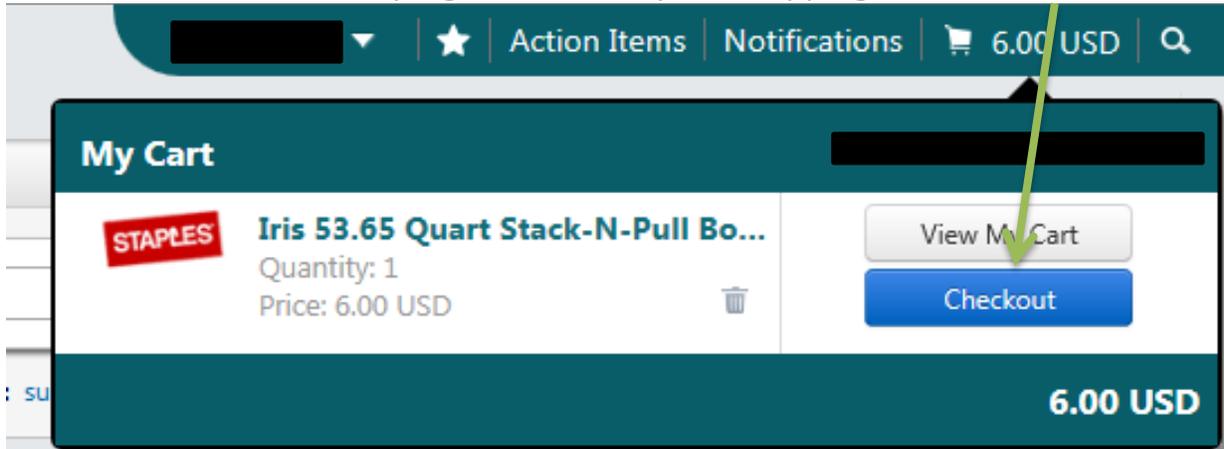
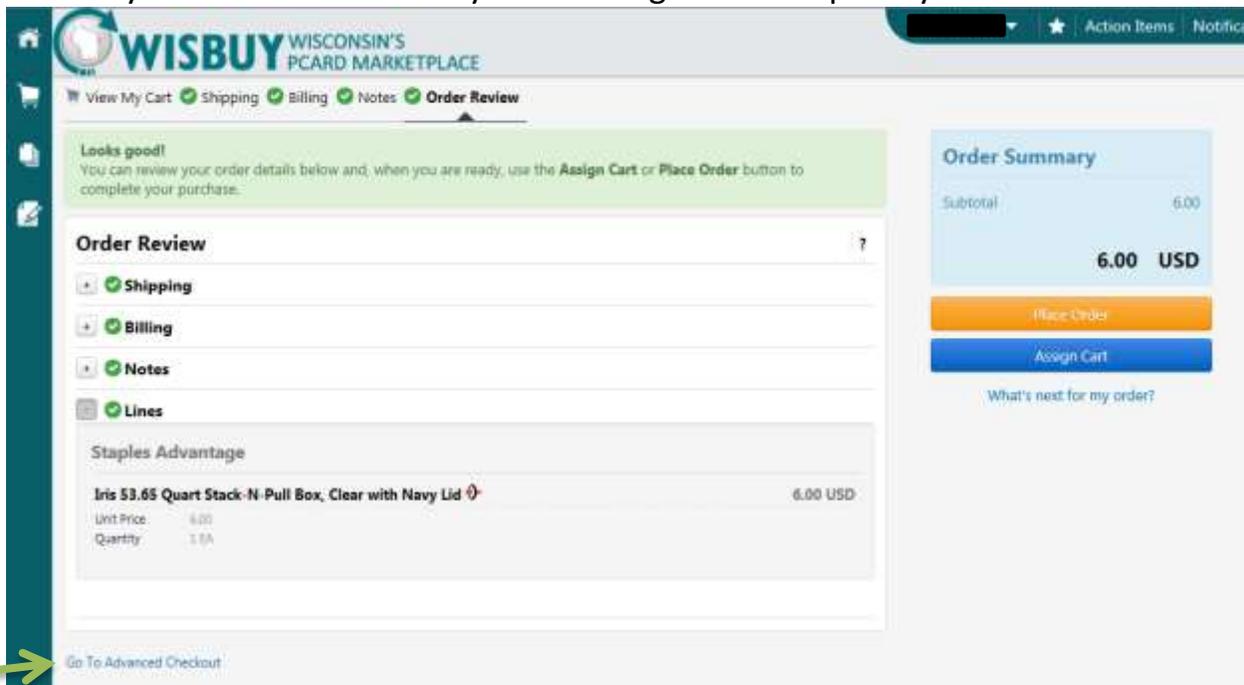


Personalizing Your Checkout Settings in WISBuy

This guide demonstrates how to set a default for the checkout settings to Advanced Checkout or Express Checkout when you're nearing the completion of your order. Once you have selected the items and added them to your cart, you will need to click in the top right corner on your shopping cart to "Checkout."



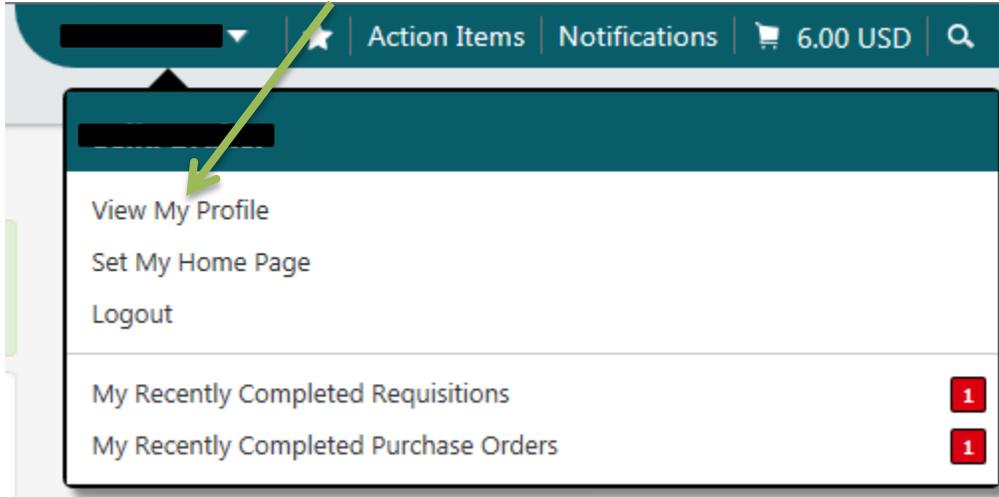
Once you select "Checkout" You will be prompted to your default checkout setting—"Express Checkout" shown below. Express Checkout is the quick summary view of your order. From here you can assign a cart or place your order.



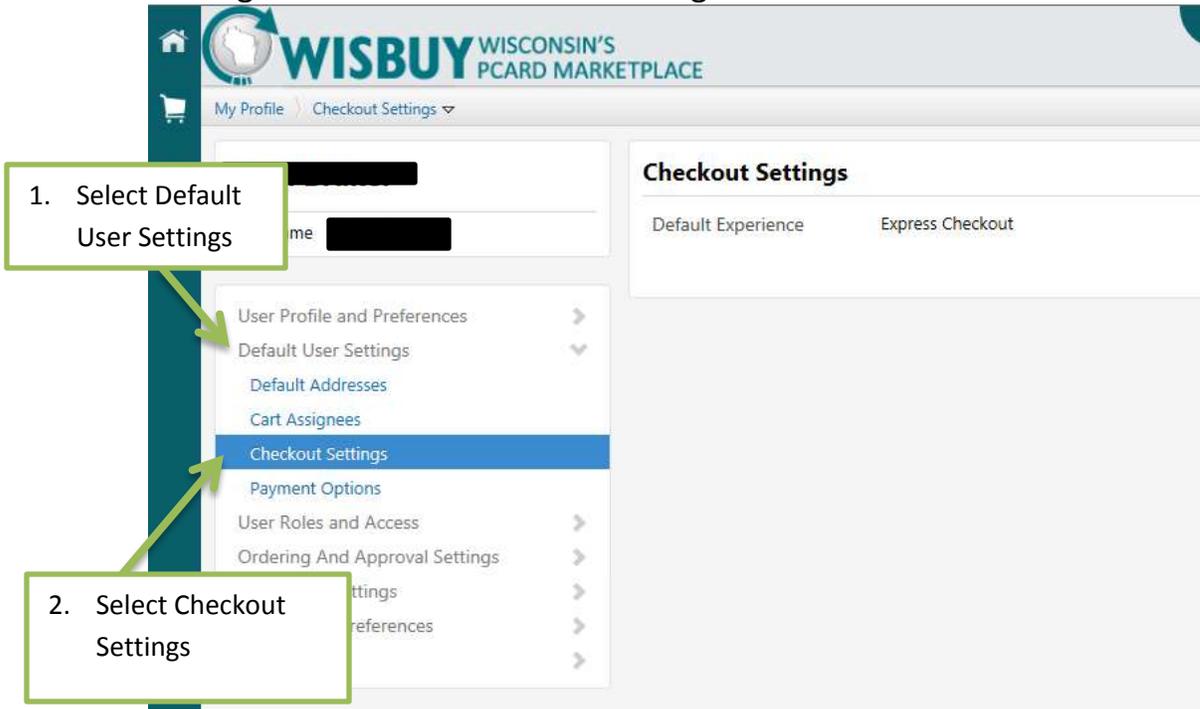
To get to Advanced Checkout from here you would have to select the blue link in the lower left corner "Go To Advanced Checkout."

Instead of having to go through Express Checkout to get to the Advanced Checkout link, you can preset your “Checkout Default Settings” so when you go to the Shopping cart in the right corner with your items to checkout, it will automatically bring you to the Advanced Checkout screen (more detailed view of your shopping cart).

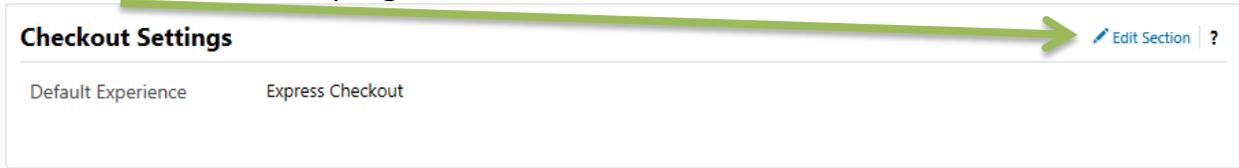
First go to “View My Profile” under your username in the top right toolbar.



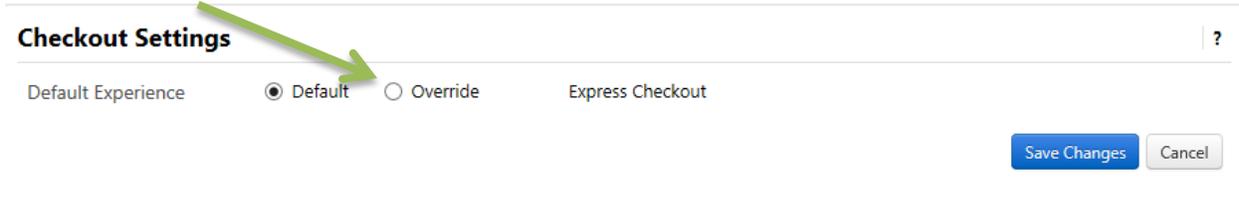
You will be prompted to your “User Profile and Preferences;” select “Default User Settings” and then “Checkout Settings” on the left-hand-side toolbar.



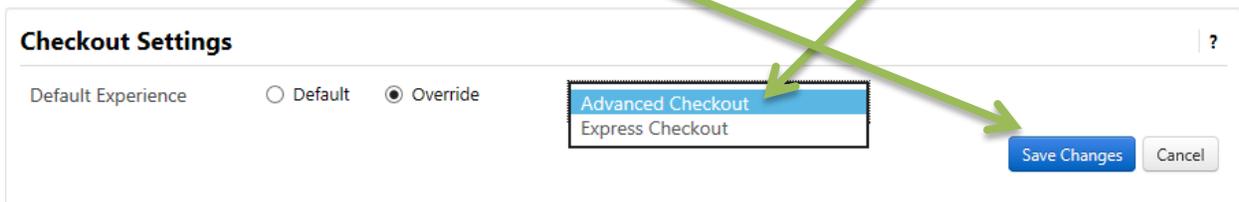
To update your Checkout Settings from your Default Experience (Express Checkout), you will need to **“Edit Section”** by selecting the blue pencil **“Edit Section”** link in the top right corner.



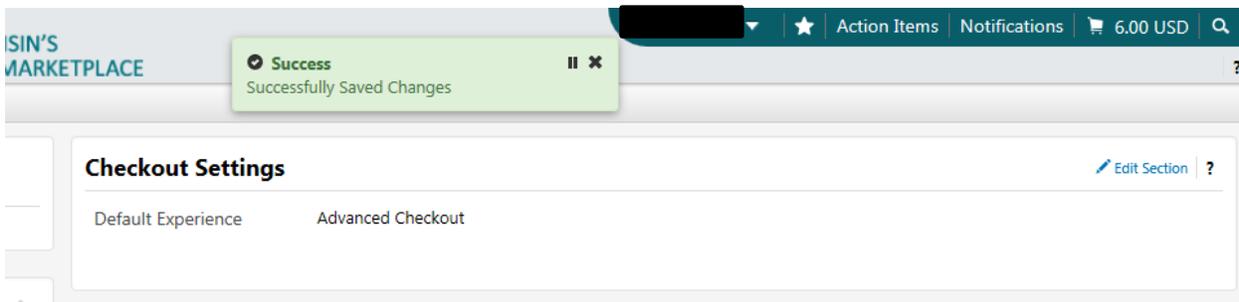
Select **“Override.”**



A drop down toolbar will appear for you to select **“Advanced Checkout.”** Once completed, select the blue **“Save Changes”** button.



You will receive a green **“Success”** message at the top of the screen. Now whenever you **“Checkout”** you will automatically be prompted to the more detailed view of your cart (Advanced Checkout). You can go back at any time and also edit your settings back (Express Checkout) if you’d like.



This concludes the lesson on Personalizing Your Checkout Settings in WISBuy. For further assistance, please contact WisBuy@Wisconsin.gov or visit the website.