

MISC1462 Order Guide

Helpful Tip - If you are having issues accessing Online Mail Supplies please visit our help page [here](#).

Step 1

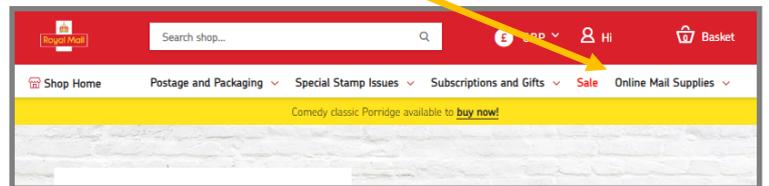
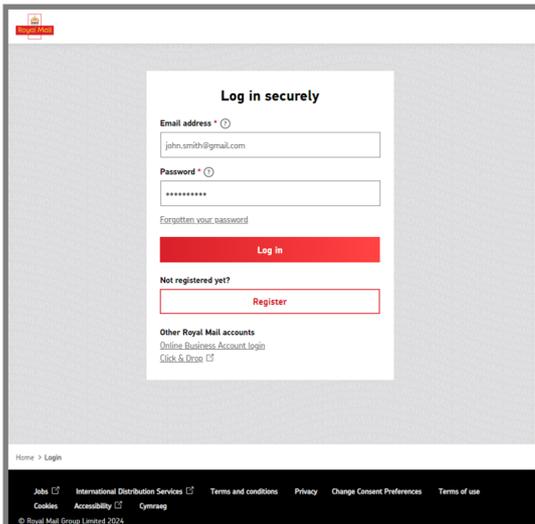
Open your browser and access the Royal Mail Shop. The link for this is: <https://shop.royalmail.com>

Step 2

When the Royal Mail Shop page loads, click on **My Account**. You will then be redirected to the login screen where you will need to input your credentials. It will then return you to the Royal Mail Shop Homepage.

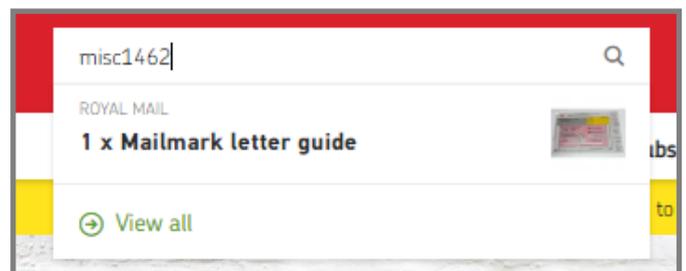
A red rectangular button with a white person icon and the text "My Account".

If you are already logged in, click on **My Account** on the Royal Mail Shop homepage and it will reload. The **Online Mail Supplies** tab will then be visible.



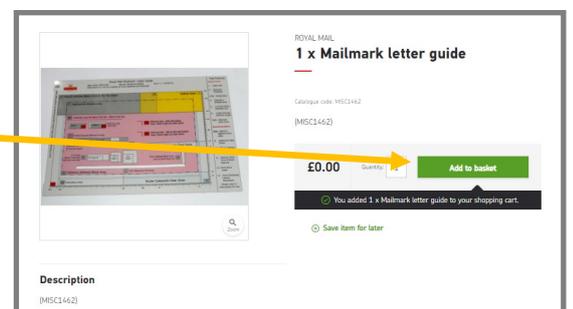
Step 3

Search **MISC1462** in the search bar and click on **1 x Mailmark letter guide**



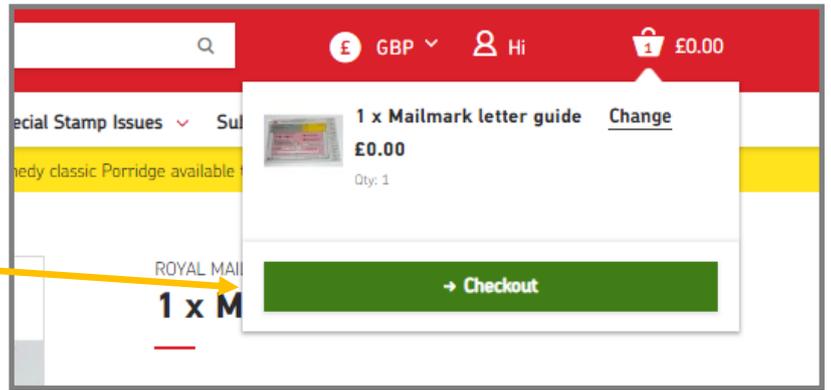
Step 4

Enter the quantity required **add the item to your basket**



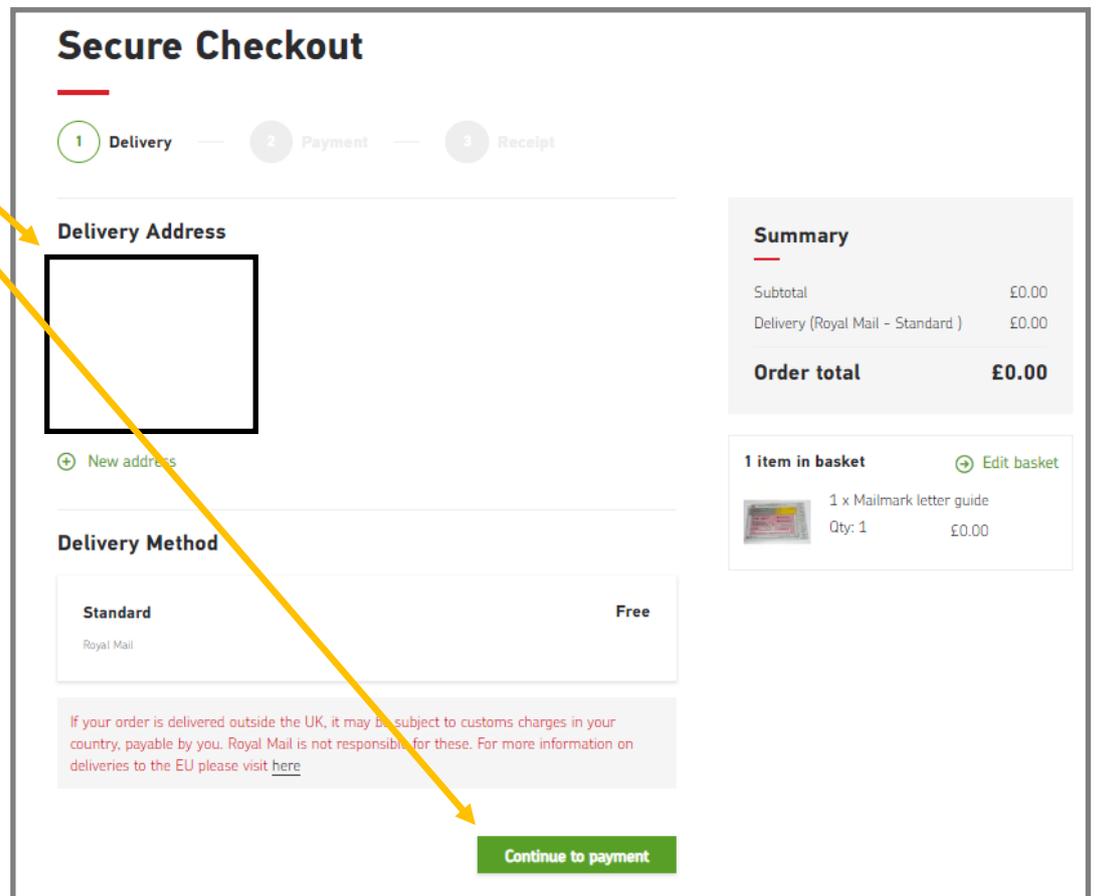
Step 5

This item will now be in your basket. Click on **Check-out** to continue at the top of the page. You will then be directed to the Shopping Basket page where you will need to select **Continue to checkout**.



Step 6

Your delivery address will default to your billing address—please check this is correct before proceeding. Once your address has been confirmed, select **continue to payment**.



Step 7

You will then navigate to the **Secure Checkout** page. Please read the Terms & Conditions and **tick the box** if you agree to these.

Check the **Deliver to** address.

Once confirmed, click **Complete your order**. You order will then be completed and you will see a summary of your order, address and order number.

Secure Checkout

1 Delivery — 2 **Payment** — 3 Receipt

Payment method

No Payment Information Required

I agree to the Terms & Conditions

Complete your order

Please note: by placing your order you agree to our [Terms & Conditions](#) and [Privacy Policy](#).

Summary

Subtotal	£0.00
Delivery (Royal Mail - Standard)	£0.00
Order total	£0.00

1 item in basket [Edit basket](#)

	1 x Mailmark letter guide
Qty: 1	£0.00

Deliver to [Edit](#)