

STEP-BY-STEP INSTRUCTION MANUAL

Please review the following steps to assist you with using our Amazon ordering website, 4 Crew Orders.

STEP 1: Go to www.4creworders.com. **TIP:** Save our website to your Home Screen for easy access.

STEP 2: Select your port of call from our drop down menu and your estimated date of berth on the calendar, then click 'Next'. Please note, if your destination port is not listed and/or your date is not available you may email us at support@4creworders.com for additional assistance and information.

The screenshot shows the 4 Crew Texas Amazon ordering system interface. At the top, there is a blue header with the 4 Crew Texas logo and navigation links for 'Order', 'Log out', and 'Help'. Below the header, a welcome message states: 'Welcome to our exclusive Amazon.com ordering system! Pricing on this site includes all fees and delivery to your ship. Payment for all ordered items is due upon delivery. We accept cash and credit card payments.' The 'Arrival Info' section contains two input fields: 'Please select your port of call -- Please Select --' and 'Please enter your ETB for ship alongside (MM/DD/YYYY) mm/dd/yyyy'. A red box highlights the dropdown arrow and calendar icon on the right side of the first field. A text box to the right of the form says: 'Use the arrow and calendar icon to make your selections.' Below the form is a blue 'Next' button. At the bottom, there are links for 'About Us', 'Contact Us', and 'Terms & Conditions', along with the copyright notice '4 Crew Orders © 2022 4 Crew Texas, LLC'.

STEP 3: Go to Amazon.com and copy the link to the item you are interested in ordering. You may use either the link at the top of the screen or the shortcut link located by the item photo. You must be using the website and **NOT** the Amazon App.

The screenshot shows the Amazon.com product page for an adidas Originals Men's Superstar Sneaker. The browser address bar shows the URL: amazon.com/dp/B07T16NT99/ref=redir_mobile_desktop?_encoding=UTF8&iaxix=246d2450c3aa512f3eb575afdc4ebdcb&content-id=amzn1.gym.552..., which is highlighted with a red box. A text box to the right of the browser says: 'TIP: Make sure you are on the US site for Amazon.com.' The product page shows the sneaker image, a red box around the share icon, and a red box around the size and color selection dropdowns. The price is \$64.51, with a list price of \$84.99. A text box to the right of the product page says: 'IMPORTANT: Please select all desired options (size, color, etc.) for your item BEFORE you copy the link so we will get that necessary info.'

STEP 4: Go back to 4creworders.com and paste the Amazon link in the box provided, then click 'Lookup Item'. The item will appear below with the cost.


Repeat this step until you have completed searching all your items. Then click 'Review Items'.

STEP 5: Here you will be able to review all your searched items and make any desired changes to them before confirming your order.

- Use the 'Remove' button to delete any items you no longer want to purchase.
- Change the quantity for any item as needed.
- Use the 'Add Items' button to go back and search for more items.
- When you are happy with your order, click 'Confirm Order'.

STEP 6: This is our Log In page so we can collect all necessary information to complete your order.

- If you are a **New Customer** to the website, you will need to create an account.
- If you are a **Returning Customer**, you will just need to sign in and all your contact information will already be saved.



Welcome

Log in to 4 Crew Texas to continue to Online Ordering.

Email address


Password

[Forgot password?](#)

[Continue](#)

Don't have an account? [Sign up](#)

Click 'Sign Up' and enter in your email address and create a password. Please make sure the email address is valid as we will use it to communicate about any issues with your order. Then, click 'Continue'.



Welcome

Sign Up to 4 Crew Texas to continue to Online Ordering.

Email address

Password


Your password must contain:

- At least 8 characters
- Lower case letters (a-z)
- Upper case letters (A-Z)
- Numbers (0-9)

[Continue](#)

Already have an account? [Log in](#)

STEP 7: Complete all required fields so that we will be able to fulfill your order. Then click 'Review Order'.



Order Log out Help

Your Info

Please fill out the information below so we can complete your order and contact you if needed.

Your Name (required):

Ship Name (required):


Email Address (required):

WhatsApp (recommended):

[Review Order](#)

WhatsApp is strongly recommended and will help us to communicate with you about any updates or issues with your order. Please make sure to include your country code.




STEP 8: Review your final items and click 'Place Order'. A pop up box will appear to confirm that you agree to pay for your order in full upon delivery to your ship. Click 'Submit Order' and it will be sent to us for fulfillment. You will also receive a confirmation email with your order details. If you do not see the email, be sure to check your JUNK folder.




Order Log out Help

Your Order

Once you have reviewed your order, click 'Place Order' to submit it.

	The North Face Vault Backpack 1 x \$74.00	\$74.00
	Garmin Forerunner 6 Pro Premium Multisport GPS Watch, Features Mapping, Music, Grade-Adjusted Pace Guidance and Pulse Ox Sensors, Black 1 x \$448.00	\$448.00
	adidas Originals Men's Superstar Sneaker 1 x \$80.00	\$80.00
Order Total		\$602.00

[Place Order](#)






Confirmation

By clicking on 'Submit Order', you are committing to paying for the items you have requested in full upon delivery.

[Submit Order](#) [Cancel](#)

Your Order

	The North Face Vault Backpack 1 x \$74.00	\$74.00
	Garmin Forerunner 6 Pro Premium Multisport GPS Watch, Features Mapping, Music, Grade-Adjusted Pace Guidance and Pulse Ox Sensors, Black 1 x \$448.00	\$448.00
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[Place Order](#)