

How to Order a Yearbook Online

Step-By-Step Instructions

Memory Book changed their online ordering system.

It is more detailed/confusing. We made a list to help you through the process.

1. Visit www.memorybook.com/online-pay/parent-pay
 2. Enter School Code: 112765
 - Then click "Go to your school store log in/registration"
 3. Mountain Elementary School page prompts you to login as a new user.
 4. Once logged in click on the "Standard Yearbook" icon.
 5. In the "Child Information" section click the "+" to add your child's name.
 - Add name and use pull down menu for grade level and classroom teacher.
 - Repeat the "+" process if you'd like to add more children's names.
 6. To order the yearbook, return to the "Child Information" page.
 - Below "Select Child" click the down arrow and select your child's name.
 - Next click "Continue Checkout"
 7. This will take you to the "Order Details" page.
 - If you are ordering for one child click the "Continue" button.
 - If you want to add a yearbook for another child click "Continue Shopping" and repeat step 6.
 8. On the "Payment/Shipping Details" page enter your information.
 - As part of the registration process you are asked for your shipping address and it says free shipping. Please ignore this. Yearbooks will be shipped to Mountain & handed out at the end of the school year.
 9. Click on "Order Complete" button (you will pay on the next screen)
 10. "Order Summary" page prompts you to enter your credit card information then click "Pay"
 11. Finally you will get a message "Your order has been received" with your order information. **You did it!**
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- ❖ Online payment is only available until March 29.
 - ❖ You may also send in the yearbook order form and money (cash or check) with your child. Order forms will be sent home next week.