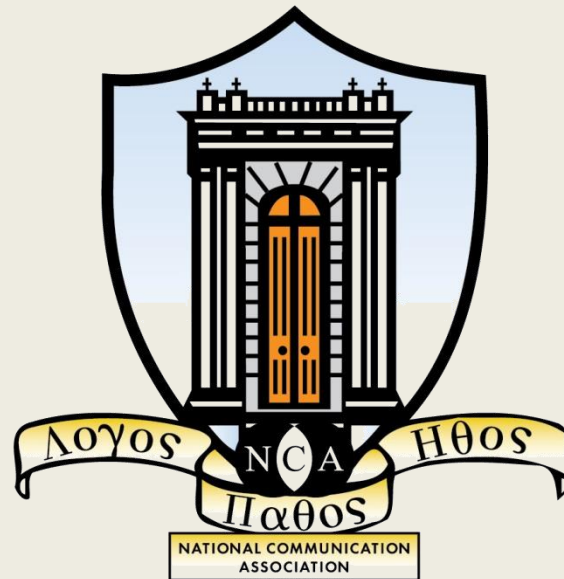


Lambda Pi Eta

Award Concepts Ordering Guide



February 2021

Important Notes

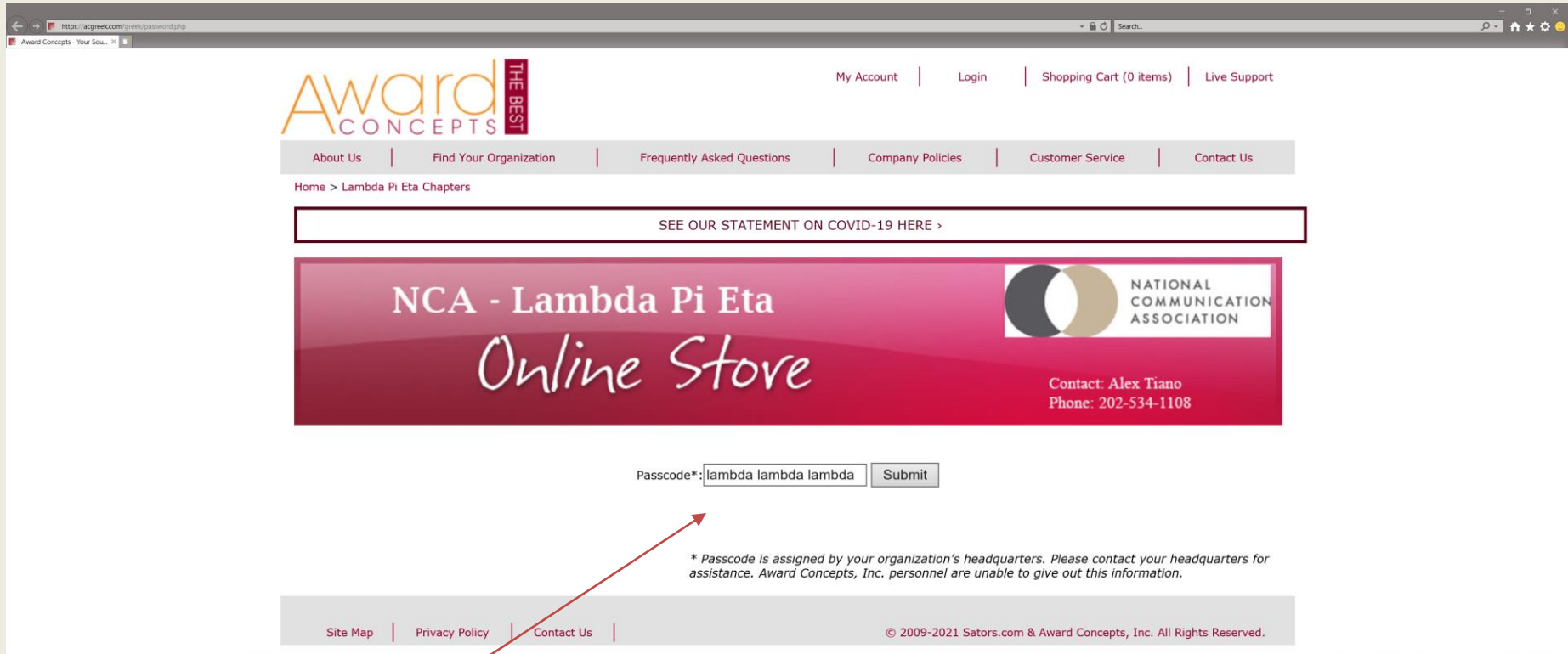
Please login to natcom.org to renew your chapter and process your \$35 renewal fee to the National Office each year by January 2nd

Checks can be sent by mail: National Communication Association
Attn: Lambda Pi Eta
1765 N Street NW
Washington, DC 20036

Once your renewal has been processed, you can access the Award Concepts LPH Online Store to order induction and graduation materials (<https://acgreek.com/greek/password.php>)

Your Award Concepts passcode will *always* be your chapter's name typed in all lowercase with the space(s) included (i.e. lambda lambda lambda)

Step 1: Log into Award Concepts with your Passcode



Enter your chapter's name in all lowercase with the space(s) included as pictured

Step 2: Select 'Membership'

The screenshot shows a web browser window displaying the NCA - Lambda Pi Eta Online Store. The browser's address bar shows the URL <https://acgreek.com/greek/home.php>. The page has a navigation menu with links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. Below the menu, there is a breadcrumb trail: 'Home > Lambda Pi Eta Chapters'. A prominent banner at the top center contains the text 'SEE OUR STATEMENT ON COVID-19 HERE >'. Below this is a large red banner with the text 'NCA - Lambda Pi Eta Online Store' and the National Communication Association logo. Contact information for Alex Tiano is provided: 'Contact: Alex Tiano Phone: 202-534-1108'. The main content area is divided into two columns. The left column features a 'Featured Item' section with a product image of 'LPH Pencils with Logo' priced at \$14.00, a 'Buy It Now' button, and a search bar. The right column contains a vertical menu with categories: 'Membership', 'Branded Items', 'Clothing', and 'Charm Bead Items'. A red arrow points to the 'Membership' category.







Note: Members can order LPH clothing and branded items from the following link *without* the passcode :

<https://acgreek.com/greek/home.php>

Step 3: Select ‘LPH Membership Certificate and Pin’ from the upper left

- The Membership certificate is **required** for official induction in LPH
- If a certificate is *not* purchased for an inductee, they will not appear on the national register maintained by the National Office

The screenshot shows the 'NCA - Lambda Pi Eta Online Store' website. The navigation menu on the left includes: Membership, Branded Items, Clothing, Charm Bead Items, Bracelets & Necklaces, Guards, Officer Dangles, and Certificate Frames. The 'Membership' section is highlighted. The main content area is titled 'Membership' and contains a grid of product listings:

Membership	
	LPH Membership Certificate and Pin Please proof all information before submitting, we are not responsible for incorrect information.
	Red & White Honor Cords Item must be ordered through the Chapter Advisor.
	Gold Honor Cords Item must be ordered through the Chapter Advisor.
	LPH Membership Pin
	LPH Advisor Certificate Please proof all information before submitting, we are not responsible for incorrect information.
	Honor Stole Item must be ordered through the Chapter Advisor.

Step 4: Select the number of members you are inducting from the dropdown box highlighted below, and add to your cart

The screenshot shows the NCA - Lambda Pi Eta Online Store interface. The top navigation bar includes links for About Us, Find Your Organization, Frequently Asked Questions, Company Policies, Customer Service, and Contact Us. The breadcrumb trail reads: Home > Lambda Pi Eta Chapters > Membership > LPH Membership Certificate and Pin.

The main header features the NCA - Lambda Pi Eta Online Store logo and the National Communication Association logo. Contact information for Alex Tiano (Phone: 202-534-1108) is displayed.

The product page is titled "LPH Membership Certificate and Pin". The description states: "Customized individual membership certificate. Membership pin included with purchase. You will need to supply the names for these certificates upon clicking the checkout button on the cart page." A note advises: "**Do Not hit the back arrow button to revise certificate(s). Please wait until the Verify Page where you can edit certificates. Information will be lost if you hit the back arrow button.**"

Below the description, there is a section for "Product Options" with a quantity dropdown menu. The dropdown menu is highlighted, showing options from 0 to 29. The price is listed as \$30.00 and the quantity is currently set to 1. An "Add to Cart" button is visible at the bottom right of the product options section.

The left sidebar contains a navigation menu with the following items: Membership, Branded Items, Clothing, Charm Bead Items, Bracelets & Necklaces, Guards, Officer Dangles, and Certificate Frames.

Step 5: Enter the names, induction dates, and email addresses for each student. Certificates will be printed *exactly* as the information is entered. Select continue when finished.

Award Concepts THE BEST

My Account | Login | Shopping Cart (2 items) | Live Support

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping

Cart Details

Your cart has items that require additional details. Please enter induction information below. Please note that Certificates will print exactly as entered below. Therefore, please spell out the month (i.e. December 1, 2018 rather than 12/1/18). Misspelled certificates that are the result of input error will be corrected at the cost of the chapter.

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda Lambda	University	01/01/2021	jane.doe@lph.edu
John Doe	Lambda Lambda Lambda	University	01/01/2021	john.doe@lph.edu


Continue

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****Review closely**, Award Concepts will not be held responsible for spelling errors typed here. A certificate reprint charge of \$3.75 will be required for correction of misspelled inductee names.

Step 6: After entering certificate information, you will be directed to the cart summary page. Verify the chapter name and school name and provide any special order notes

The screenshot shows the 'Cart Summary' page on the Award Concepts website. The page features a navigation bar with links for 'My Account', 'Login', 'Shopping Cart (2 items)', and 'Live Support'. Below this is a secondary navigation bar with links for 'About Us', 'Find Your Organization', 'Frequently Asked Questions', 'Company Policies', 'Customer Service', and 'Contact Us'. The main content area is titled 'Home > Shopping Cart' and 'Cart Summary'. It displays a table with one item: 'LPH Membership Certificate and Pin' with a quantity of 2 and a price of \$30.00. The subtotal is \$60.00. Below the table are input fields for 'Chapter Name' (filled with 'Lambda Lambda Lambda'), 'School Name (if applicable):' (filled with 'University'), and 'Order Notes'. There are buttons for 'Continue Shopping', 'Checkout', and 'Apply' (for a promo code). A 'SecureTrust Trusted Commerce' logo is visible in the bottom right corner.

	Quantity	Price
 LPH Membership Certificate and Pin Membership Certificate and Pin	2	\$30.00


Update Cart Subtotal: \$60.00

Chapter Name:

School Name (if applicable):

Order Notes:

Promo Code:



Select Checkout to proceed to payment. Otherwise, to purchase honor cords or other materials select Continue Shopping.

Step 7: Prior to payment information, you may be prompted to create your account. Both creating a new account *or* checking out as a guest work.

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Log-in

My Account

Access Existing Account

Email Address:

Password:

[Login](#)

Forgot your password? Enter the e-mail address associated with your account below and we'll send you an e-mail containing your password.

Email Address:

[Submit](#)

Please add "noreply@awardconcepts.net" to your contacts to ensure email delivery

If you need help checking the status of your order and haven't created an account, please contact a Customer Care Specialist at 800-659-7801 from 8 a.m. to 5 p.m. CST or follow the Live Support link above.

Continue Without Account

Click to continue without creating an account.

[Continue](#)

Create a New Account

New customer? Fill out the information below to create a new account.

Full Name:

Email Address¹:

Re-Enter Email:

Password:

Re-Enter Password:

[Create Account](#)

OR

¹ Email Privacy Notice: Award Concepts will not sell, exchange, or otherwise give away your e-mail address to anyone for any reason. See our Privacy Policy for more secure account information.

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Step 8: Enter the correct shipping information

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping

Shipping Information

Name:

Address:

Address 2:

City:

State/Province:

Zip:

Country:

Daytime Phone:

Need By Date:

Shipping Method

Timeframes below do not include manufacturing and processing time. For orders requiring manufacturing, please allow 6 weeks. FedEx/UPS shipments require a physical shipping address - No P.O. Boxes please.

- US Mail (\$FREE) ← USPS is covered by the National Office
- FedEx/UPS Ground (\$15.00)
- FedEx/UPS Second Day (\$35.00)
- FedEx/UPS Overnight (\$60.00)

FedEx Ground Service Map from Origin: 60174

Subtotal:	\$60.00
Shipping & Handling:	\$7.75
Tax: calculate	\$0.00
Total:	\$60.00

**If selecting USPS, plan on 10 business days *plus* shipping for your items to arrive

**The National Office strongly recommends ordering materials 4 weeks before your ceremony

Step 9: Payment information – you can pay via credit card or check

**credit cards are encouraged, as orders paid by check will not ship until checks have been received

Award THE BEST
CONCEPTS

[My Account](#) | [Login](#) | [Shopping Cart \(2 items\)](#)

[About Us](#) | [Find Your Organization](#) | [Frequently Asked Questions](#) | [Company Policies](#) | [Customer Service](#) | [Contact Us](#)

[Home](#) > [Shopping Cart](#) > [Shipping](#) > [Payment](#)

Payment Information

Type:

Name:

Email:

Order Summary

Shipping Method:
US Mail

Shipping To:
Professor X
1234 College Avenue
Adams, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

[Edit Cart](#) [Continue](#)

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**If selecting pay by check

The below message will appear as soon as you select pay by check. Select OK if you wish to proceed.

The screenshot shows the Award Concepts website checkout process. The top navigation bar includes "My Account", "Login", and "Shopping Cart (2 items)". A secondary navigation bar contains "About Us", "Find Your Organization", "Frequently Asked Questions", "Company Policies", "Customer Service", and "Contact Us". The breadcrumb trail reads "Home > Shopping Cart > Shipping > Payment".

The main content area is split into two columns. The left column, titled "Payment Information", contains a "Type:" dropdown menu set to "Check", a "Check:" input field, and contact information for Award Concepts, Inc. (Order #400239, P.O. Box 4305, Saint Charles, IL 60174). It also includes a "Please Note" section and "Name:" and "Email:" input fields. The right column, titled "Order Summary", lists "Shipping Method: US Mail" and "Shipping To: Professor X". Below this is a table of items with prices: \$60.00, \$0.00, \$0.65, and a total of \$60.65. At the bottom of the summary are "Credit Card" and "Continue" buttons.

A modal message box titled "Message from webpage" is overlaid on the page. It contains a question mark icon and the following text: "Due to additional processing time, orders paid by check will take a minimum of three weeks to be delivered. Orders are not processed until your check has been received by Award Concepts, Inc." Below the text are "OK" and "Cancel" buttons.

The footer contains "Site Map", "Privacy Policy", "Contact Us", and a copyright notice: "© 2009-2016 Satons.com & Award Concepts, Inc. All Rights Reserved."

Pictured below is the payment by check screen

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

Payment Information

Type:

Check:

Please mail your payment to:
Award Concepts, Inc.
Order #400239
P.O. Box 4305
Saint Charles, IL 60174

Make payable to:
Award Concepts, Inc.

Please Note: Include your order number on your check. The order number will be generated on the receipt page after placing your order.

Name:

Email:

Order Summary

Shipping Method: US Mail

Shipping To:
Professor X
1234 College Avenue
Adams, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

[Edit Cart](#) [Continue](#)

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****Mail all checks to the address in the red box above. Checks *cannot* be accepted or processed at the National Office.**

**If selecting pay by credit card

Award THE BEST
CONCEPTS

My Account | Login | Shopping Cart (2 items)





About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment

Payment Information

Type:

Credit Card Type:

Card Number:

Expiration:

Name (on card):

Card ID #:

Check box if the billing address is the same as the shipping address, or enter a different address below.

Name:

Address:

Address 2:

City:

State/Province:

Zip:

Country:

Email:

Order Summary

Shipping Method:
US Mail

Shipping To:
Professor X
1234 College Avenue
Adams, IL 12345

Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

Step 10: Verify your order details, shipping method, and payment information.

Award CONCEPTS THE BEST

My Account | Login | Shopping Cart (2 items)

About Us | Find Your Organization | Frequently Asked Questions | Company Policies | Customer Service | Contact Us

Home > Shopping Cart > Shipping > Payment > Order Verification

Verify Order

Please verify your order details below. When ready to place your order, click on the "Place Order" button only once. Your order will then be processed. Please allow some time for your order to be placed.

Cart Summary:

LPH Membership Certificate and Pin	
Quantity: 2	Price: \$30.00
Subtotal:	\$60.00
Shipping & Handling:	\$0.00
Tax:	\$0.65
Total:	\$60.65

Shipping Method:
US Mail

Shipping To:
Professor X
1234 College Avenue
Adams, IL 12345

Payment Information:
Pay by check
Professor X

Notes:
NA

[Edit Cart](#) [Place Order](#)

Certificate Details

Name:	Chapter:	School:	Induction Date:	Email:
Jane Doe	Lambda Lambda Lambda	Adams College	8/18/2016	jane.doe@adams.edu
John Doe	Lambda Lambda Lambda	Adams College	8/18/2016	john.doe@adams.edu

[Edit Certificates](#)

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If all appears correct, select Place Order to submit order for processing.



Congratulations!
You have successfully inducted new members into Lambda Pi Eta!



Don't forget to take pictures of your chapter's ceremony to share with us on Facebook or Twitter!



@NCA_StudentOrgs



Facebook.com/NCAStudentOrgs/