



How to Log in and Place an Order on the HST K12 eProcurement Platform

Step 1:

Access the Procurement Site Login Page

- Navigate to the [Procurement Portal](#).

Step 2:

Log In to Your Account

- Enter your **Username** in the designated field.
- Input your **Password** in the corresponding field.
- Click on the **"Log In"** button.
- If you forgot your password, click **"Forgot Password?"**, follow the instructions, and reset your credentials.
- **Changing** your password once logged in
- On the bottom left side of the screen, click the account icon
- Select "Edit Contact Info" from the menu
- On the Edit Contact Info page, scroll down to find the "Change Password" section
- Enter your current password
- Enter and confirm your new password
- Click Save to apply the changes

Step 3:

Navigate to the Product Catalog

- Once logged in, locate and click on **"Shop"** in the main menu.
- Use the search bar to find specific products or browse through categories to explore available items.

Step 4:

Add Items to Your Cart

- Click on the product you want to order.
- Select the quantity.
- Click the **"Add to Cart"** button.
- Repeat this process for all the items you want to purchase.

Step 5:

Review Your Cart and Proceed to Checkout

- Click on the "Cart" icon or "View & Edit Cart" link at the top of the page.
- Review the products, quantities, and total cost.
- If necessary, update quantities or remove unwanted items.
- Click the "Proceed to Checkout" button.

Step 6:

Enter Shipping and Billing Information

- Confirm or enter your shipping address.
- Select your preferred shipping method.
- Verify your billing details.
- If required, enter a purchase order number (PO#) or any additional instructions.

Step 7:

Choose Your Shipping Option

- Review available shipping methods based on your location and order details.
- Select your preferred shipping option, considering cost and delivery time.
- Ensure that the shipping method aligns with your business needs before proceeding.

Step 8:

Choose Payment Method & Submit Order

- Save Cart – Save this cart for later if you need to review or make changes before submitting.
- Submit to HST Customer Service for Help – Send your cart to customer service for review.
- They can return it as a formal quote or assist with any questions. Please include comments in the provided field.

Step 9:

Receive Order Confirmation

- A confirmation page will display your order details and a reference number.
- You will receive a confirmation email with order details and tracking information (if applicable).

HST LED MICROSCOPE

