



## TAR STORE IS AVAILABLE ONLINE!!

**Need a SUPRA BTLE lockbox? Visit [www.tucsonrealtors.org](http://www.tucsonrealtors.org) and log-in to place your order online!**

It's as easy as picking the items you need from the SHOP tab, pay online, and wait for your email confirmation. You can email [frontdesk@tucsonrealtors.org](mailto:frontdesk@tucsonrealtors.org) a pre-paid shipping label where appropriate. You will receive an email confirmation that your order is ready for pick-up at the front desk. Call 520-382-8788 for more information or to request the steps be emailed to you.

**\*NOTE: TAR does not ship or deliver store purchases without a pre-paid shipping label.**

## HOW TO MAKE A STORE PURCHASE ONLINE

Here are the steps:

1. [www.tucsonrealtors.org](http://www.tucsonrealtors.org)
2. Click MEMBER LOG-IN (not the same as your MLS log-in)  
*\*Note\* feel free to call 520-327-4218 if you need your username, click on GET STARTED to issue a Forgot Password reset option*
3. Click on SHOP in the top tool bar (you can browse first and then log-in if you wish to make a purchase)
4. Search for products by category or name (i.e. "SUPRA")
5. Click ADD TO CART
  - a. **SUPRA - iBox BTLE** (must be purchased with SUPRA - iBox BTLE Administration Fee product #660600 – 1 per box)
  - b. **SUPRA - iBox BTLE Administration Fee** (must be purchased with SUPRA – iBox BTLE product #660104 – 1 per box)
6. Repeat steps 4-5 for every item you want to order  
*\*Note\* When ordering hooks best search option is by category "Sign Accessories – Hooks"*
7. When all items have been added click on VIEW CART to change quantities
8. Add or delete quantity/items as needed and click UPDATE  
*\*Note\* To remove an item you must change the quantity to zero and click UPDATE*
9. Once all quantities have been changed or removed click CHECKOUT and proceed with payment information  
*\*Note\* Click back if you need to add or remove anything before making payment*
10. After entering payment information click SUBMIT
11. Print receipt as needed
12. You will receive an email confirmation that your order is ready for pick-up at the front desk. Please respond with the name of who will be picking up the order if you will not be coming in person or attach your pre-paid shipping label. Most orders will be available for same day pick-up\*, unless otherwise notified.  
**\*TAR does not ship or deliver store purchases without a pre-paid shipping label.**

**\*Note\*** Avoid using Google Chrome. System may be slow.