How to order Liberty Tax ZeePCs

1. Login to **ZeeNet**.

2. Click on Supply and then Vendors.

3. Scroll down to "Zones" and click on the "ZeePC Ordering Page."

4. Click on the "Zones Web Site" link in the top right hand side of the page above the Zones logo.

5. Add required items to cart.

6. Click on the word "items" next to the shopping cart icon in the top right corner.

7. View your cart and make sure the quantities are correct. If you need to adjust quantities, please do so and click the "Update Quantity" button before continuing. Once completed, continue at the bottom, proceed to check out.

8. Enter the address associated with the credit card you will be using. For the "Nickname", please enter your first name and the word billing (ex: Steve Billing), THEN proceed to enter in your credit card information. When completed, click continue. Your billing information will show up on the next screen.

9. Select your "Nickname" from the drop down at the bottom of the screen (Steve Billing), then enter your credit card information. When completed, click continue. Your billing information will show up on the next screen.

10. If your shipping address is the same as your billing, select "Default Billing" in the shipping drop down menu. If your shipping address is different, please click the "Add New Address" link. Proceed to fill out your shipping information. For the shipping "Nickname", put your first name and the word shipping (ex: – Steve Shipping) and continue.

11. Select your "Nickname". (Steve Shipping) from the shipping drop down and continue.

12. Choose the shipping method of your choice and continue. Keep in mind that it will take 1-3 business days to configure your ZeePC. Add these days to the shipping method's estimated transit time to determine an estimated delivery date.

13. Read the return information and keep continuing until you receive a "Thank you for your order!'' message.

14. Log out.