1. Log-in to the RSS Platform homepage (app.riskandsafety.com)
2. Select the ChemCentral store you are ordering from based on your lab’s location. Each location has different products, so it is important to select the correct store. I.e. “Weill” is for the Weill Neurosciences Building at Mission Bay

3. Search for a product in the **Search by name, product number** field and click the product name.
   **Note:** For a list of all available products, select “My Cart” and click the “Shop for products” button

4. Select from the drop-down list the quantity to be purchased in the **Quantity** field and click the “Add to Cart - $[Price]” button.
   **Note:** The [Price] is based on the selected quantity being purchased

5. Repeat **Steps 3-4** for every additional product to be purchased, otherwise, click the **Cart** icon then the “Checkout” button.
   **Note:** Only one fund can be used per cart

6. Select from the down-down list the chemical inventory you are purchasing for in the **Account** field then the fund name in the **Funds** field, choose your preferred receiving method, and click the “Place Order” button.