



Derby Public Schools USD 260 Insurance Purchasing Instructions

1. Go to: <http://www.trinity3.com/Portal/ek8y9/>
2. *NOTE: You **DO NOT** have to do anything with "Login" or "REQUEST A QUOTE".
3. Click on the image that says **TRINITY3 PLATINUM WARRANTY**
4. Select from the 1 Year or 3 Year Trinity3 Platinum Warranty, enter the **QTY** you need and then click **"ADD TO CART"**
5. Upper right hand corner of the screen there should be a **green shopping cart** with a number on it.
6. Click on the Cart to view **"Your Shopping Cart"**
7. Click **"Proceed To Checkout"** to enter your **Billing Information**.
8. **Shipping Address:** This product does not ship so once you fill in your Billing information you can click the box to the right of **"Shipping Address Same as Billing."**
9. At the bottom of the screen, fill in the **Warranty Information:**
 - a. **School Name:** (Name of School)
 - b. **Student Name:** (Name of Student)
 - c. **Student ID or Email:** (Enter Students Email Address)
 - d. **Model Number:** (Dell 3180)
 - e. **Serial Number:** (Serial Number of Chromebook)
10. Once all the fields are complete, click **"Continue"**
11. You should now see a summary of your order.
12. Towards the bottom of the page, you will see **Payment Type**. Below that will be the **PayPal Checkout** button. Click on it to finish your order. A new window will open for PayPal.
13. You can pay with your PayPal account by clicking **Log In** and entering your email address and password.
14. If you don't have a PayPal account, you can use a Credit Card by entering your information below where it says **PayPal Guest Checkout**. Fill in your Debit/Credit Card information, Name and Billing should be populated.
15. Make sure Contact Phone and Email is filled in.
16. As you scroll down you will see, **"Save your payment info for faster checkout on this device"** - you don't have to do this unless you want to create a PayPal account.
17. At the bottom there is a Check box: **Save my payment info and create a PayPal account** - You **do not** have to check this box. Only check it if you want to create a PayPal account.
18. Click **Pay Now** to complete your purchase.
19. You should now be directed back to our website.



For any questions, please contact Amanda Mason or Tara Johnson with Trinity3 at 855.862.5120 or email at amason@trinity3.com