INSTRUCTIONS TO ORDER YOUR IT DEVICE

1. Click the above link
2. When the page opens, type in the above password at the bottom of the page
3. You will see two groups of computer Mac Bundle and Windows Bundle and two device options in the Windows Bundle
4. You can, before beginning your purchases, look at all of them by clicking on the image and proceed to read the specs and the accessories, warranties and insurances that can be included in you purchase. If you want to go back, click "Back"
5. We asked BTB to include a three-year warranty on all devices, so you will not have a choice to opt out of this option.
6. Once you have decided on the device, you can go down the list of the particular device you have chosen and include e.g. carry-case, protective cover, insurance etc. by clicking the dropdown arrow and selecting the item. If no selection is made "none" appears in the box.
7. When you finish your selections, click onto "Click here to buy this bundle"
8. Then click "Checkout Now" or "Continue Shopping". The former will take you to a page which lists your purchases and what it will cost you.
9. If you are happy with your purchases, click "Proceed to Checkout Now" on the right hand side
10. For security reasons, you will be asked to register. Click "Register".
11. Type in your details. When this is completed, log in. Click "Continue"
12. Click where you want the device delivered to. It will be cheaper and easier if you select the College address. Then Click "Continue"
13. Select one of the three Payment Options. You can click on each to read what is involved. Click "Back" whenever you want to go back to the previous page.
14. If you click the BeyondFinance, a representative will contact you to arrange a leasing program. Click "Continue" and this will take you to your summary page. Check to see if you have everything on the list that you selected,
15. Finally, Click "Place and Confirm Order"