



IHMS Uniform Shop - Online Purchase Procedure

To make an online IHMS Uniform Shop purchase:

1. Visit <http://ihms-uniform-shop.square.site/>
2. Select clothing item category: cardigans, pants, skorts, etc.
3. Select size: click “select an option” and choose size from the drop down list
4. Select quantity (1 is default).
5. Click “add to cart”.
6. Click “view cart”. Choose to add another item to cart (option A below) or complete purchase (option B below).
 - A. To add other items to cart:
 1. Click “continue shopping”. Follow steps 2 – 6 above.
 - B. To complete purchase:
 1. Click “checkout”. You will be directed to a secure checkout page.
 2. Review order in “order summary”.
 3. Add details to “Shipping Information” (email address, address etc.)
**Please note that items will not be shipped directly to you, they are delivered to the IHMS School Office to be picked up by a parent.*
 4. Click “next”.
 5. Add details to “Payment Information”.
 6. Click “next”.
 7. Review and submit order: “select save my information for a faster checkout” (optional) then add mobile phone number.
 8. Click “Complete Order”.
 9. Order confirmation - Screen indicates that your order has been received. You will receive an email with your order details
 10. Select “continue shopping” to place another order or leave site.