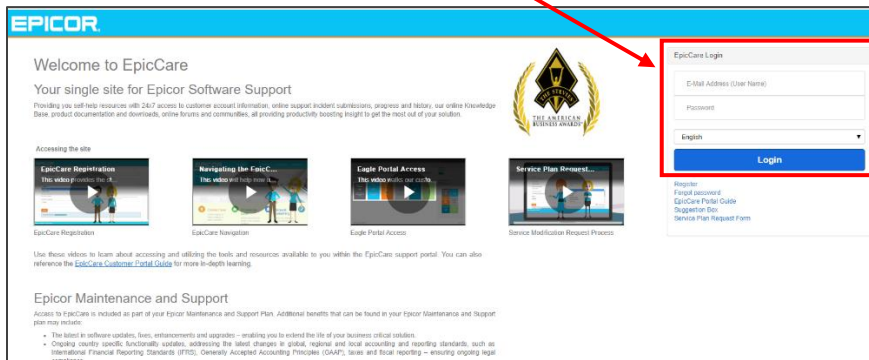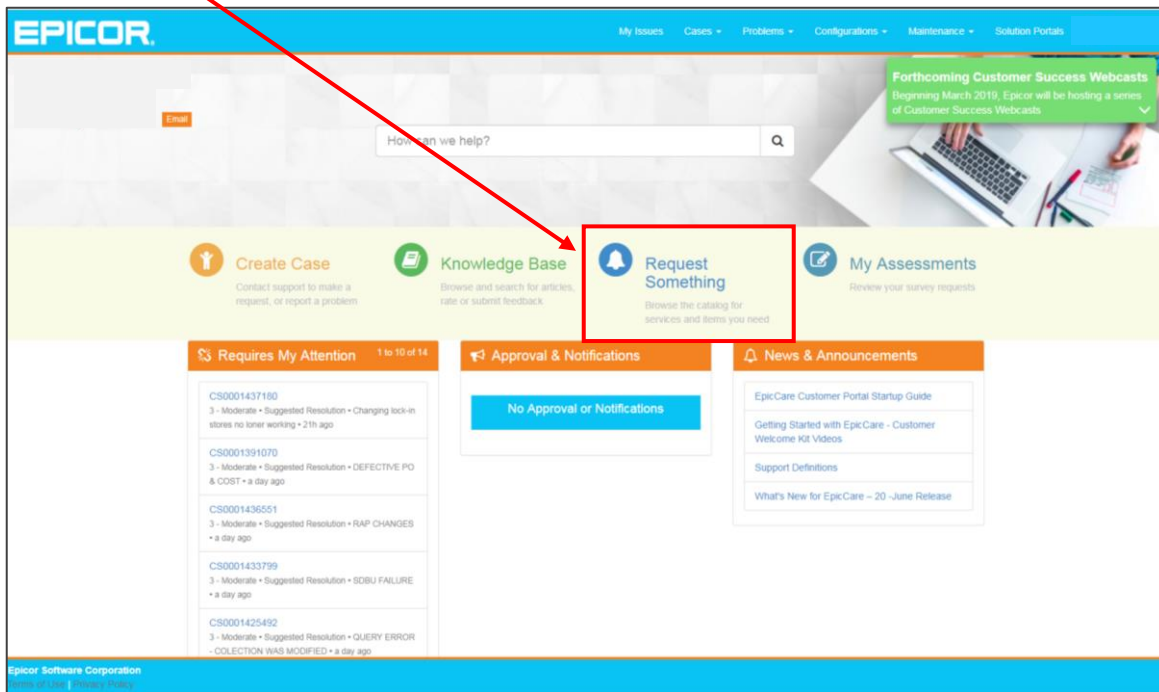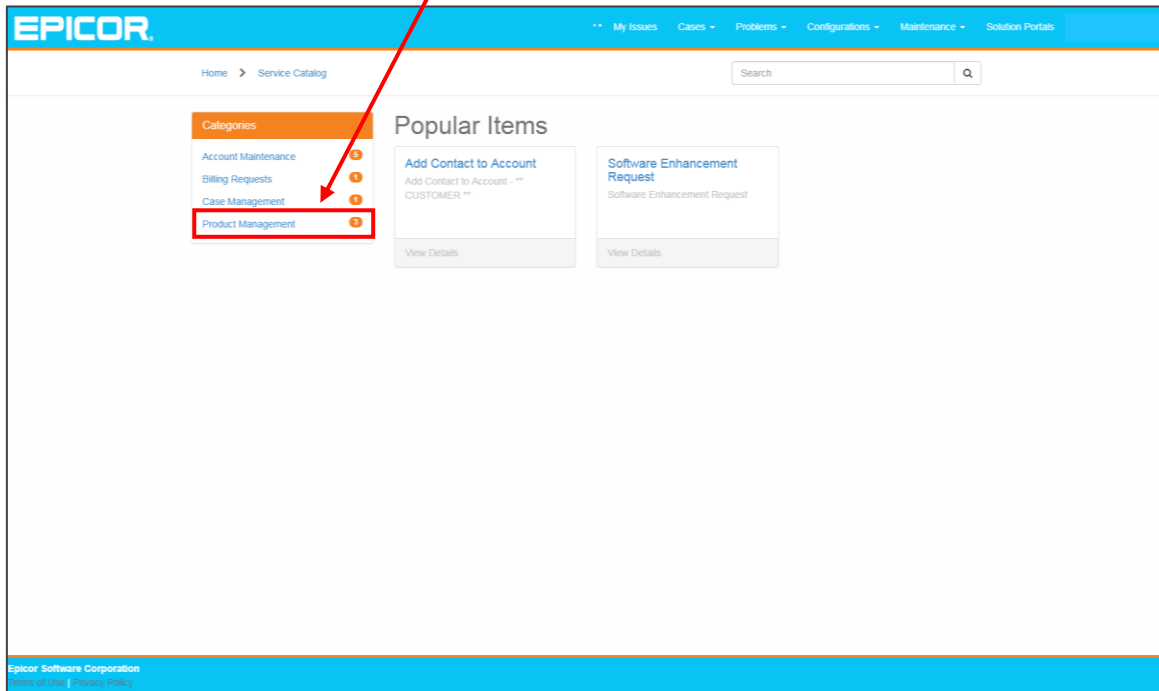# How Do I Order a New Release in EpicCare?

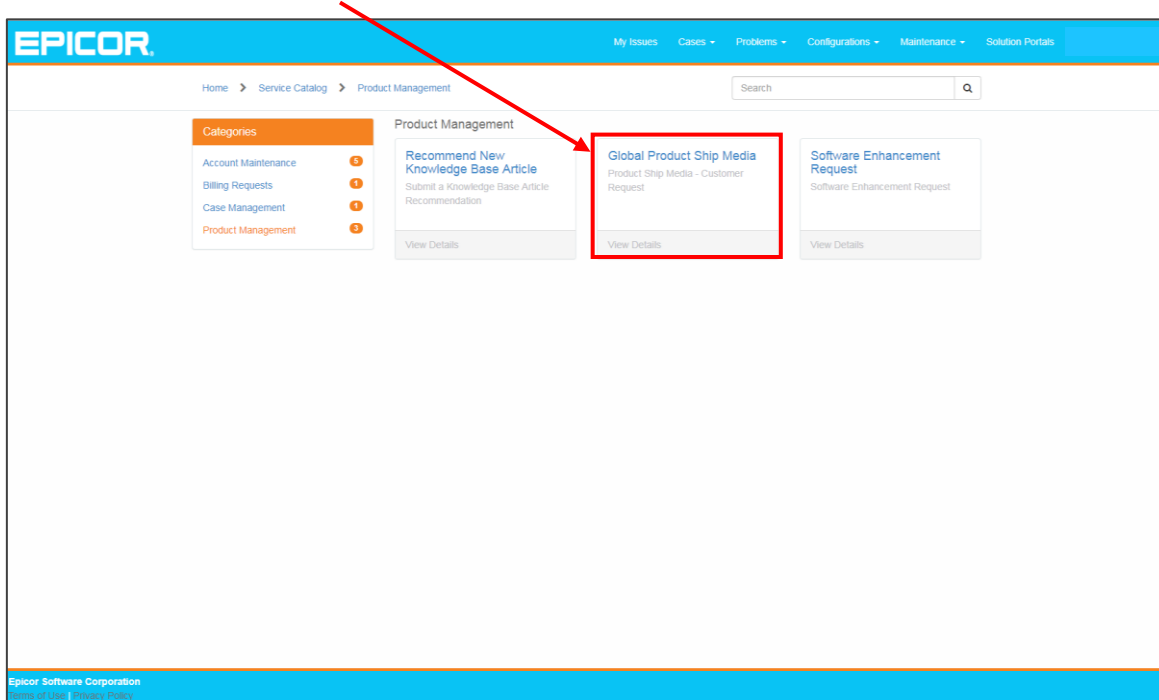1. Log into EpicCare at www.Epicor.com/epiccare.

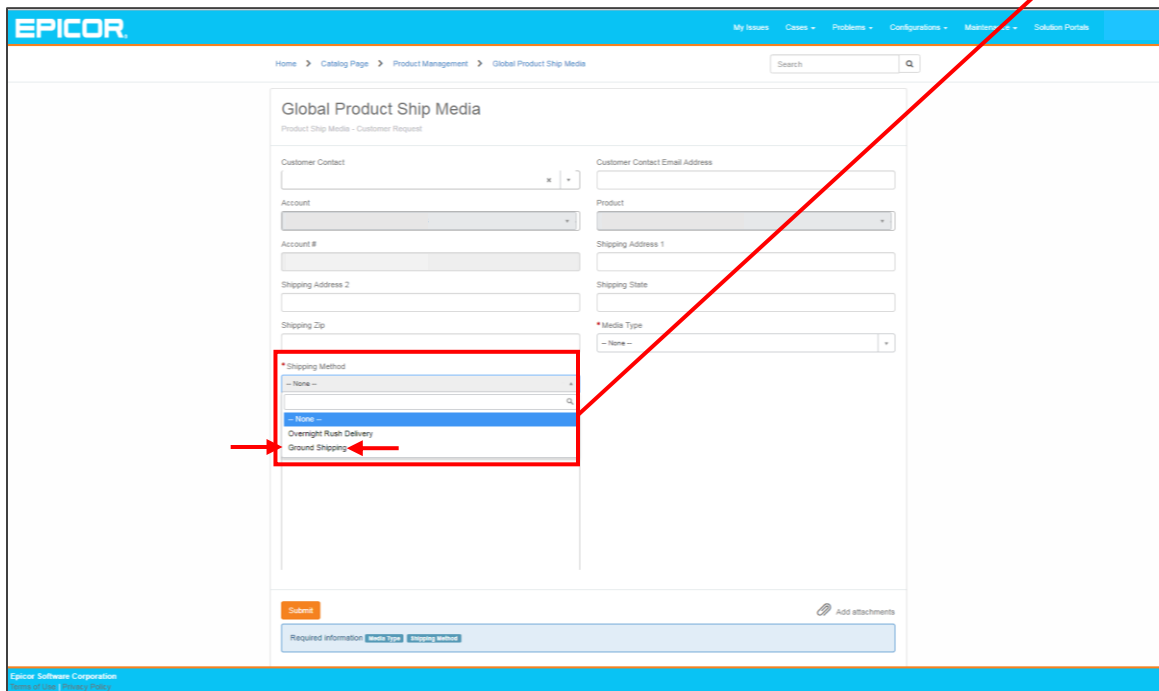2. Click *Request Something* in the middle of the page.

3. Under *Categories*, select *Product Management*.

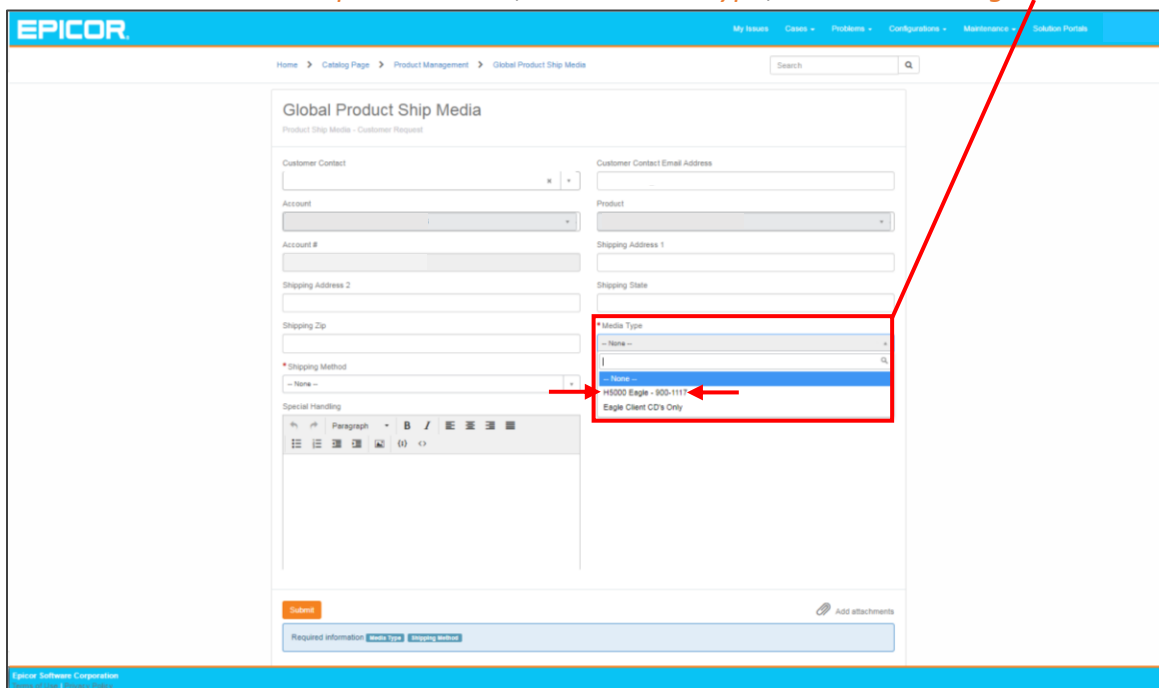4. Next, select *Global Product Ship Media*.

5. On the *Global Product Ship Media* form, under *Shipping Method*, select *Ground Shipping*.*

*Notice—<u>If you select *Overnight*, you will be charged expedited shipping fees.</u> In order to not incur shipping charges, you must select *Ground Shipping.*

6. On the *Global Product Ship Media* form, under *Media Type*, select *H5000 Eagle – 900-1117*.

EPICOR.