisks are mandatory information
- Click Continue. This is a confirmation page of your order.
- Then click on Continue. This should take you to the page where you enter you credit card information on our secure payment website.
- Fill in all the necessary information and click pay by credit card.
- Once this is completed the order will go directly to the Granbury Warehouse to be filled and shipped.