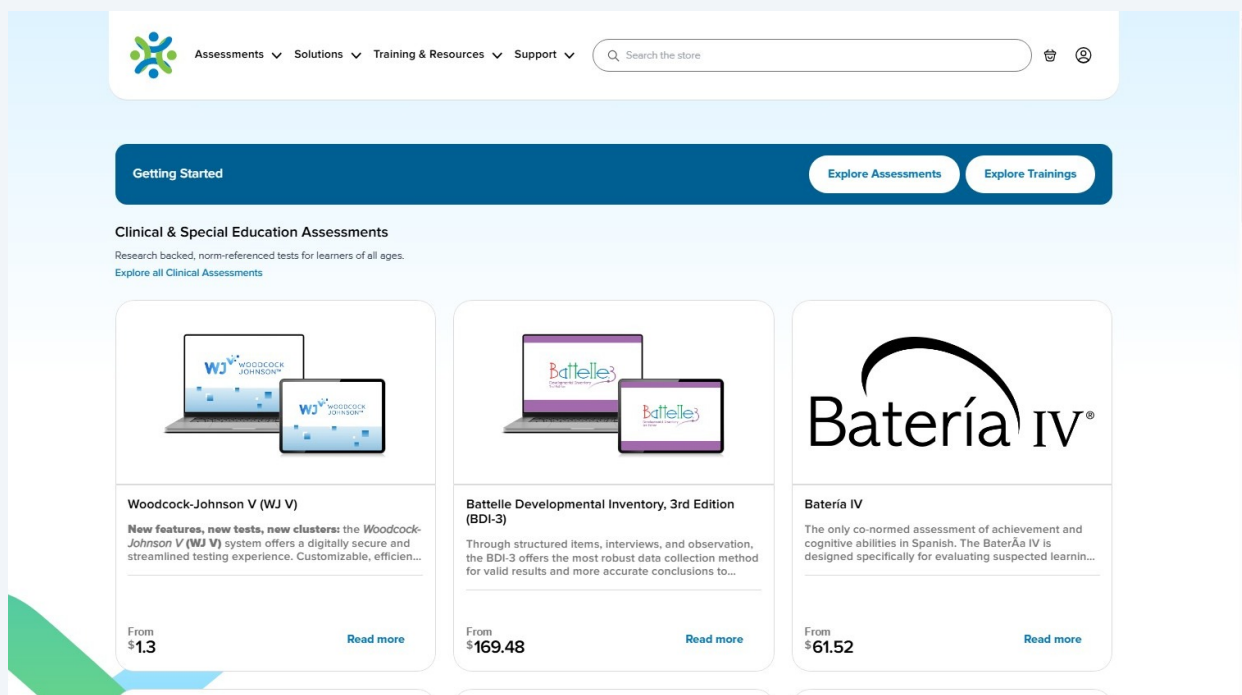


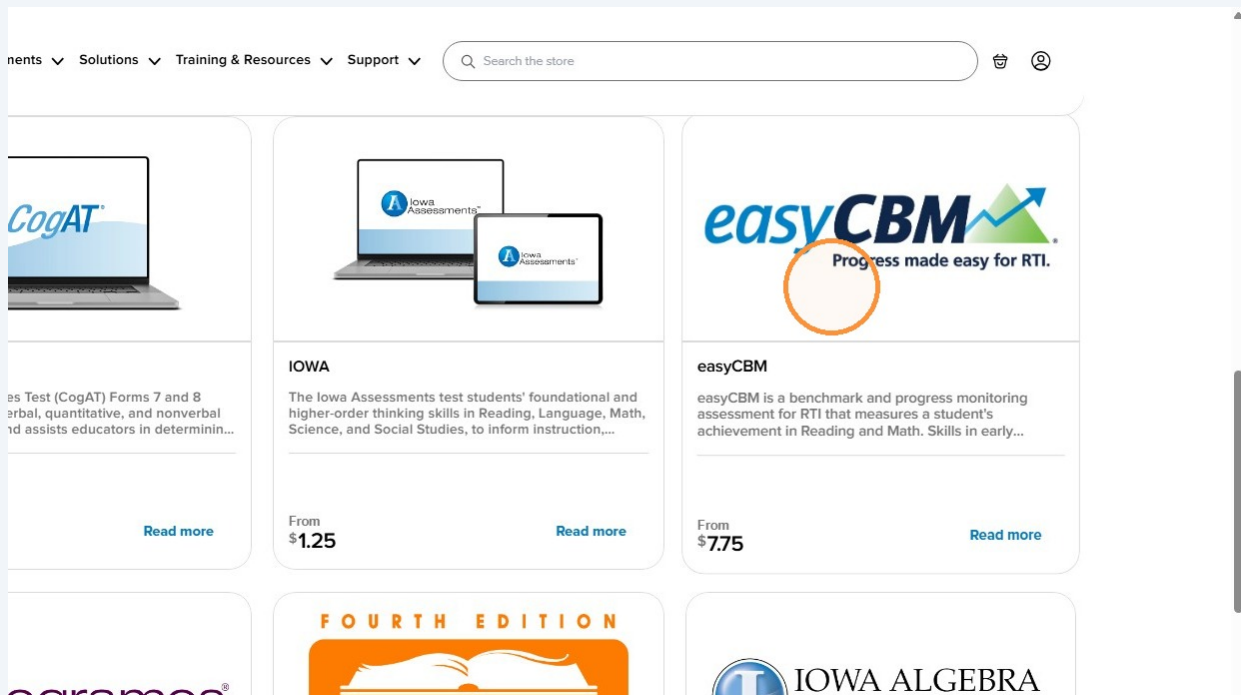
Checkout Process

This guide provides a step-by-step walkthrough for navigating the checkout process, ensuring a smooth purchasing experience. It covers everything from selecting products and adding contacts to handling payment options, including credit cards and purchase orders.

1 Navigate to the store <https://store.riversideinsights.com/>



2 Click on the product you want to purchase.



3 Select sku



4 Update quantity



achievement in Reading and Math. Skills in early literacy, reading fluency, comprehension, vocabulary, numbers and operations, geometry, measurement, algebra, ratios, and data analysis are assessed. easyCBM helps educators identify specific skill gaps and deficits in learning, and make informed instructional decisions.

n
One Year Renewal student license includes unlimited use.
n
Full Year Licenses run from July 1 to June 30.

Filter

Component Type	Online Testing License
Form Duration	Renewal 1 Year
\$ 7.80 per student	
SKU 1493822	

Component Type	Benchmarking and Progress Monitoring
Grades	K-8
School Year	2026-2027 School Year
\$ 7.80 per student	
SKU 1493821	

- 1 +

Add to cart

Add to quote

\$7.80

Training Materials

Training Academy (RTA) -
Pack of 5

5 Click "Add to cart"



achievement in Reading and Math. Skills in early literacy, reading fluency, comprehension, vocabulary, numbers and operations, geometry, measurement, algebra, ratios, and data analysis are assessed. easyCBM helps educators identify specific skill gaps and deficits in learning, and make informed instructional decisions.

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Filter

Component Type	Online Testing License
Form Duration	Renewal 1 Year
\$ 7.80 per student	
SKU 1493822	

Component Type	Benchmarking and Progress Monitoring
Grades	K-8
School Year	2026-2027 School Year
\$ 7.80 per student	
SKU 1493821	

- 10 +

Add to cart

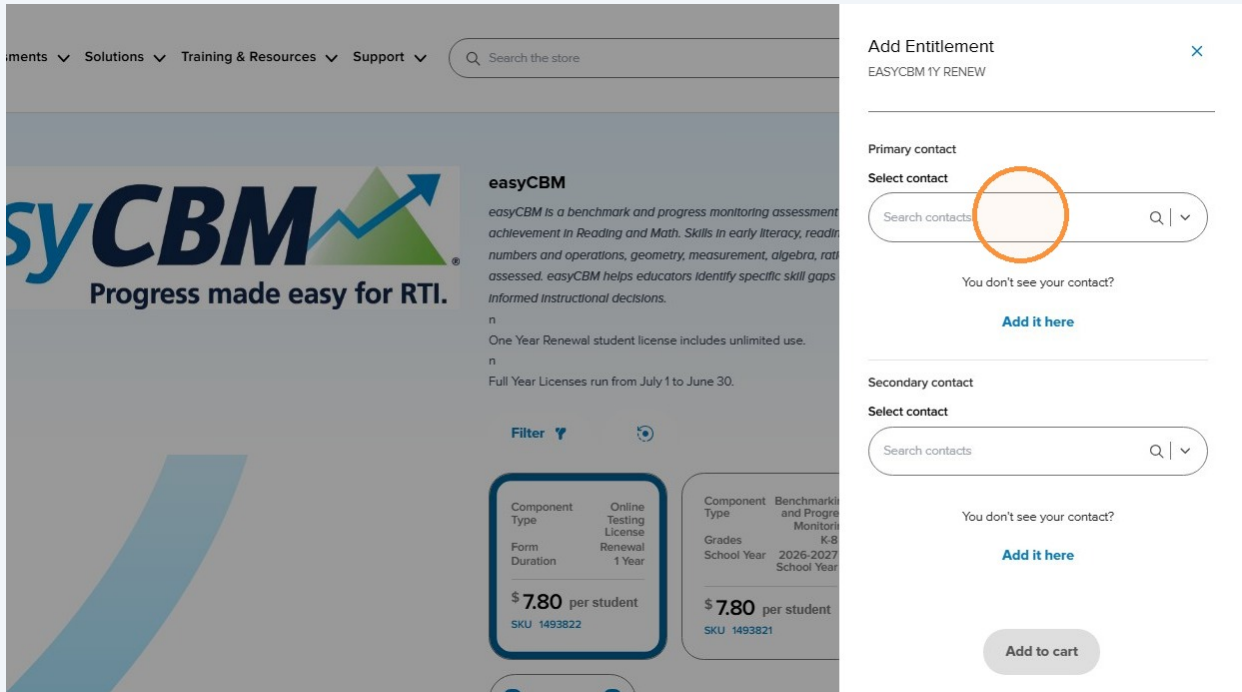
Add to quote

\$77.50

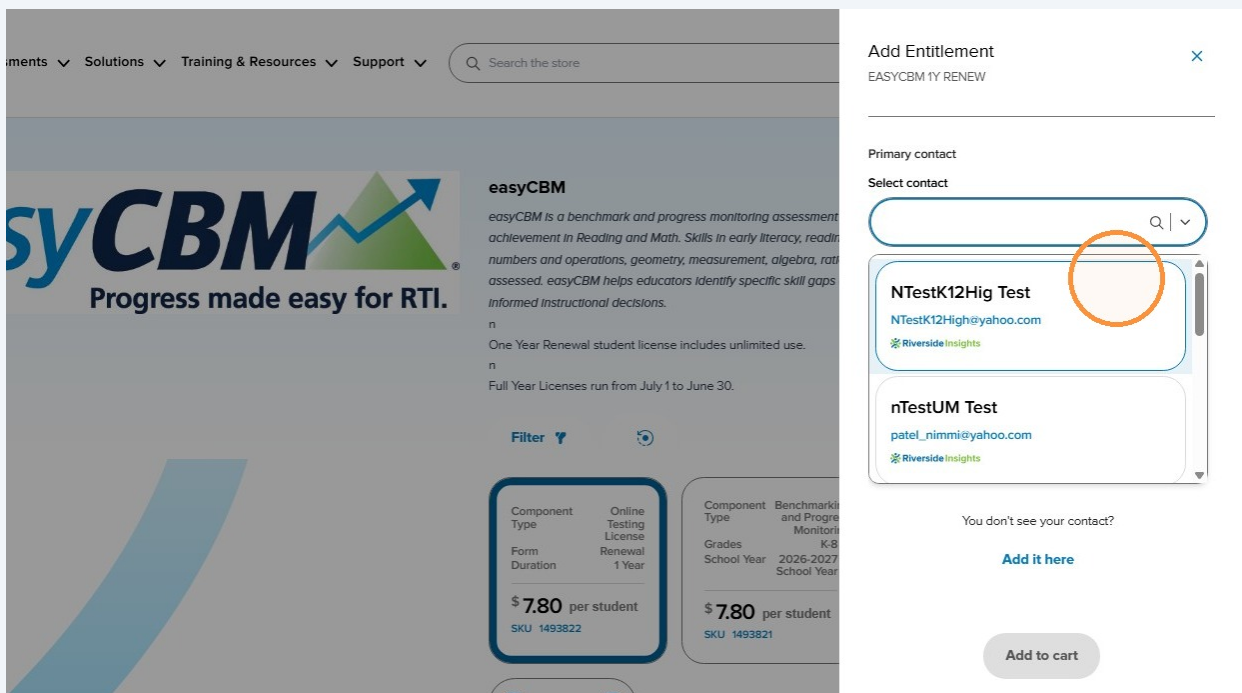
Training Materials

ing Academy (RTA) -
of 5

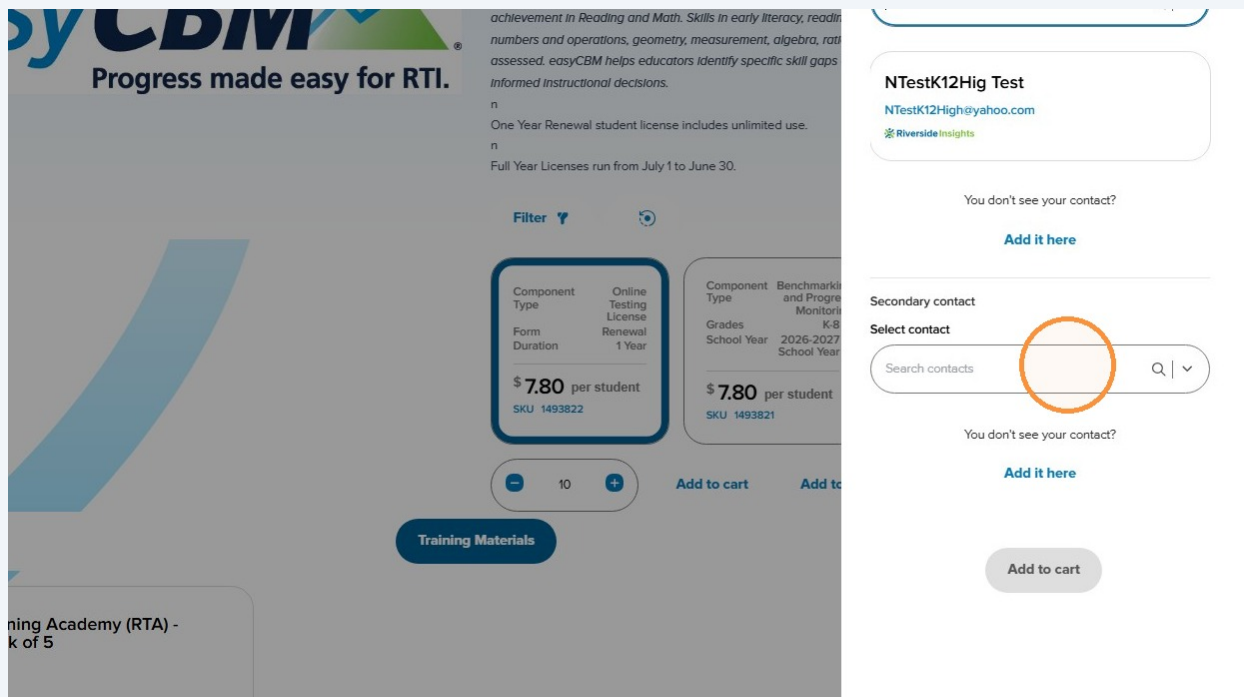
This product needs entitlements so we will add our contacts from the existing contacts on the account. Click the "Search contacts" field.



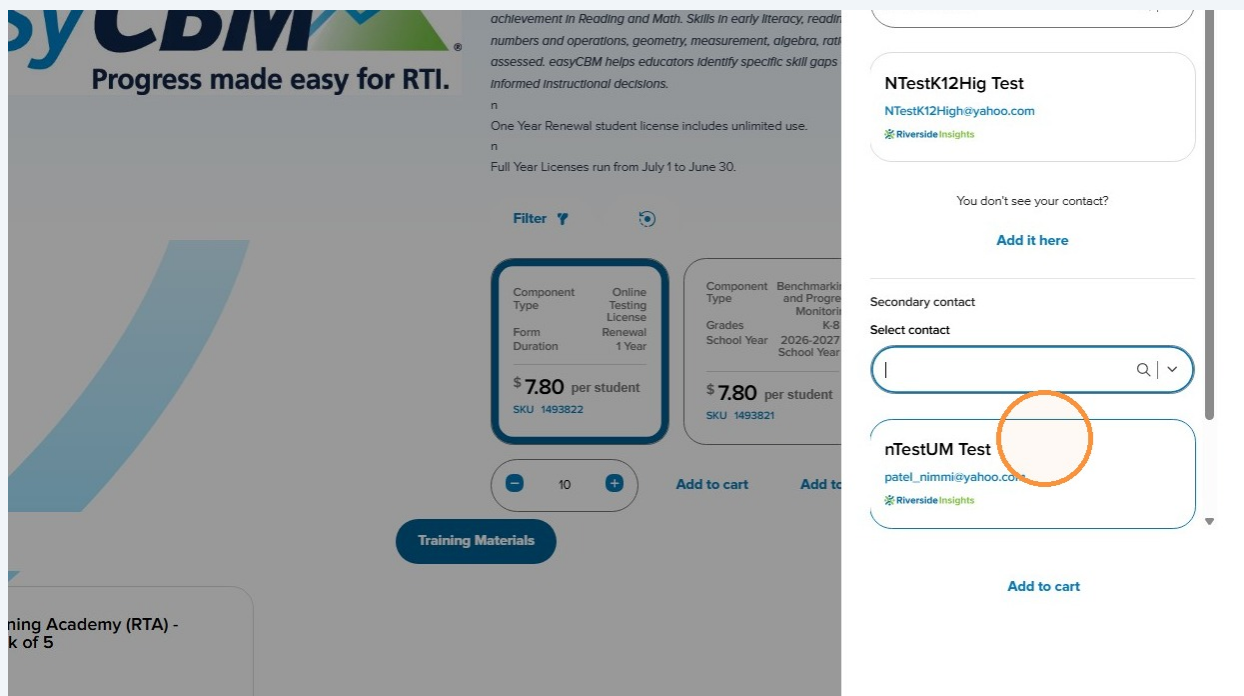
Click a primary contact through search or dropdown.



8 Click the "Search contacts" field.



9 Click a secondary contact through search or dropdown.



10 Click "Add to cart"

The screenshot shows the easyCBM product page. The main content area displays the product details for the 'easyCBM 1Y RENEW' license, including the price of \$7.80 per student and the SKU 1493822. The 'Add to cart' button is circled in orange. The right sidebar shows a list of related products, including 'NTestK12Hig Test' and 'nTestUM Test', with the 'Add to cart' button for the 'nTestUM Test' also circled in orange.

easyCBM
Progress made easy for RTI.

achievement in Reading and Math. Skills in early literacy, reading numbers and operations, geometry, measurement, algebra, ratios assessed. easyCBM helps educators identify specific skill gaps. Informed instructional decisions.

One Year Renewal student license includes unlimited use.

Full Year Licenses run from July 1 to June 30.

Filter

Component Type	Online Testing License
Form	Renewal
Duration	1 Year

\$7.80 per student
SKU 1493822

10

Add to cart

Training Materials

Secondary contact

Select contact

nTestK12Hig Test
NTestK12High@yahoo.com
Riverside Insights

You don't see your contact?

Add it here

nTestUM Test
patel_nimmi@yahoo.com
Riverside Insights

Add to cart

11 Click "View cart"

The screenshot shows the easyCBM product page. The main content area displays the product details for the 'easyCBM 1Y RENEW' license, including the price of \$7.80 per student and the SKU 1493822. The 'View cart' button is circled in orange. The right sidebar shows the cart summary, including the total amount of \$77.50 and the 'View cart' button circled in orange.

easyCBM
Progress made easy for RTI.

easyCBM is a benchmark and progress monitoring assessment achievement in Reading and Math. Skills in early literacy, reading numbers and operations, geometry, measurement, algebra, ratios assessed. easyCBM helps educators identify specific skill gaps. Informed instructional decisions.

One Year Renewal student license includes unlimited use.

Full Year Licenses run from July 1 to June 30.

Filter

Component Type	Online Testing License
Form	Renewal
Duration	1 Year

\$7.80 per student
SKU 1493822

0

Add to cart

Training Materials

EASYCBM 1Y RENEW
SKU: 1493822
\$7.75

10

Total \$77.50

Shipping and tax calculated at checkout

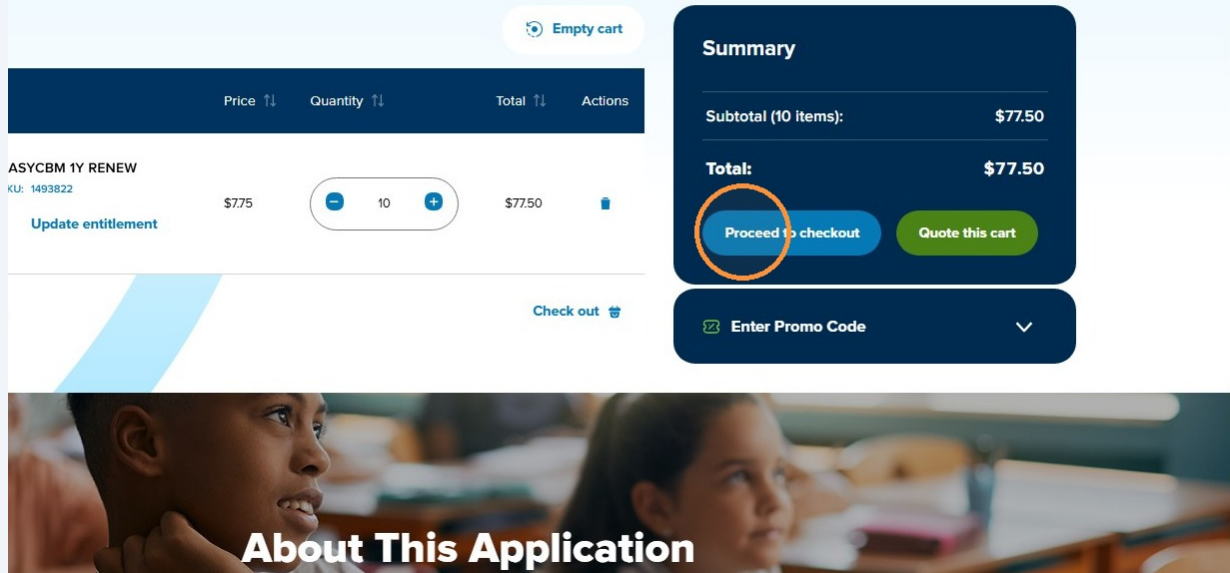
View cart

Proceed to checkout

12 Click "Proceed to checkout"

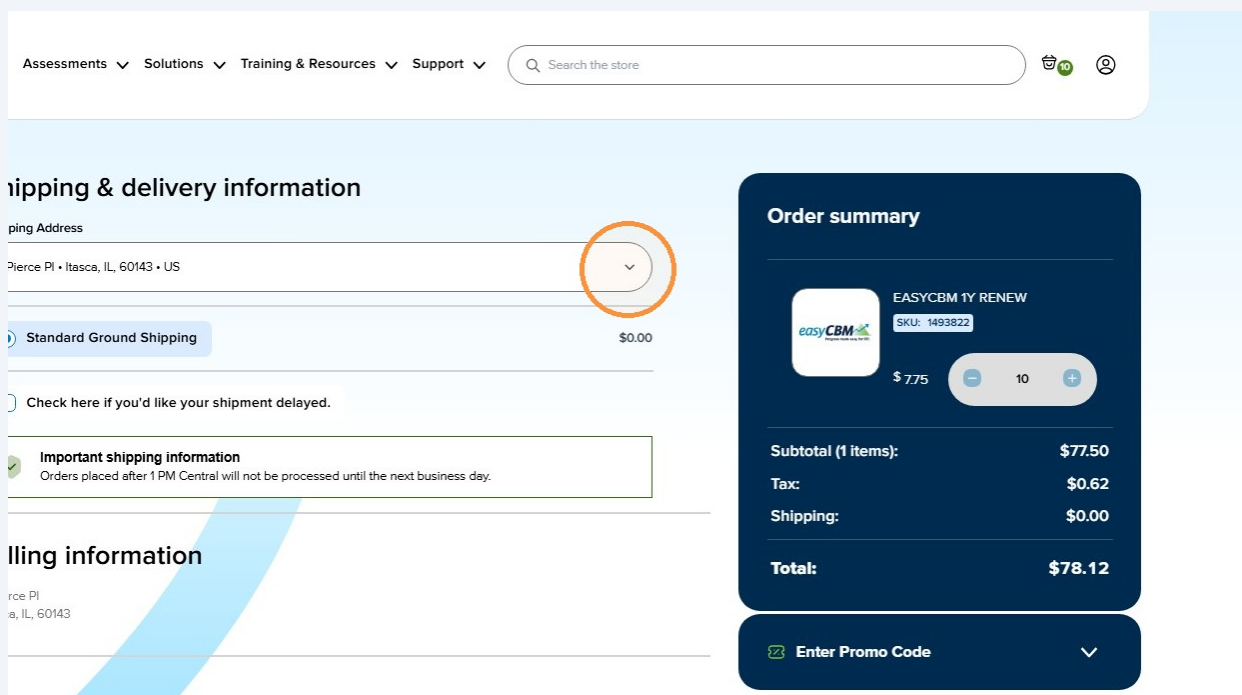
cart

o code information can be managed at checkout.



13 On the right is a cart summary with the items, quantity, tax, shipping, and total. We can also enter a promo code here.

On the left is the shipping and delivery information.



14

We can select any of the addresses on the account, it defaults to whichever address is set as the default shipping address.

Assessments Solutions Training & Resources Support Search the store

1 Shipping & delivery information

Shipping Address

1 Pierce Pl • Itasca, IL, 60143 • US

1 Pierce Pl • Itasca, IL, 60143 • US

☐ Check here if you'd like your shipment delayed.

Important shipping information
Orders placed after 1 PM Central will not be processed until the next business day.

2 Billing information

1 Pierce Pl
Itasca, IL, 60143
US

Order summary

EASYCBM 1Y RENEW
SKU: 1493822
\$ 7.75 10

Subtotal (1 items): \$77.50
Tax: \$0.62
Shipping: \$0.00
Total: \$78.12

☒ Enter Promo Code

15

The user can also select to delay the shipment with this button

Assessments Solutions Training & Resources Support Search the store

1 Shipping & delivery information

Shipping Address

1 Pierce Pl • Itasca, IL, 60143 • US

Standard Ground Shipping \$0.00

☒ Check here if you'd like your shipment delayed.

Important shipping information
Orders placed after 1 PM Central will not be processed until the next business day.

2 Billing information

1 Pierce Pl
Itasca, IL, 60143
US

3 Payment information

Order summary

EASYCBM 1Y RENEW
SKU: 1493822
\$ 7.75 10

Subtotal (1 items):
Tax:
Shipping:
Total:

☒ Enter Promo Code

16 Click the "mm/dd/yyyy" field.

Shipping Address

1 Pierce Pl • Itasca, IL, 60143 • US

☒ Standard Ground Shipping \$0.00

☒ Check here if you'd like your shipment delayed.

Choose the EARLIEST date you'd like to receive your shipment. The order will ship on or after the selected date.

Choose ship date

mm/dd/yyyy

☒ Important shipping information
Orders placed after 1 PM Central will not be processed until the next business day.

2 Billing information

1 Pierce Pl
Itasca, IL, 60143
US

3 Payment information

Order summary

 EASYCBM 1Y RENEW
SKU: 1493822
\$ 7.75

Subtotal (1 items):

Tax:

Shipping:

Total:

☒ Enter Promo Code

17 Select whichever date you would like to receive your product **AFTER**.

Shipping Address

1 Pierce Pl • Itasca, IL, 60143 • US

☒ Standard Ground Shipping \$0.00

☒ Check here if you'd like your shipment delayed.

Choose the EARLIEST date you'd like to receive your shipment. The order will ship on or after the selected date.

Choose ship date

February 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2

3 Payment information

Order summary

 EASYCBM 1Y RENEW
SKU: 1493822
\$ 7.75 10

Subtotal (1 items):

Tax:

Shipping:

Total:

☒ Enter Promo Code

- 18 Billing address cannot be changed. To change please contact support.

The user can select either the credit card/debit card payment or a Purchase order.

The screenshot shows a checkout page with a date selector at the top set to 02/26/2026. Below it is a shipping information box stating that orders placed after 1 PM Central will not be processed until the next business day. On the right, there is a 'Total:' section and a button to 'Enter Promo Code'. The main form has two sections: '2 Billing information' with the address '1 Pierce Pl, Itasca, IL, 60143, US' and '3 Payment information'. In the payment section, the 'Credit card or debit card' option is selected and circled in orange. Below it is the 'Submit purchase order' button. A payment summary bar shows 'Pay \$78.12'. At the bottom, there is a 'Secure Payment Disclaimer' box.

02/26/2026

Important shipping information
Orders placed after 1 PM Central will not be processed until the next business day.

Total:

☒ Enter Promo Code

2 Billing information
1 Pierce Pl
Itasca, IL, 60143
US

3 Payment information

☒ Credit card or debit card

☐ Submit purchase order

Pay \$78.12

Secure Payment Disclaimer
To ensure that customer payment information is handled safely during credit transactions, Riverside Insights is subject to and complies with PCI standards for credit card security. We process all credit card transactions using Stripe (PCI Level 1).

- 19 Click the "Card number" field to expand and fill in.

The screenshot shows the '3 Payment information' section. The 'Credit card or debit card' option is selected. The 'Card' section is expanded, showing fields for 'Card number', 'Expiration date', 'Security code', and 'ZIP code'. The 'Card number' field is circled in orange. Below the card fields is the 'Submit purchase order' button.

3 Payment information

☒ Credit card or debit card

Card

Card number
1234 1234 1234 1234

Expiration date
MM / YY

Security code
CVC 123

ZIP code
12345

☐ Submit purchase order

20 Click here to purchase with a PO instead.

3 Payment information

☒ Credit card or debit card

Card

Card number 

Expiration date

Security code 

ZIP code

[Submit purchase order](#)

Pay \$78.12

Secure Payment Disclaimer
To ensure that customer payment information is handled safely during credit transactions, Riverside Insights is subject to and complies with PCI standards for credit card security. We process all credit card transactions using Stripe (PCI Level 1).

21 Click here to upload a PO file. PDFs, docx, and docs are all acceptable files.

3 Payment information

☐ Credit card or debit card

☒ Submit purchase order

Before you proceed
Please confirm the total on your Purchase Order matches your Checkout total. Discrepancies will delay processing of your order. Quotes submitted via this form will not be processed.

[Click here to upload](#) OR **Drag & Drop your files here**

File number limit: 1

Single file size limit: 2MB

Allowed file types: pdf, docx, doc

Pay \$78.12

Secure Payment Disclaimer
To ensure that customer payment information is handled safely during credit transactions, Riverside Insights is subject to and complies with PCI standards for credit card security. We process all credit card transactions using Stripe (PCI Level 1).

- 22 Once you select a file it will show a progress bar for upload.

3 Payment information

☐ Credit card or debit card

☒ Submit purchase order

Before you proceed
Please confirm the total on your Purchase Order matches your Checkout total. Discrepancies will delay processing of your order. Quotes submitted via this form will not be processed.

Click here to upload OR Drag & Drop your files here

File number limit: 1
Single file size limit: 2MB
Allowed file types: pdf, docx, doc

PO 178 Riverside.pdf 0%

Pay \$78.12

Secure Payment Disclaimer

- 23 If there is a discrepancy between the cart total and the PO total an error will pop up: "We found an issue with your PO Document."

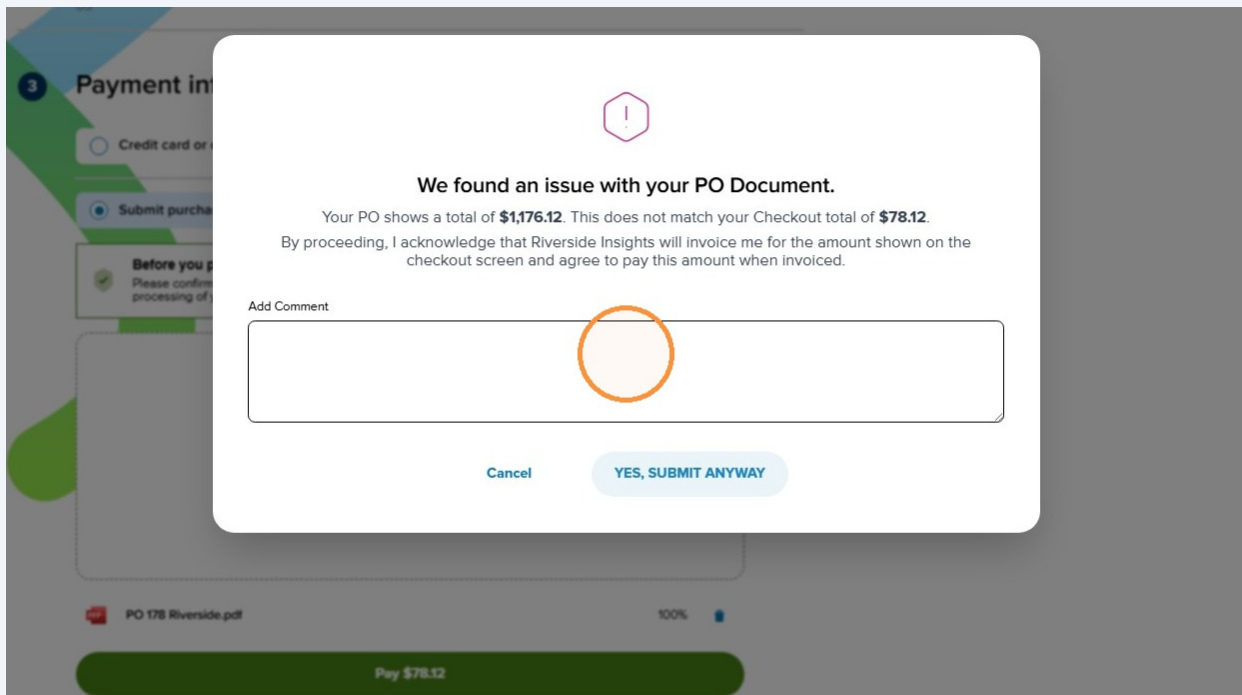
We found an issue with your PO Document.

Your PO shows a total of **\$1,176.12**. This does not match your Checkout total of **\$78.12**.
By proceeding, I acknowledge that Riverside Insights will invoice me for the amount shown on the checkout screen and agree to pay this amount when invoiced.

Add Comment

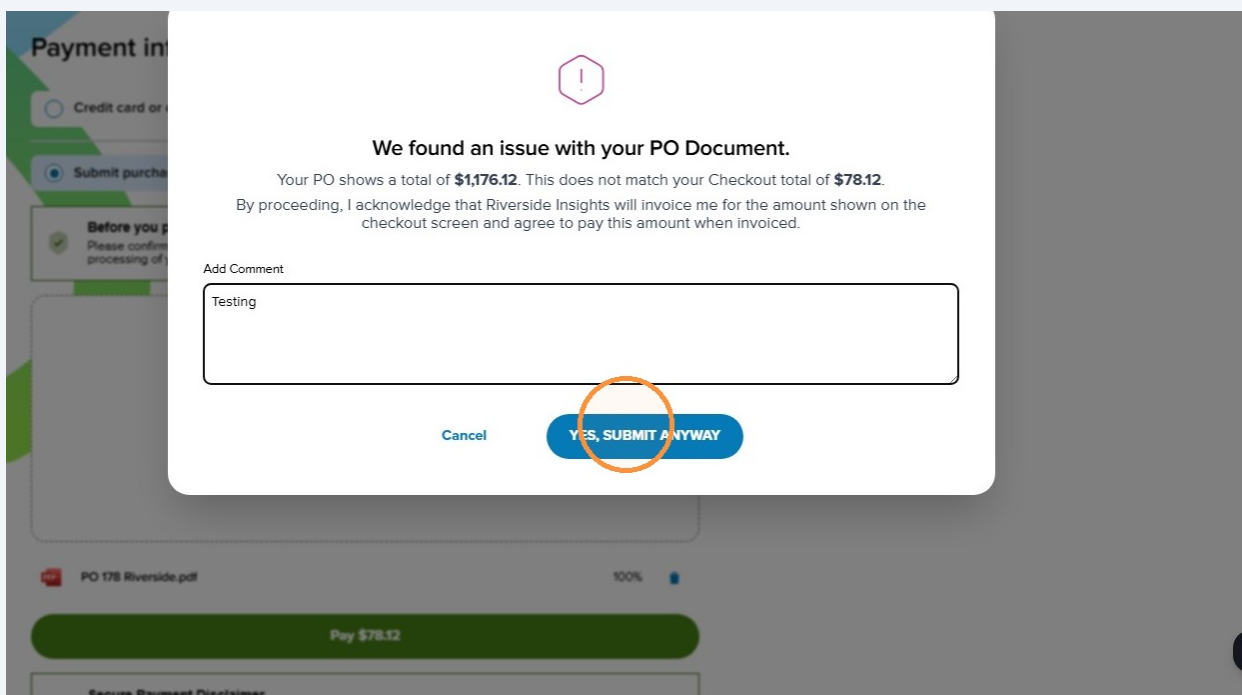
Cancel YES, SUBMIT ANYWAY

24 Click the "Add Comment" field if needed



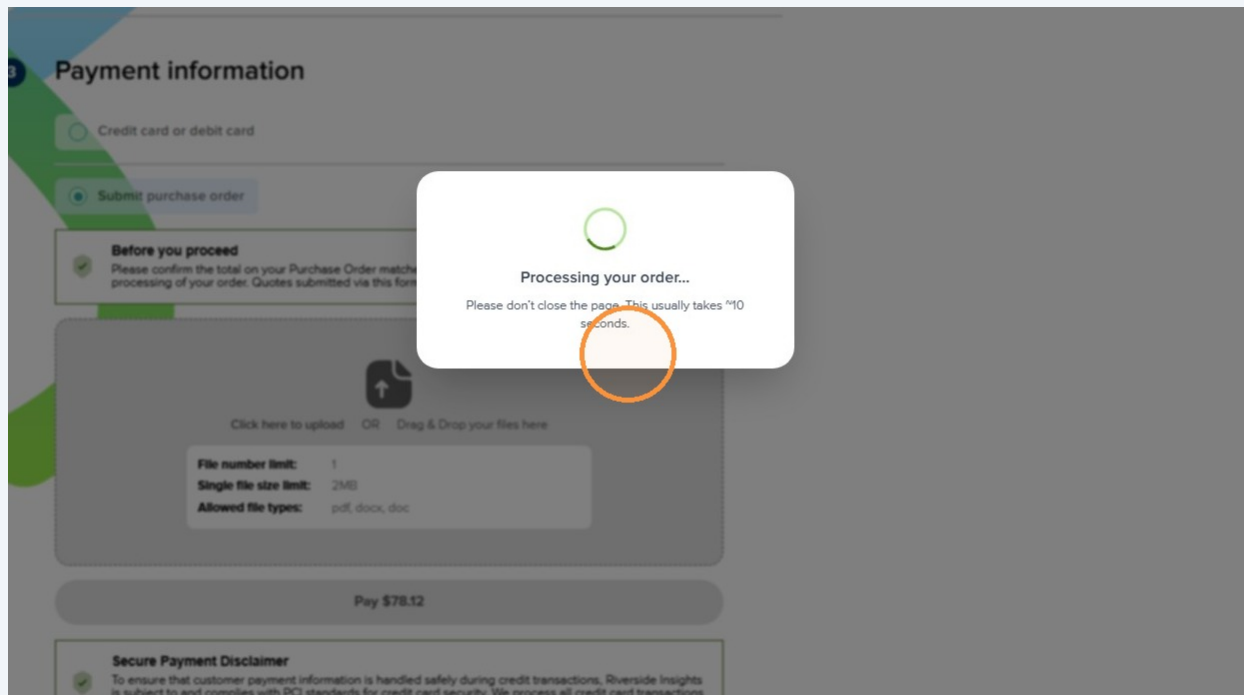
25 Click "YES, SUBMIT ANYWAY" or "Cancel" to submit a new PO.

PLEASE NOTE: clicking "YES, SUBMIT ANYWAY" will SUBMIT the order.



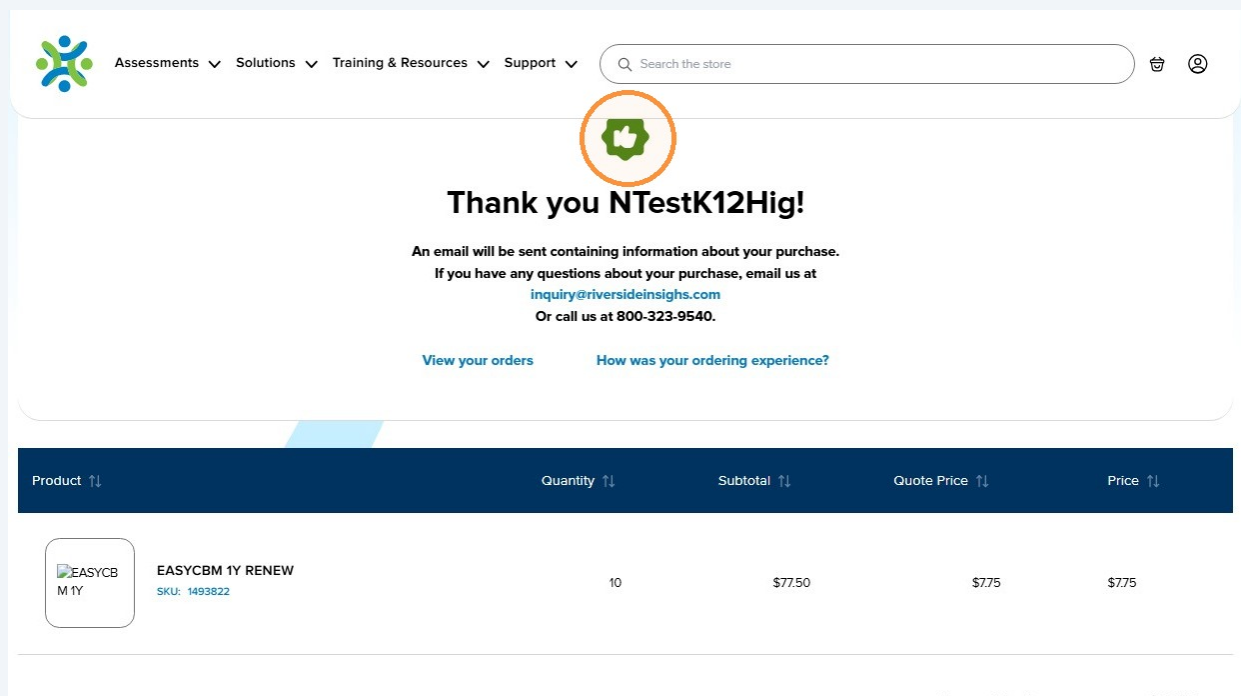
26

This pop up will appear: "Processing your order...Please don't close the page. This usually takes ~10 seconds."



27

The user is redirected to the checkout confirmation page.



28

Click "View your orders" to be directed to the Order History on the Self-Service portal.

Assessments Solutions Training & Resources Support Search the store

Thank you NTestK12Hig!

An email will be sent containing information about your purchase.
If you have any questions about your purchase, email us at inquiry@riversideinsighs.com
Or call us at 800-323-9540.

View your orders How was your ordering experience?

Product	Quantity	Subtotal	Quote Price
EASYCBM 1Y RENEW SKU: 1493822	10	\$77.50	\$7.75

Original Total:

29

We can see our order we just placed at the top of the list. We can see our PO number, and the placed date as today. The Netsuite Status is Pending approval.

Self Service Portal

Order History Filter Refresh

Quote History

Addresses

Account Settings

User Management

Order #	Order total	PO/Reference #	Quote #	Placed	Status
EO000310	\$78.12	8212300178		2/19/2026	Pending Approval
EO000306	\$103.16	0000240308		2/18/2026	Pending Approval
EO000305	\$2,268.64			2/18/2026	Pending Approval
EO000304	\$1,677.97			2/18/2026	Pending Approval
EO000303	\$270.01			2/18/2026	Pending Approval
EO000302	\$1,181.57			2/18/2026	Pending Approval
EO000300	\$130.99			2/13/2026	Pending Approval