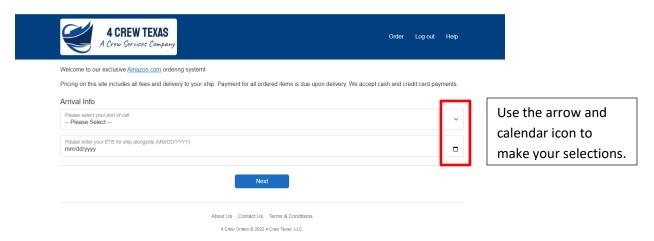
STEP-BY-STEP INSTRUCTION MANUAL

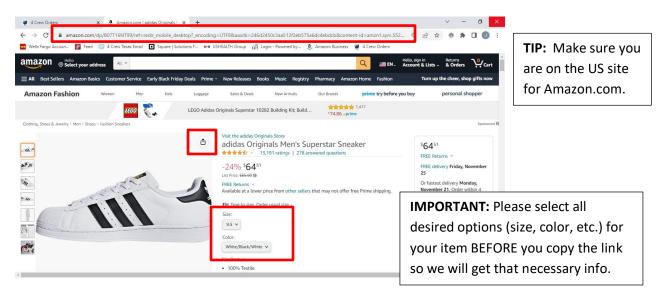
Please review the following steps to assist you with using our Amazon ordering website, 4 Crew Orders.

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.

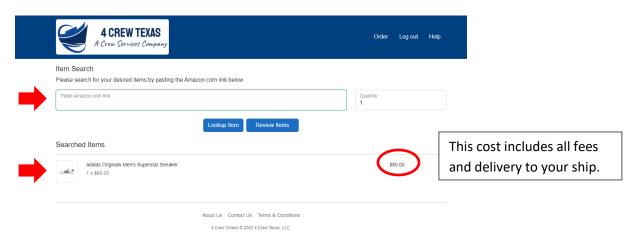


STEP 3: Go to Amazon.com and copy the link to the item you are interested in ordering. You may use either the link at the top of the screen or the shortcut link located by the item photo. You must be using the website and **NOT** the Amazon App.



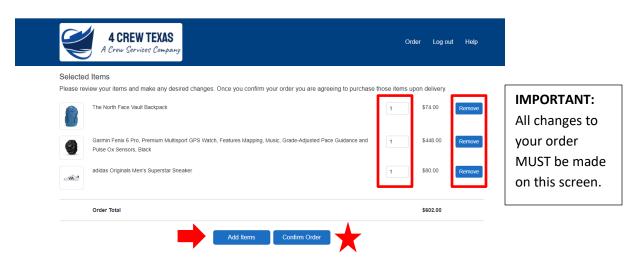
STEP 4: Go back to 4creworders.com and paste the Amazon link in the box provided, then click 'Lookup Item'. The item will appear below with the cost.

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



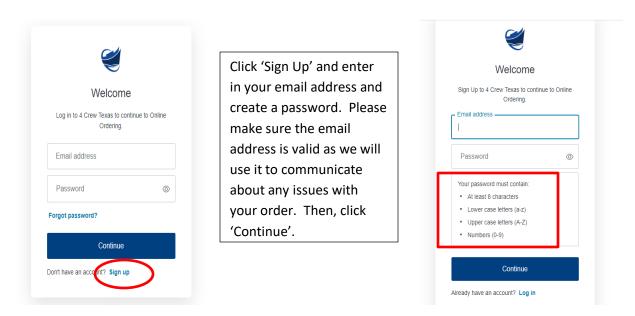
STEP 5: Here you will be able to review all your searched items and make any desired changes to them before confirming your order.

- 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'.

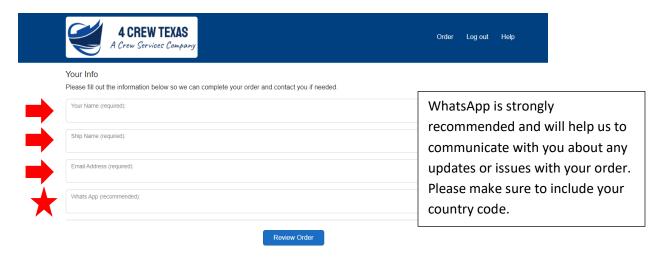


STEP 6: This is our Log In page so we can collect all necessary information to complete your order.

- 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.



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



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.

