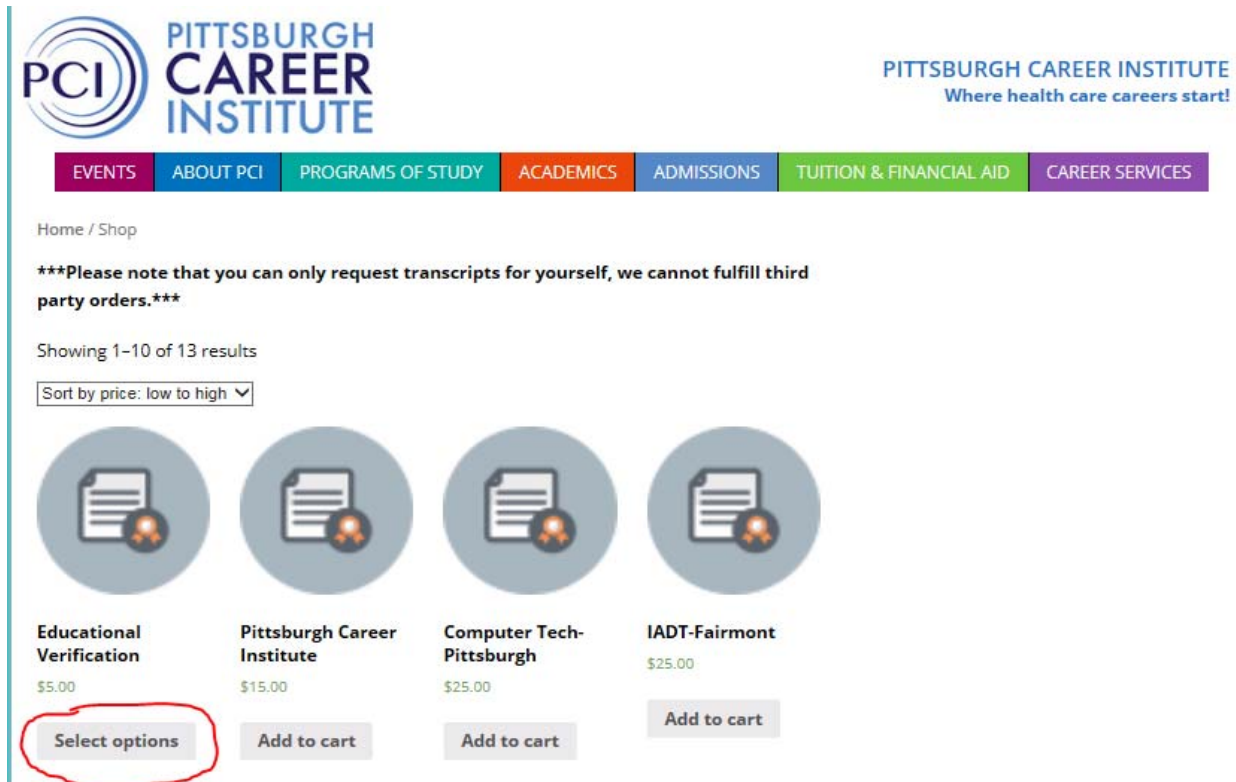**Education Verifications: Effective May 1, 2016**
Directions for use by purchasers.

*Note: The process by which you order education verifications requires you to upload a **single document**. That single document should include **both the regular request form that you use, as well as the applicant release**. This can be accomplished by scanning both documents into a single file.

Open a browser window, such as Internet Explorer or Google Chrome, and navigate to:

http://pci.edu/shop

Once there, find the inventory item for Educational Verifications and press the "Select Options" button.
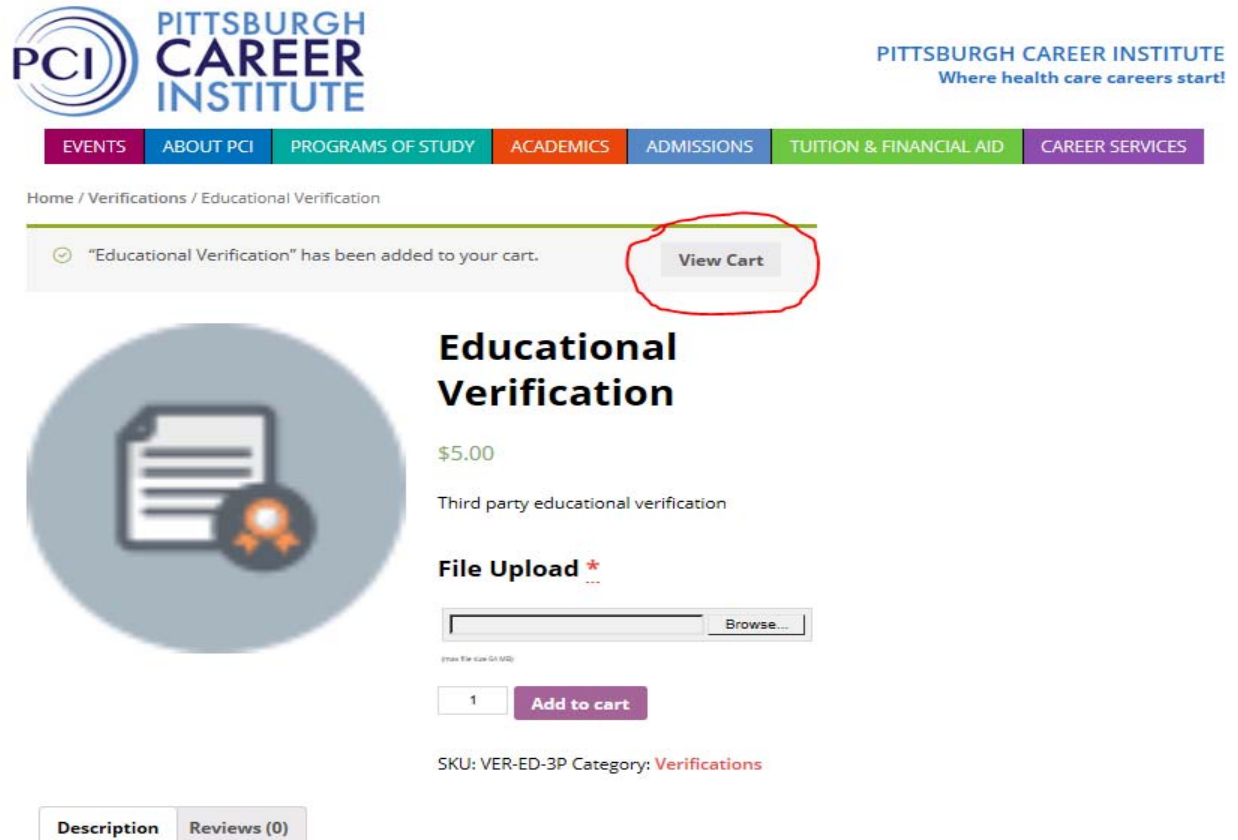
In the next screen, you will need to:

1. Click the "Browse" box, and select the file (forms) that you will be providing.
2. Once number one has been completed, click on the "Add to Cart" box.

When you've completed the upload, you will receive a verification, and a button to "View Cart". Click the "View Cart" button to move forward.

In the next screen, you will be provided to option to make adjustments to your shopping cart, or proceed to checkout. You can move forward by selecting **"Proceed to Checkout".**

*NOTE: The information provided here must be the information of the student.

The last screen is used to fill out the pertinent information needed for us to fulfill your request. Have this information handy to help expedite the process. The ones indicated with a red "*****" are required fields and cannot be omitted.

Billing Details

Country *

United States (US)

First Name *   Last Name *

Address *

Street address

Apartment, suite, unit etc. (optional)

Town / City *

State *   ZIP *

Pennsylvania   15656

Email Address *   Phone *

Date of Birth *   Last 4 of SSN *

Last enrolled program

Name

Last name at time of attendance

Additional Information

Order Notes

Notes about your order, e.g. special notes for delivery.

Once these steps have been completed, simply select the "Proceed to Paypal" link, and move forward with the payment.