

## Purchasing PACEY Business Stationery via Morton Michel's ChildCare Club: A Step-by-step Guide

1. Visit www.mortonmichel.com/childcareclub-login and login to the ChildCare Club using your Morton Michel policy number and the email address associated with your policy.

Please note – if you log in to the ChildCare Club after clicking 'FIND OUT MORE' on any page, you will be redirected back to the ChildCare Club homepage and will have to manually go back to the page you were on before logging in. To avoid this confusion, we suggest logging in first via the link above.

2. Once you are logged in, click on the 'Business Stationery' section –

## A wide range of discounts for your business and your family

Choose a category:

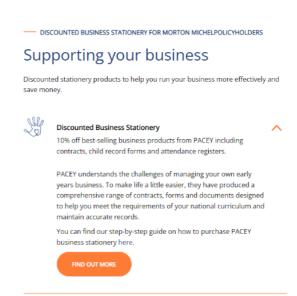






3. You should now be on the Business Stationery page. Click on the orange drop-down arrow under 'Discounted Business Stationery' and click 'FIND OUT MORE'.



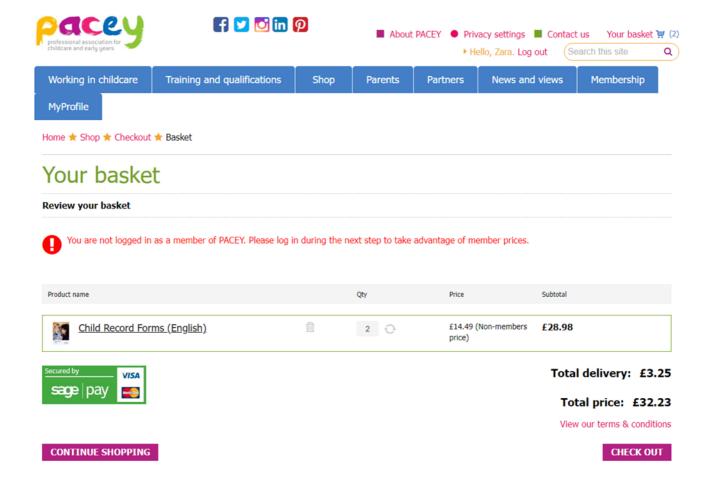


4. You should now be on the 'PACEY Products – Discounted business stationery' page where you will find your exclusive 10% Morton Michel discount code for non-PACEY member prices. You can then access their business stationery page by clicking on the word 'business products' in the first sentence, or by visiting www.pacey.org.uk. Terms and conditions apply.





5. Once you have selected the business stationery you would like to purchase click **Your basket'** on the top right-hand side of the screen and then click **'Check out'** 





6. Once you're at the checkout, if you haven't already done so, you will need to register by filling in your details under 'New customer'.

Please note – if you have previously been a member of PACEY, their system will still recognise your email so you will need to log in under 'Returning customer'. If you do not remember your password, you can reset it by clicking on 'Forgotten password'. Once you have reset your password, you can then log in using your email address and password you just created and then continue to checkout.

| ogin/Register                     |                      |  |  |  |  |
|-----------------------------------|----------------------|--|--|--|--|
| Returning customer                | New customer         |  |  |  |  |
| Membership number*:               | Title: Miss •        |  |  |  |  |
| Password:                         | First name:          |  |  |  |  |
| ☐ Stay signed in on this computer | Last name:           |  |  |  |  |
| Log In                            | Phone number:        |  |  |  |  |
| Forgotten password                | Prione number:       |  |  |  |  |
|                                   | Email (username):    |  |  |  |  |
|                                   | Confirm email:       |  |  |  |  |
|                                   | Password:            |  |  |  |  |
|                                   | Confirm password:    |  |  |  |  |
|                                   | Enter security code: |  |  |  |  |
|                                   | 572323               |  |  |  |  |



7. Once you've registered/logged in, enter the Morton Michel discount code in the box provided and click 'Apply'.

| Working in childcare       | Training and qualification | ons Shop   | Parents | Partners           | News and views      | Membership     |  |
|----------------------------|----------------------------|--|---------|--------------------|---------------------|----------------|--|
| MyProfile                  |                            |  |         |                    |                     |                |  |
| Home ★ Shop ★ Checkout     | ★ Order preview            |  |         |                    |                     |                |  |
| Checkout                   |                            |  |         |                    |                     |                |  |
| Order details              |                            |  |         |                    |                     |                |  |
| Billing/delivery address:  |                            | ayment will be ta                                  | ken by: | Delivery will be:  |                     |                |  |
| Please enter your postcoo  | de Cr                      | redit/debit card                                   |         | 3 - 5 working days |                     |                |  |
| Q Find Address             |                            |  |         |                    |                     |                |  |
| Product name               |                            |  | Qty     | Price              | Subtotal            |                |  |
| Child Record For           | ms (English)               | û  | 2 0     | £14.49<br>price)   | (Non-members £28.98 |                |  |
| Secured by VISA sage   pay |                            | If you have a discount code, please enter it here: |         |                    |                     |                |  |
|                            |                            |  |         |                    | Orde                | r discount: £0 |  |

Total delivery: £3.25

Total price: £32.23

 $\hfill\Box$  I agree to PACEY's terms & conditions

8. You should now be able to complete your purchase with the 10% discount applied. If you encounter any issues along the process, please contact Robyn at PACEY –

Email address: robyn.leckey@pacey.org.uk

Phone number: 020 8290 2407

