

## Requesting a Price Quote

For an automated price quote;

- ❖ Navigate to: <http://www.workforcereadysystem.org>
- ❖ Click on “Order Skill Connect Assessments” in the box on the right-hand side of screen titled “Orders/Resources”
- ❖ Click the “Buy Now” button (You will not be required to purchase at this time.)
- ❖ You will be redirected to <http://skillconnect.org>. Type your username and password in the box titled “Log into your Account”. If you do not have a log-on to the system click the link to create one or click the buy now button. You will be prompted to create a log-on during the process.
- ❖ Click “Course Catalog”
- ❖ In the search box type the name of the assessment area for which you are interested in receiving a price quote. Click on the assessment name (choose from pre-test or post-test).
- ❖ Follow the prompts. Please note:
  - In the billing screen, if your school had SkillsUSA members last year, choose your state & school in the drop-down menus to receive a member discount. Your discount will be applied at the end of the price quote process.
- ❖ In the payment information screen click ‘Purchase Order’ and type: TBD (To be determined) and click continue.
- ❖ Print the “Review Order Screen” or Print Screen and Copy to a word document to save the quote in order to submit to your accounting department.
- ❖ **Click “Cancel Order”**
- ❖ When your purchase order is issued and you are ready to order; log-on with the username created in this process. You’re billing address and contact information will have been saved.