

Our 6 step process for using the GK Store



1

Go to the GK Store link in the top ribbon on the GK website (use an updated Google Chrome browser).

2

Create a store account by clicking the blue person avatar in the top-right corner. Once you enter your email, click the arrow in the agency/company field to pick your agency.

3

You will receive a verification email with a link to verify your account. Please check your junk or spam folder if you don't receive one in your inbox.

4

Once your account is ready, you will make purchases by adding them to your cart.

5

You can pay with a credit card, place a purchase order (PO), or use ACH. To complete payment with a PO, you must also upload the PO. You will receive an invoice once the PO is approved.

6

Once payment is complete, go to your account, select 'My Orders', and update any shipping information as needed. Next, assign the training materials to your staff or yourself. An invitation to redeem the item will be sent via email. Once redeemed, users have 120 days to complete any associated training before it expires.

A screenshot of the 'Sign Up' form on the Great Kids Store website. The form is titled 'Sign Up' and features the Great Kids logo at the top. It includes input fields for 'First Name *', 'Last Name *', and 'Email *'. Below these is a dropdown menu for 'Agency/Company' with a search bar that says 'Enter an email to search for an agency'. At the bottom of the form is a grey button labeled 'Next'.