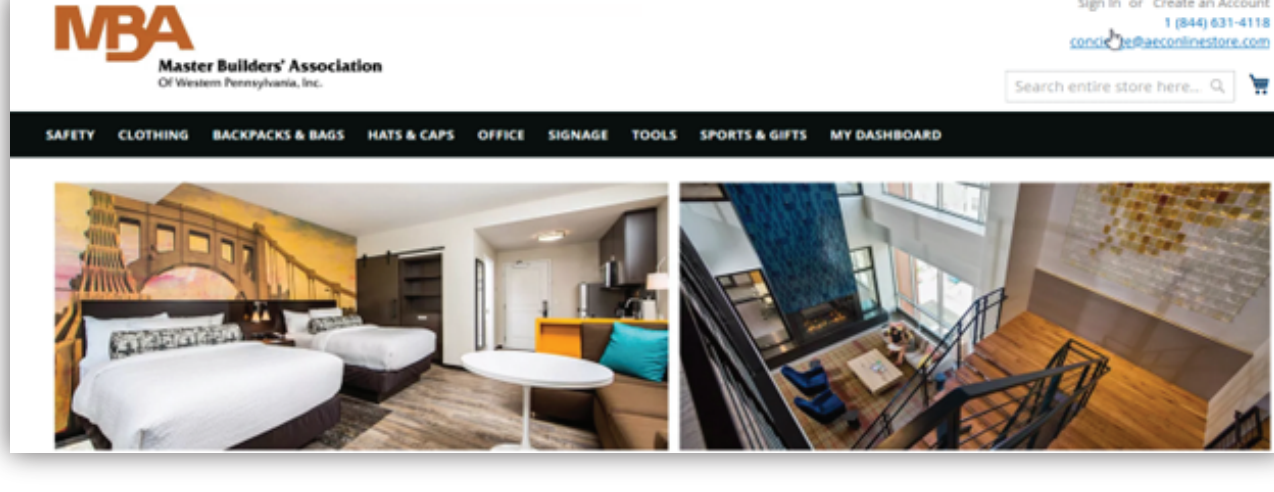


Master Builders of Western PA Accessing and Using the MBA WPA Online Store

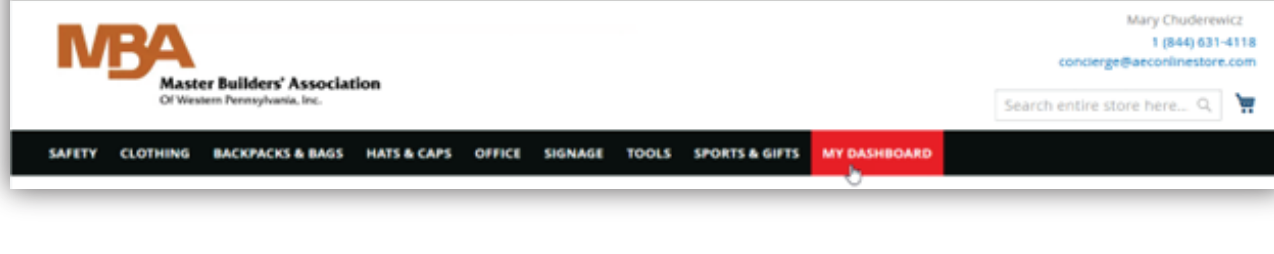
Welcome to the MBA WPA Online Store!
URL: <https://mbawpa.aeonlinestore.com>

You can access the MBA WPA Online Store using any web browser.



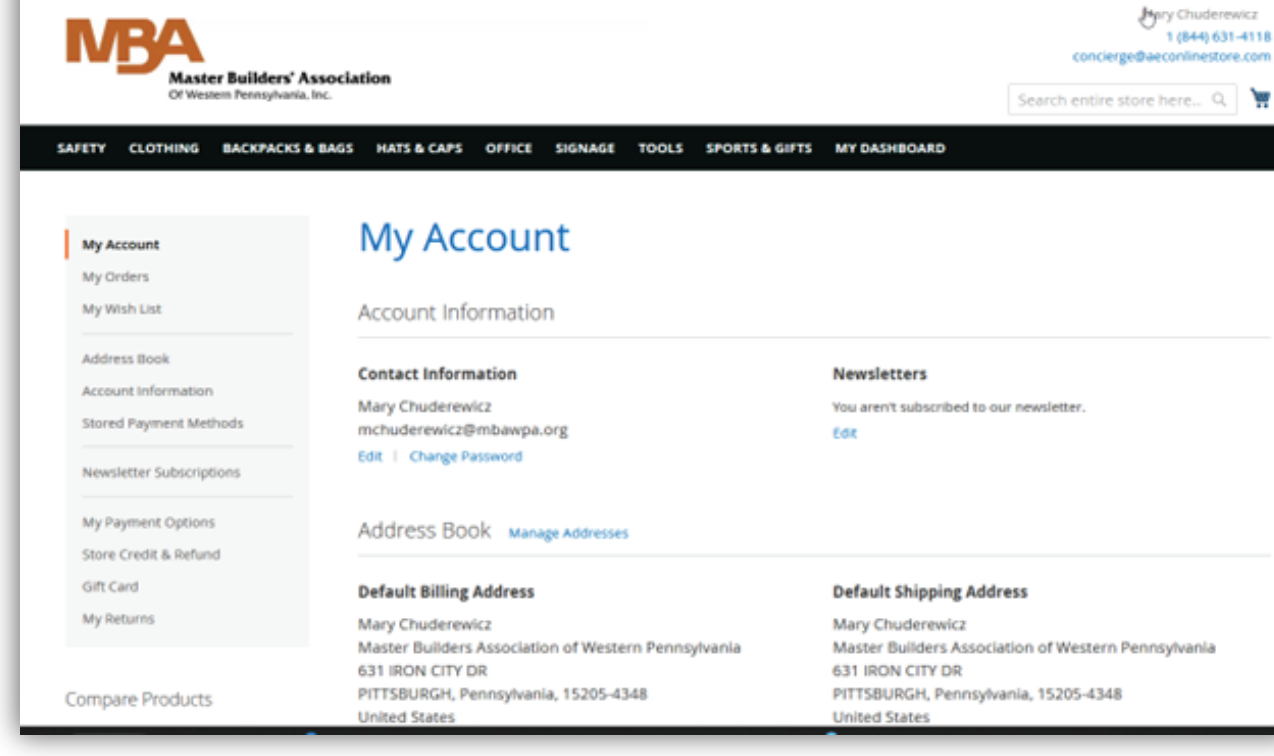
If you do not have a username and password, you can create one by clicking on “Create an Account” in the upper right-hand corner of the MBA Online Store home page.

Once you are logged in your name will appear in the upper right-hand corner of the home page.

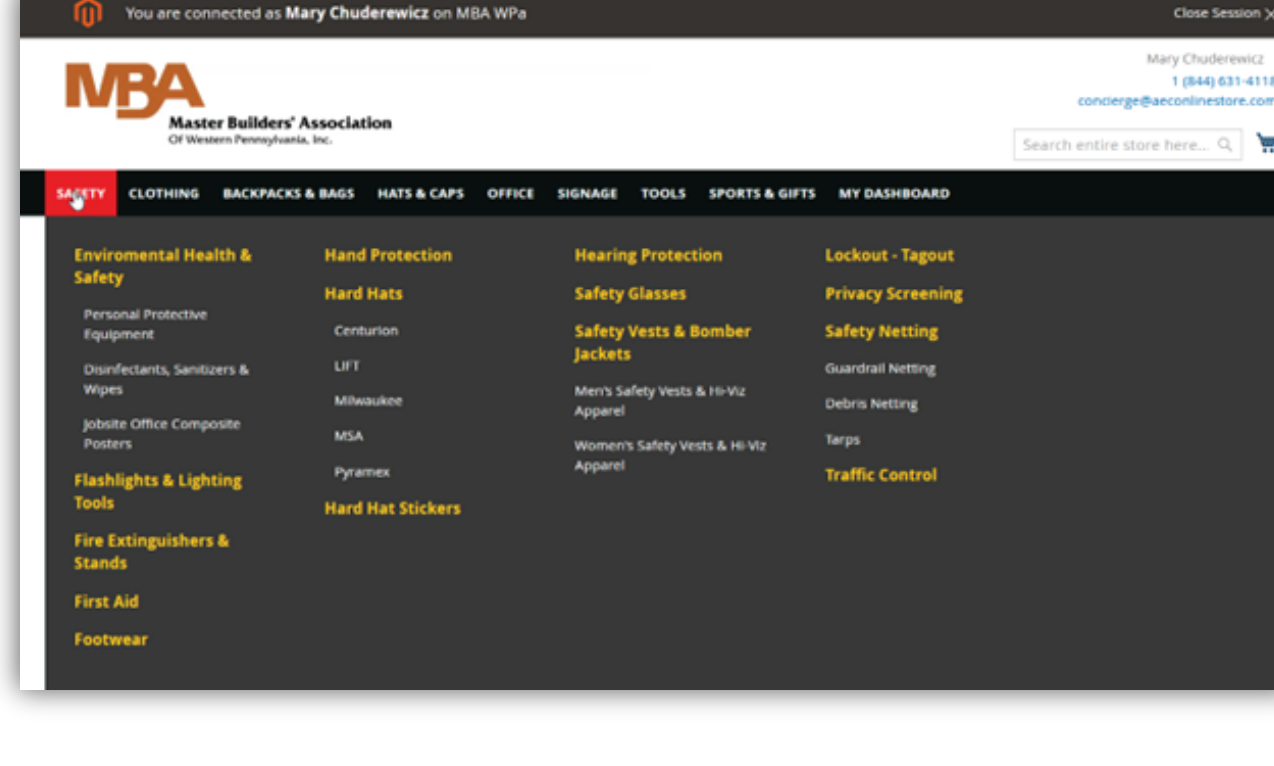


Click on “My Dashboard” to access your personal Dashboard. Here you can change your password, add additional “ship to” or billing addresses, track current and past orders, print receipts, review “store credit” and manage your credit cards.

Before making any purchases, make sure that your billing, and shipping information is complete in “My Account.”

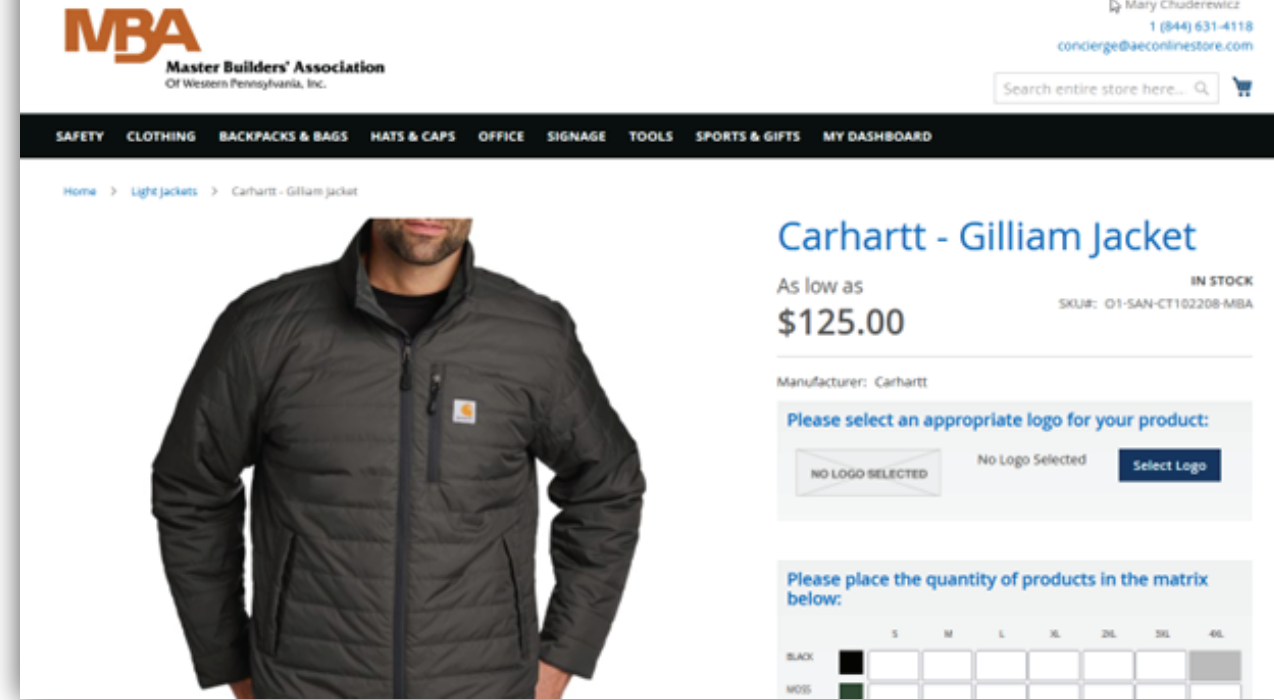


There are several categories you can search to select your items to purchase. By selecting the category, you may see a submenu of categories. Browse through the categories to find the item you would like to view.

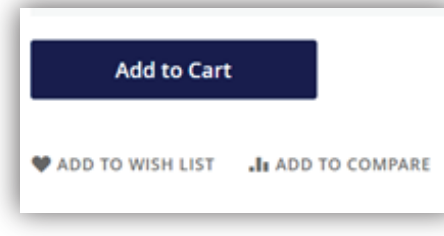


To order an item, add the number of items you want to purchase in the appropriate size and color block in the grid.

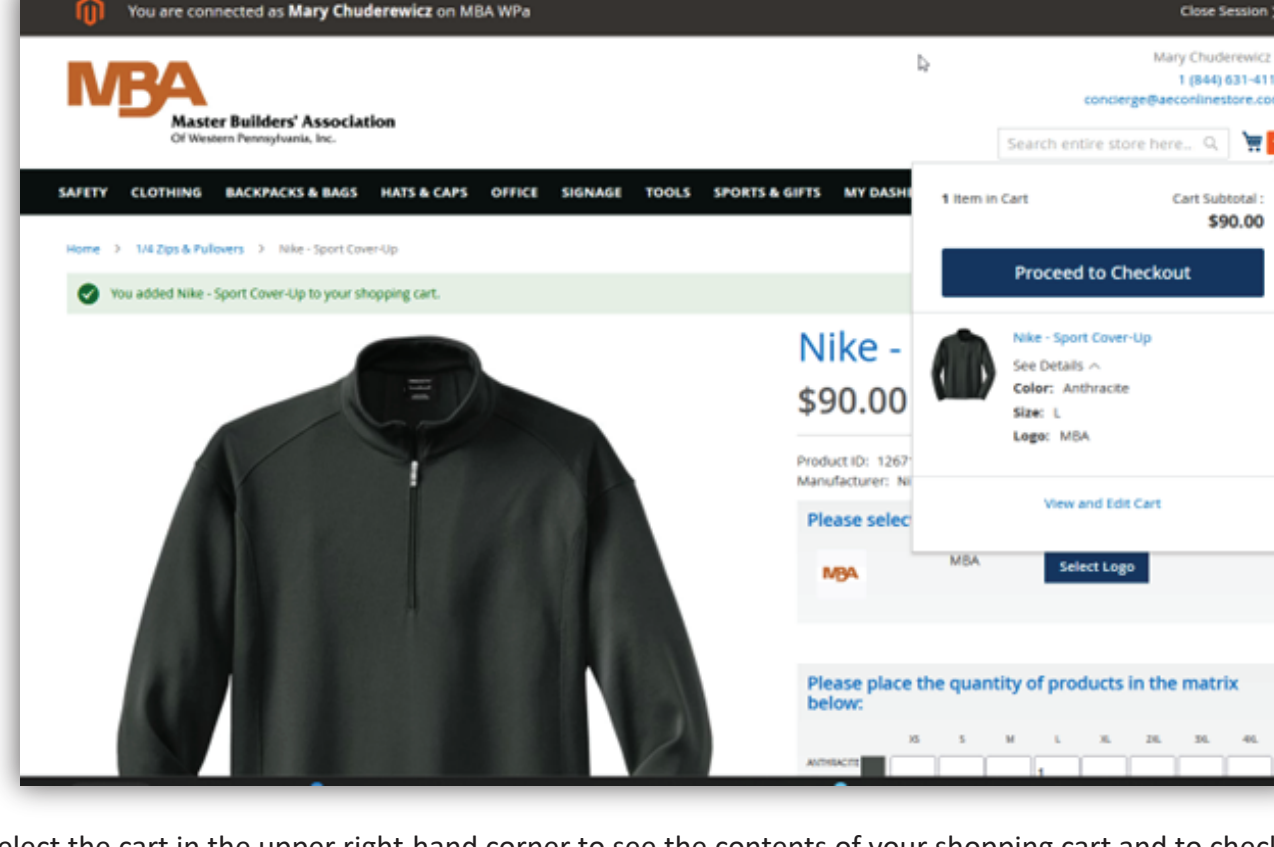
You must also select a logo using the “logo selector.” Note: the thread color may vary depending on the color or garment selected. If a size is grayed out, it is temporarily out of stock.



Click the “Add to Cart” button to add the item(s) to your cart and continue to shop or proceed to checkout.



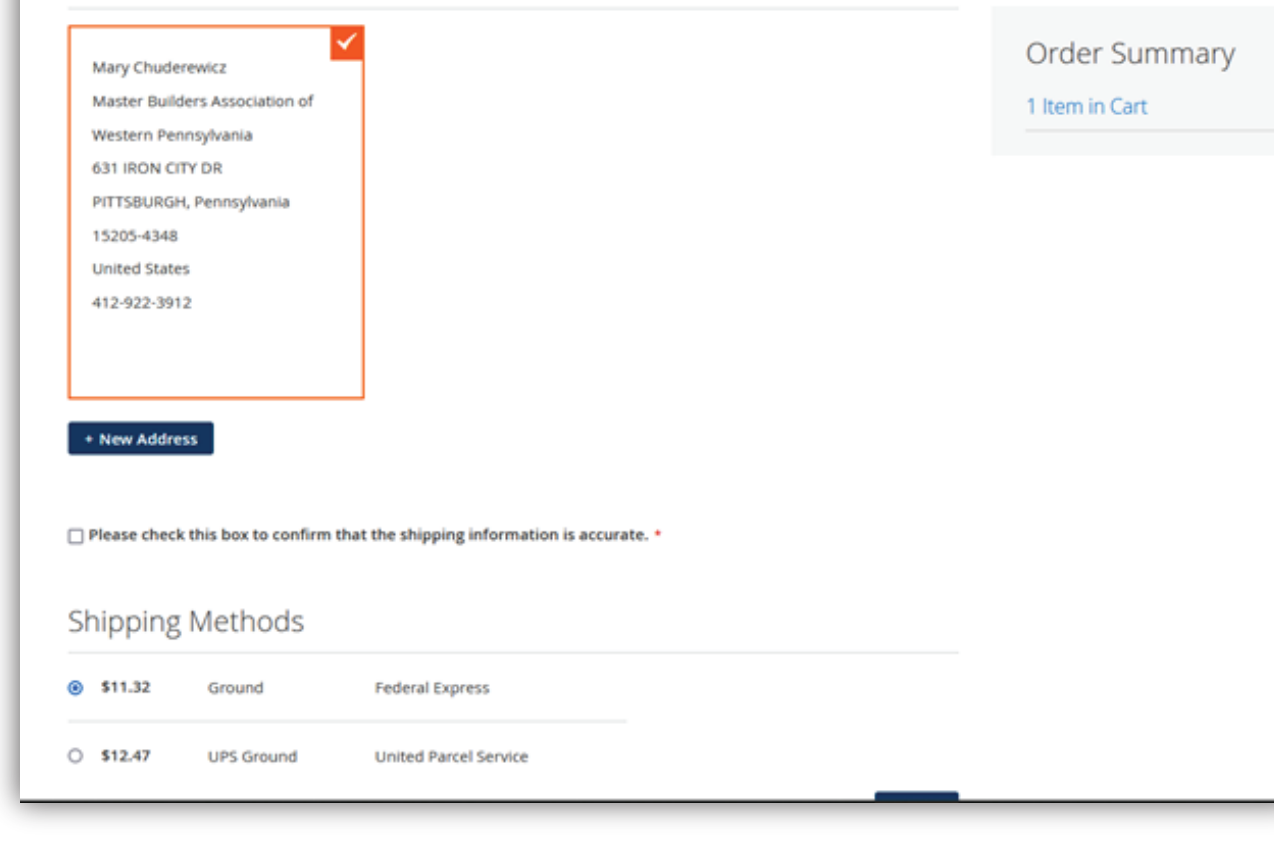
You will see a message that the item has been added to your cart. The number of items in your cart will show next to the cart in the upper right-hand side of the screen.



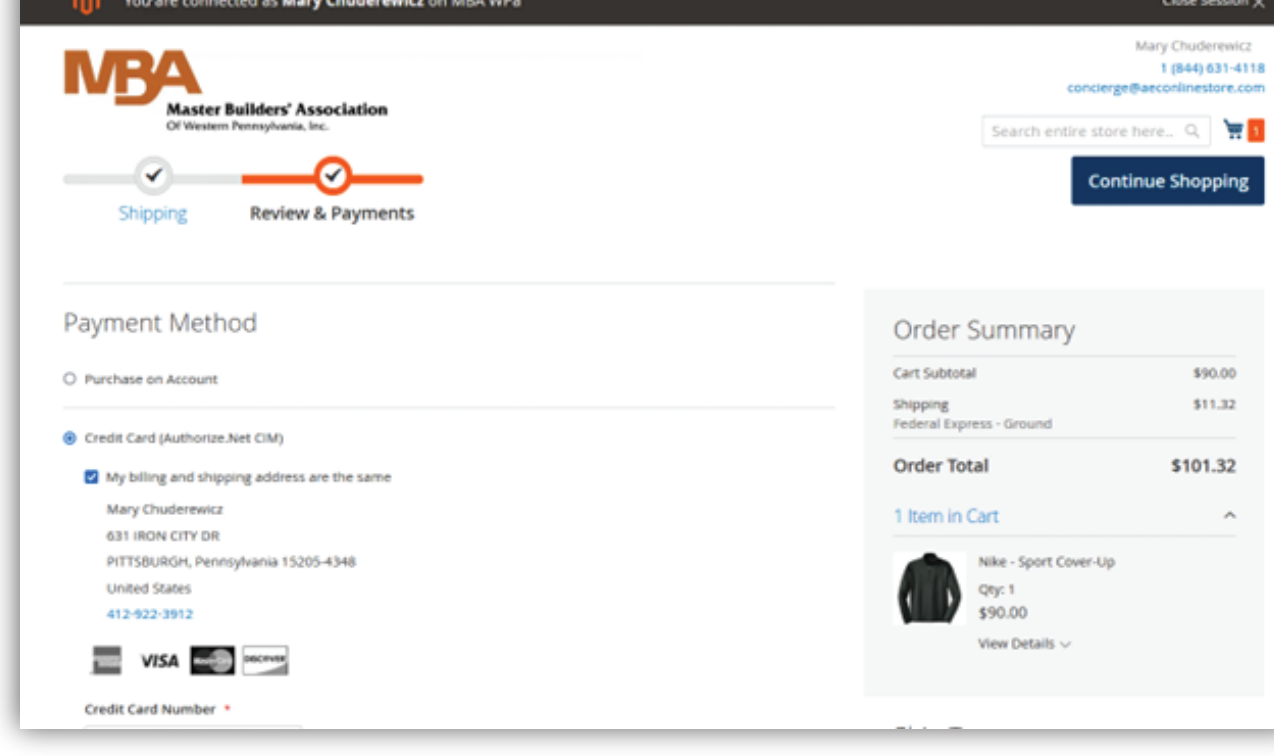
Select the cart in the upper right-hand corner to see the contents of your shopping cart and to check out.

Select “Proceed to Checkout” when you are ready to finalize your purchase.

Verify that all information is correct and check the box confirming the shipping information is correct. Select the shipping carrier for your purchase.



Select “next” to move to the payment screen.



If you are an authorized purchaser, you may make your purchase on account. Otherwise, you must use a credit card to pay the balance. When you make your purchase, a temporary hold is placed on your credit card for the purchase amount. Your card will not be charged until the order is shipped. For your convenience, purchased credit card information can be saved by checking the box next to “Save for next time.” At your next purchase, your card information will appear in the drop-down box. Store credit and gift cards can be applied to your purchase at this time.

After reviewing, click “Place Order” to confirm and initiate your order.

Several email notifications will be sent to you:

- one when the order is placed
- one when the order is acknowledged by AEC
- one when the order is shipped

UPS or FedEx tracking number will also be included in your email notification depending on the courier that you’ve selected.

If you have any questions about an order or need help, simply call our Toll-Free Number or email us ...

Phone Number for Concierge: 1-844-631-4118
Email address: Concierge@aeonlinestore.com