



# WORD of LIFE™

## How to Reorder on the Online Webstore

1. Visit the Word of Life Webstore <https://store.augustineinstitute.org/> to log in and place your order.

Word of Life Administrators have access to our Webstore. Administrators are the previous purchasers of the Word of Life curriculum. Please email [support@wordofliferies.org](mailto:support@wordofliferies.org) for any questions about login.

When the webstore opens, you will see your account name listed in the upper right corner.

2. Select which Word of Life Edition:

“Parish Edition”

“School Edition”

“Bilingual Parish Edition”

**Parish Edition Only:** After selecting the Parish Edition, choose either:

Parish with PORTAL TRACKBILITY or TEXTBOOKS ONLY No Trackability

**Parish Bundle with Portal Tracking** – Includes physical textbooks, the online Resource Library, and access to the Word of Life Portal with participation tracking and digital copies of the textbooks.

**Textbooks Only** – Includes physical textbooks and the online Resource Library. **Does not include Portal access or tracking features.**

Enter the quantity for every item and click **“Add Items To Cart”** Zero quantity is needed.

3. Review your Cart

Before checking out, review all items in your cart. **“View Cart”**

You may:

- Edit, or **Remove** to delete an item.
- Adjust quantities as needed.

## Important

If you order Grade 6, 7, or 8 Teacher/Catechist Manuals, **Book B** will automatically be added to your cart at no additional cost.

When your order looks ready, select **“Proceed to Checkout”**

## The Checkout Process

### 4. Verify Shipping Information

Select the shipping address. Edit, Remove, or Add an address here.

## Delivery

The **Delivery Method** defaults on Curriculum Shipping. For *Expedited Shipping*, please contact Customer Service 866-767-3155.

## Payment

### 5. Select a Payment Method

If no credit card is saved to your account, the payment method will default to **Invoice**.



#### *Paying by Invoice*

If you choose to be invoiced, you agree to:

- The Terms & Conditions
- Payment due within 30 days (Net 30)



#### *Available Balance*

If an amount appears under **Available Balance**, it represents unpaid invoices currently on your account.



#### *Paying by Credit/Debit Card*

Select the Credit/Debit card option and enter your payment information.



## Purchase Order Number

For your convenience, you may create and enter your own purchase order number. *Optional*

### 6. Enter Billing Address

If your billing address is the same as your shipping address, check the corresponding box.

*If it is different*, enter the appropriate billing address. Edit, Remove, or Add an address here.

Select **Continue**

### 7. Review Your Order

Before submitting your order, please enter:

- the Word of Life Administrator Name
- the Administrator Email
- the year the purchase applies to: e.g. '26 - '27

### *Delayed Shipping (Optional)*

If you would like your shipment delayed:

1. Check **Delayed Shipping Requested**
2. Enter a **Do Not Ship Before** date

### 8. Verify Order Details

Review the following:

- Shipping Address
- Delivery Method
- Order Content and Quantities
- Billing Address
- Payment Method



Once everything is correct:

Check the **I Agree to the Terms & Conditions** box.

Select **Place Order**.

## Order Confirmation

After submitting your order:

- An order confirmation page will display your order number.
- A confirmation email will be sent to the administrator by email address provided.

*Be sure to check your Spam or Junk folder if you do not see the confirmation email.*

### Need Assistance?

If you have questions about your order or would like to speak with Customer Service:

**Phone:** 866-767-3155

**Email:** [customer.service@augustineinstitute.org](mailto:customer.service@augustineinstitute.org)

Next:

## Join a Word of Life Workshop

Our Implementation Specialists are here to support your community and help you and your team get the most from Word of Life. Visit: [wordoflifeseries.org/workshops](http://wordoflifeseries.org/workshops)

Join an upcoming live workshop to:

- Learn best practices for implementation
- Connect with other Word of Life partners
- Receive guidance directly from our team
- Get answers to your questions

We look forward to supporting you throughout the year!



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