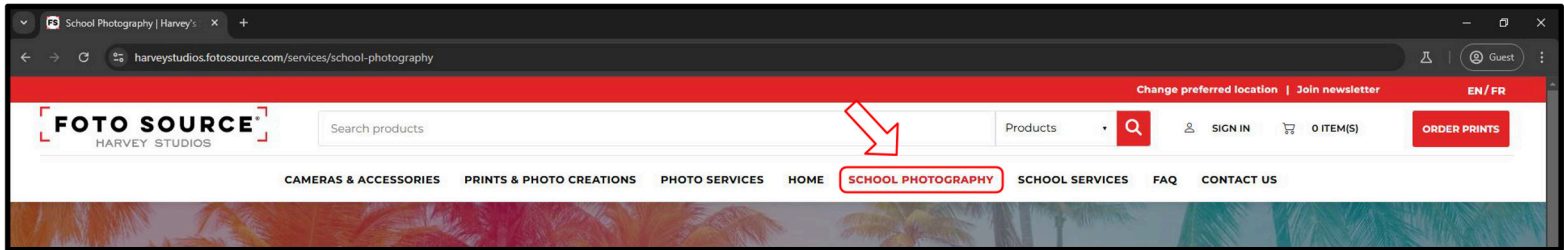# How To Order School Photos Online
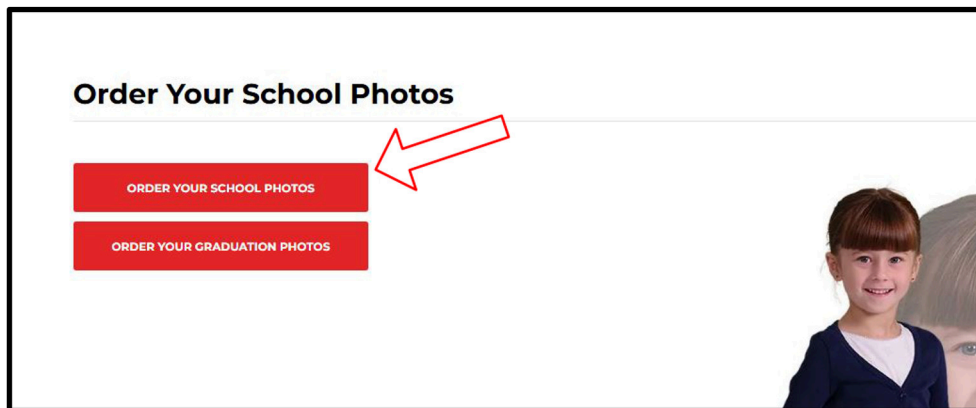
In the web browser of your choosing navigate to Harveystudios.fotosource.com

Once there click on "School Photography"

On the school photography page scroll down until you see "Order Your School Photos"

Click on the red box labeled "ORDER YOUR SCHOOL PHOTOS"

Locate the "Web Password" on your proof envelope, this will be labeled as "Web Password" or "Web Code" and contain letters and numbers.

The code may appear in a slightly different location depending on the school, but will always be labeled and printed somewhere below the proof images.
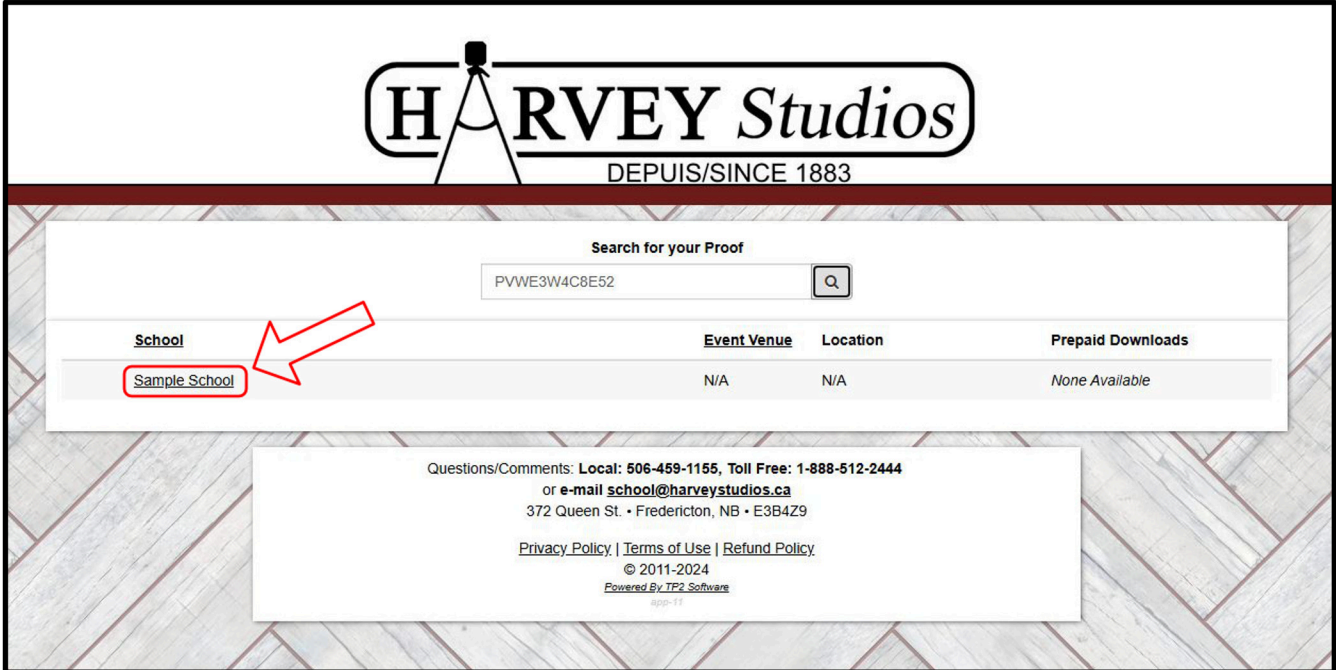
Enter the web password into the proof search box, once you are sure the code is correct click on the search button to the right of the proof search box.

If it continues to say "No results found" please ensure that the code has been entered correctly. If you still have issues it could be that the images are not online yet, the process to correct and upload the images can take up to five business days.

The web code used in this example will be different then your web code, each web code is unique.
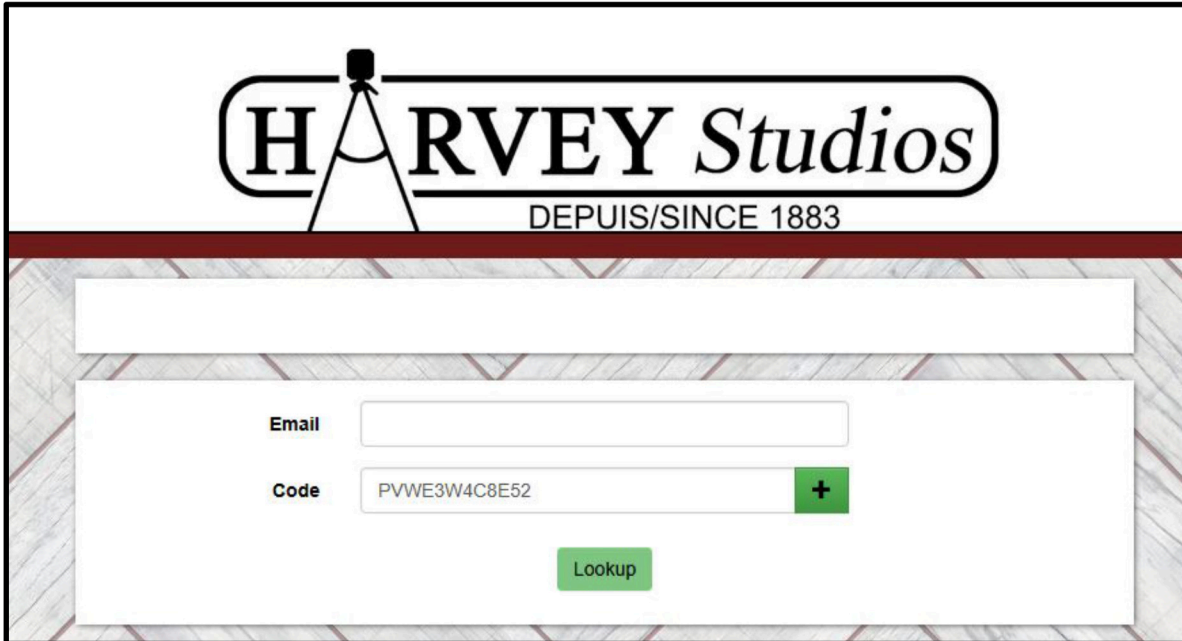
If your images are available to order the following page will appear with the school and some basic information about the event. Click on the name of the school to continue.

Enter your email in the following proof lookup box, your email is used to email order confirmations and digital items.

On some web browsers, your proof search box may appear to the left of the package selection page rather then being a separate webpage.

We will never share your email with any outside companies/organizations. Your privacy is important to us!

The hard part is now over! Your proofs should appear to the left of the screen, if you wish to view one of the images closer you can click on the image and it will appear in the center of your screen.
From here simply select all the products you wish to purchase and, once you click checkout, follow the prompts to choose your poses and backgrounds for each selected product.

Thanks for supporting a local Maritimes business!