INSTRUCTIONS
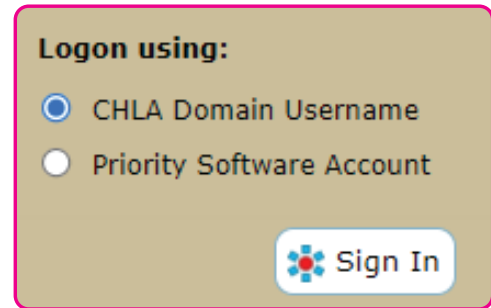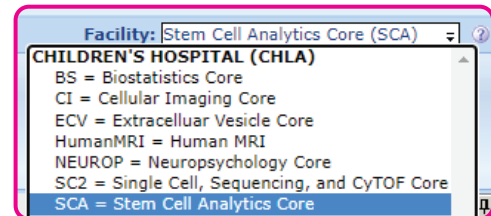
1. Log into CoreConnect.

    - **FOR INTERNAL USERS:** If you have a CHLA email and password, select **CHLA Domain Username** (Okta single sign on) to sign in.

    - **FOR EXTERNAL USERS:** If you do **not** have a CHLA email and password, select **Priority Software Account** (email address and unique password) to sign in.
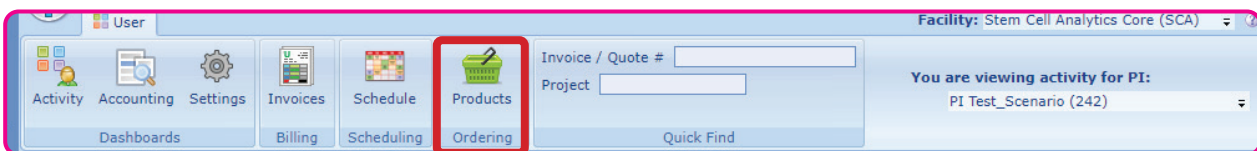

2. Select the **facility** from the right corner.
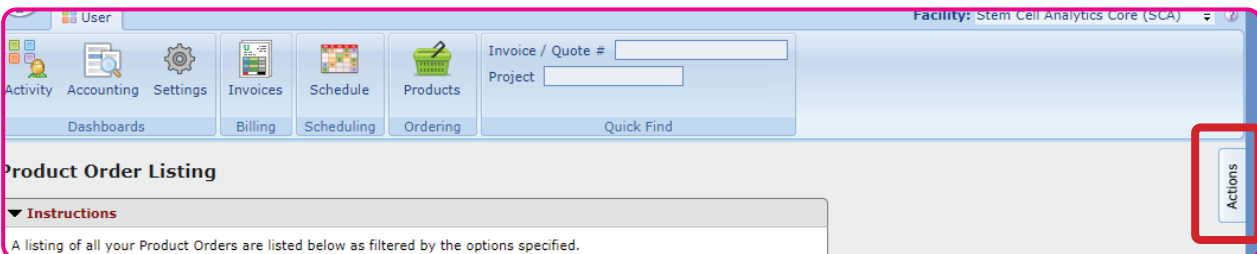

3. Confirm that the **correct PI Lab** is selected if you are a member of more than one lab.
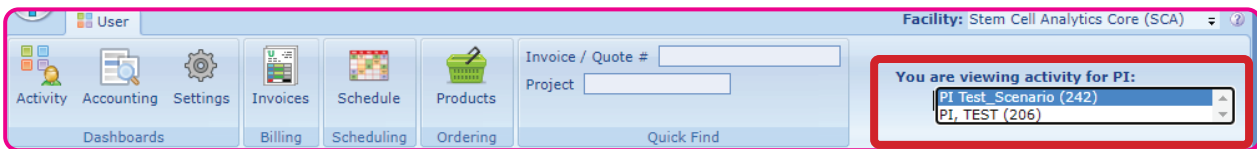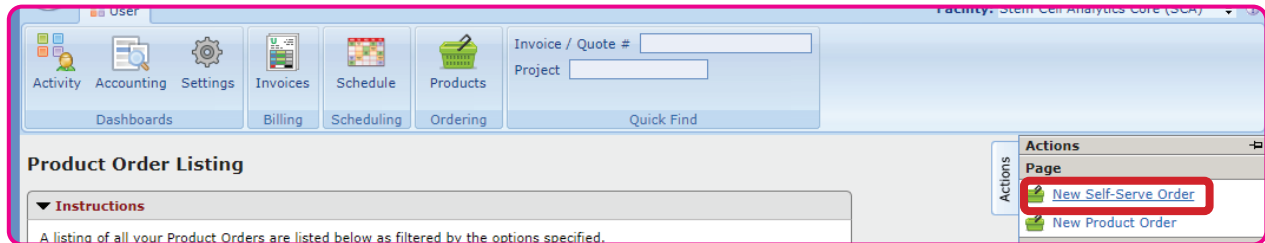

4. Click **Products**.

5. On the far right corner of the screen, Click the **Actions** tab if it is not already open.

6. Select **New Self-Service Order** from the Action drop down on the right of the screen.
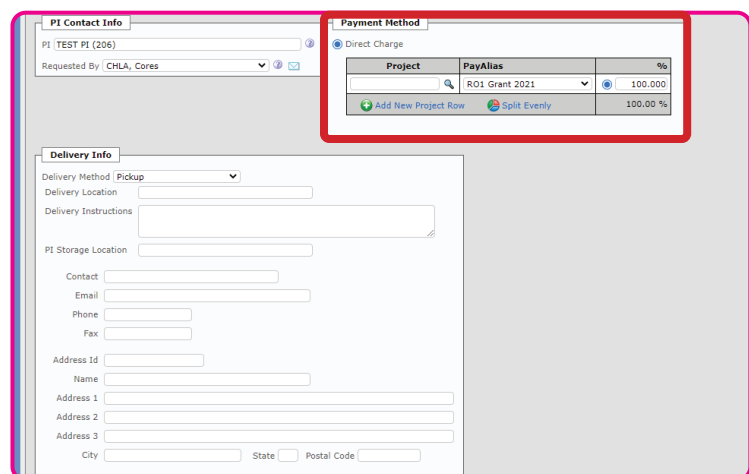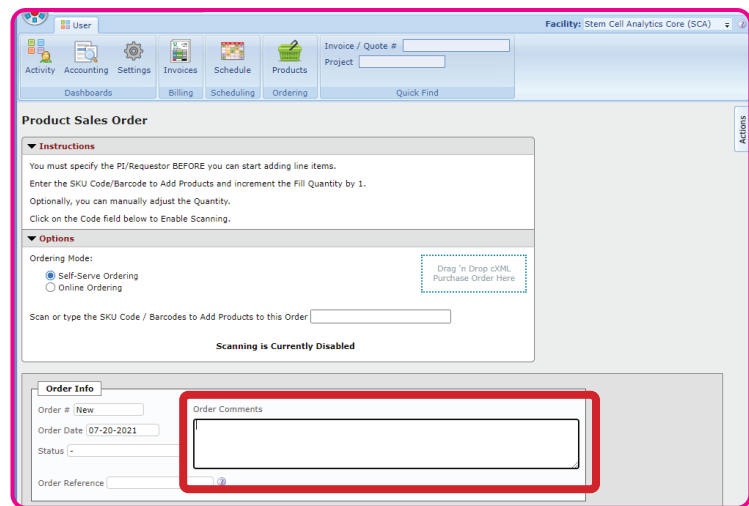

7. On the newly loaded Product Sales Order screen, scroll to the **Payment Method** section and select a valid **Project ID** or **PayAlias** to charge to.

**NOTE: *If necessary, you can add comments under the Order Comments field.*

A valid Project ID or PayAlias must be entered to complete the product purchase.

For more information, go to the [CoreConnect FBS: Set Up PayAliases job aid](#).

8. Scroll down to the **Order Form** section and click on the **magnifying glass** to select the product.

After clicking the magnifying glass the following will pop up with items that the Core has available for purchase.

Select the **product** to purchase, and type in the desired quantity. The Unit price will display and the Extended will reflect the total for that product item.

To add additional products for purchase, click **Add New Product Row**. To remove the product, click **Delete**.

9. Once all products and quantities are added, click **Submit** to complete the purchase.

10. Once Submit is clicked, a pop up will confirm your intent to purchase. Click Yes to proceed with the purchase or No to cancel the request. Click on the **desired option**.

11. Once Yes is selected, an invoice will display. The invoice may be emailed or printed. Please note that the CoreConnect system will save a copy of the invoice to the PI Lab's accounting view. Click Close to close out the invoice web view.

After you close the invoice web view, the screen will reflect a new Product Sales Order page. From here, you may sign out of CoreConnect if all product purchases have been completed.