

Lorain County School Clothing, Shoe, & Jacket Program

Step-by-Step Shopping Instructions



Client Onboarding

Account Registration

- **AFTER YOU ARE APPROVED**, you will receive an account registration email from JCPenney with a link to log in (*please note if you have an existing JCPenney customer account, you will automatically be linked to Horizon's system through the email you applied*)
- Your account registration email will also include a \$10 CashPass reward that you can use for a future personal purchase for creating a JCPenney customer account. This **CANNOT** be used during this process.
- You will **NOT** be opted into any JCPenney marketing, but may choose to do so, in your account settings
- You must click the “Create Password” link in the email you received to complete your JCPenney customer account registration and be linked to the program for Horizon to purchase your orders.

Focused

Other

By Date ▾ ↑

▼ Today

Join JCPenney Online Voucher Program: Create your Password to signup

JCPenney

2:47 PM

KNOWN EXTERNAL SENDER This is a known and verified external sender to JCPenney. Complete security of email can never

▼ Two Weeks Ago



DISCOVER MORE AT JCP.COM

Here's a \$10 CashPass Reward* just for signing up!

\$10 off \$10+. One-time use. **In store:** show the barcode at the register.
Online: enter the CashPass Reward code at checkout.



MC463322220007580411257

Valid through 3/26/2025
CashPass Reward code 463322-8
Serial number 7580411257
*Coupon required. Exclusions apply. See below for details.



Welcome!

Shop Now

Set up your online account & access all of your Rewards info 24/7. **Create Password**

Click here to complete registration

JCPenney

Client Onboarding

Account Registration

- After clicking the 'Create Password' link, you will be redirected to JCP.com to create a password for your account. *(Please note if you already have a JCP customer account, that existing profile will be linked to your agency/Horizon automatically and you **WILL NOT** receive an email or the \$10 CashPass)*
- Once you have created and confirmed your new password, you will click save to finish the account registration and have your profile linked to Horizon for voucher order submissions
- You can continue to place regular JCP.com orders through your account in the traditional checkout process, this will still be available for you in your profile.

JCPenney

What can we help you find?

Golden Triangle...
Denton, TX

My Account
Sign In

Beauty & Salon Active & Wellness Clearance Home & Lifestyle Jewelry Baby & Kids Men Deals Toys & Games Shoes & Accessories Women Young Adult

Reset Password

Email
b2b-acct-verify-sm@jcp.com

New Password [show](#)

Confirm New Password [show](#)

Save

JCPenney

What can we help you find?

Golden Triangle...
Denton, TX

My Account
Sign In

Beauty & Salon Active & Wellness Clearance Home & Lifestyle Jewelry Baby & Kids Men Deals Toys & Games Shoes & Accessories Women Young Adult

Reset Password

Email
b2b-acct-verify-sm@jcp.com

New Password [show](#)

Confirm New Password [show](#)

Save

JCPenney

What can we help you find?

Golden Triangle...
Denton, TX

Jane
Rewards Member

Beauty & Salon Active & Wellness Clearance Home & Lifestyle Jewelry Baby & Kids Men Deals Toys & Games Shoes & Accessories Women Young Adult

✓

New Password Saved!

Continue

Purchasing Price Guidelines

Creating an Order

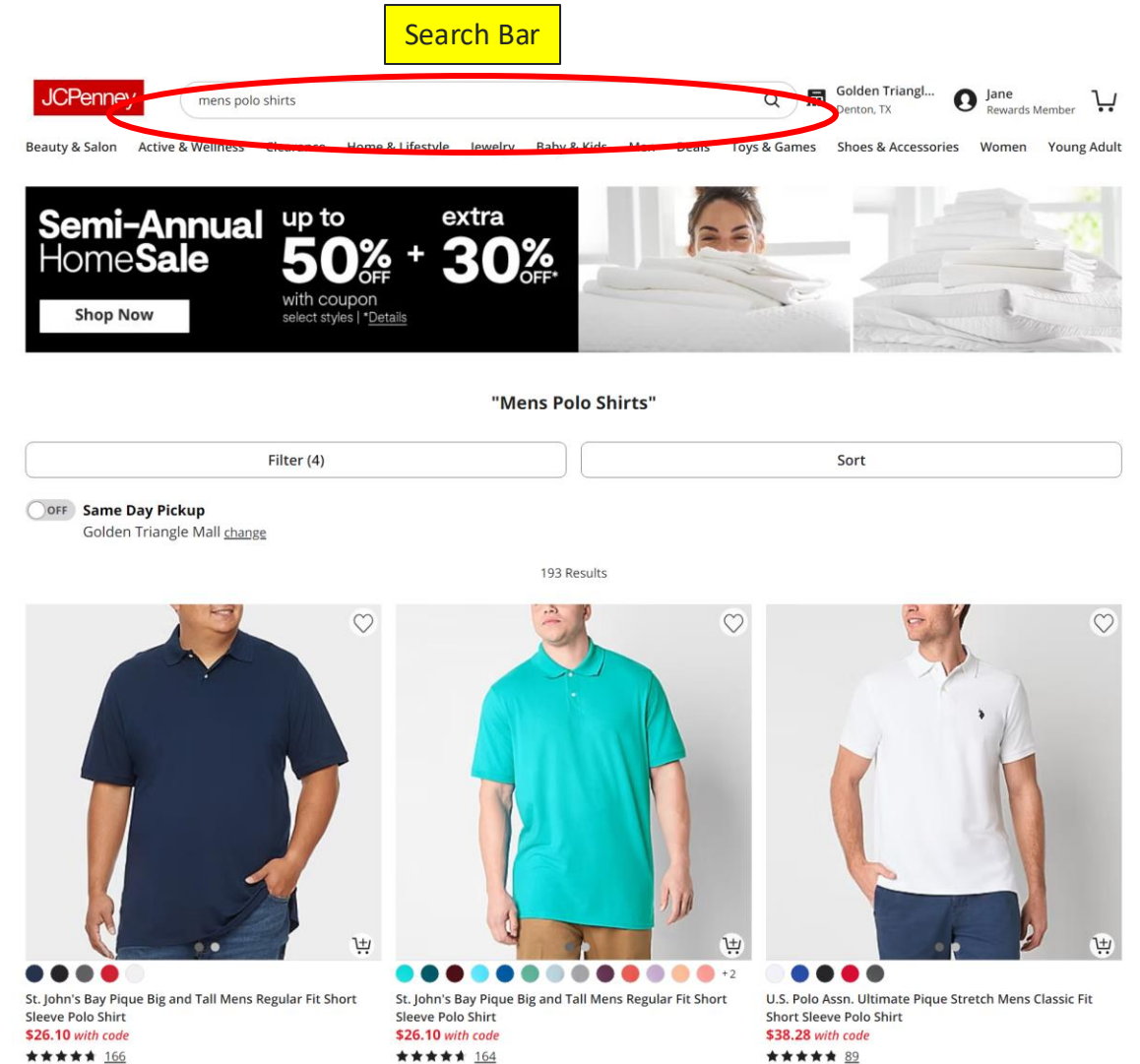
Note: INDIVIDUAL ITEMS MUST NOT EXCEED MAXIMUM PRICE FOR INDIVIDUAL ITEM CATEGORIES:

ITEM	MAX COST FOR INDIVIDUAL ITEM*
Coat/Jacket	\$150
Hooded Sweatshirt	\$50
Shirt	\$25
Polo/Blouse	\$40
Jeans / Dress	\$50
Uniform/Khaki Pants	\$50
Underwear	\$30
Socks	\$20
Shoes/Boots	\$100
Gloves and Hats	\$30
Pajamas, Sleepwear,	\$40
Robes, Jewelry	NOT ALLOWED

Client Onboarding

Creating an Order

- Once you have created your profile, you will be able to build your cart and submit the cart to Horizon for approval (*make sure your cart is clear before you begin shopping*)
- You must be logged into the JCPenney account profile tied to your application you submitted to Horizon to have the option of submitting your cart for approval during the checkout process
- You can search for items you would like to purchase for your child by using the main search bar on JCP.com
- After browsing, you can click on the item to view more details and add that item to your cart



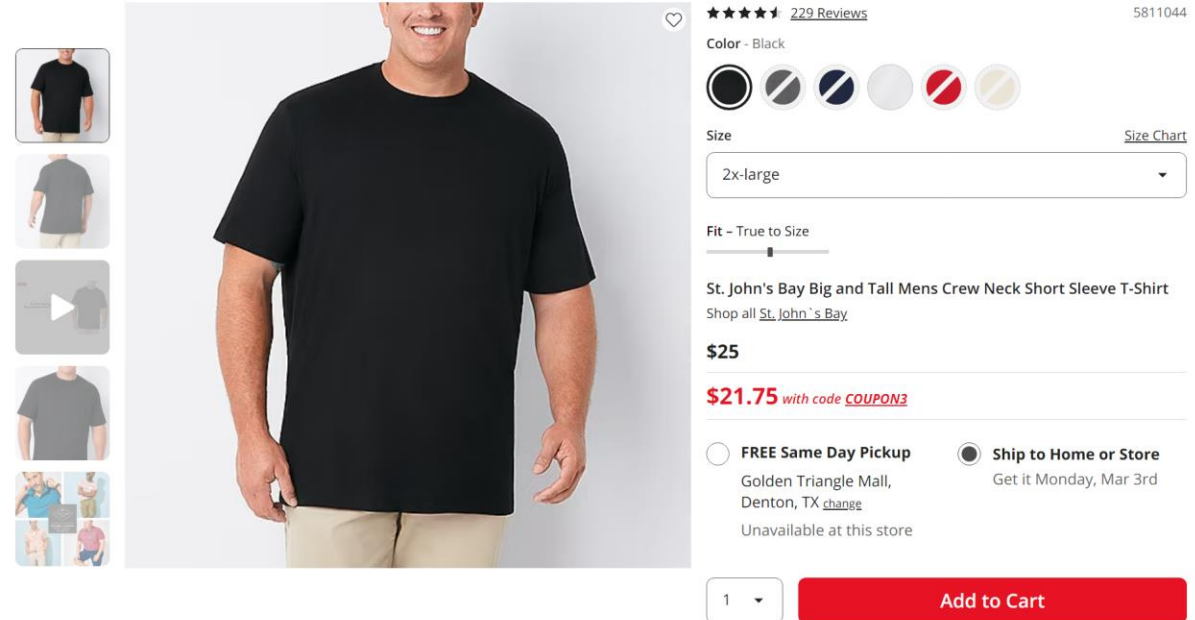
Client Onboarding

Creating an Order

- To add an item to your cart, you must select the color and size of your choosing (*items must be only for the child you are approved for*)
- Continue to add all items to your child's cart until you reach the approved amount for your child's age. (3-5 =\$250, 6-18 =\$500)
- Once all items have been chosen and added to your cart, you can click [view cart & checkout](#) to select your delivery option
- You will then need to select if you would like the order shipped to **HOME** or to the **AVON JCP** store



Men > [Back To Shirts](#)



[← Back](#)

Great! You've earned **FREE Ship to Home!**



✓ 4 Items Added

St. John's Bay Big and Tall Mens Crew Neck Short Sleeve T-Shirt

[Continue Shopping](#)

[View Cart & Checkout](#)

Client Onboarding

Checkout – Submitting an Order for Approval

- Once you have clicked **View Cart & Checkout** double check your cart total is correct and your ship to is filled out correctly.
- To have access to the ‘Send to Agency’ button during checkout, you must be actively logged into your JCPenney customer account with the email you used at the time of your TANF application.
- When your cart is complete, you will click the ‘Send to Agency’ button to continue the checkout process
- If you have a coupon or discount code you can use it at this time, DO NOT use the \$10 CashPass. Taxes and shipping will be removed.

The screenshot displays the JCPenney checkout process. At the top, there's a navigation bar with the JCPenney logo, a search bar, and user information (Golden Triangle Mall, Denton, TX; Jane Rewards Member). Below the navigation bar is a promotional banner for a 'Semi-Annual Home Sale' offering up to 50% off plus an extra 30% off with a coupon. The main content area shows a cart with 4 items, including a 'St. John's Bay Big and Tall Mens Crew Neck Short Sleeve T-Shirt' for \$100.00. A 'Send to Agency' button is highlighted in yellow. To the right, there's a 'More Savings' section with a 'Best Coupon' of \$20.00 off. Below that is the 'Order Summary' showing a subtotal of \$100.00, standard delivery for free, and a total of \$107.25. At the bottom right, there's a 'Checkout' button and a 'Send to Agency' button. A red arrow points from the 'Send to Agency' button in the cart to the 'Send to Agency' button in the checkout summary.

JCPenney

What can we help you find?

Golden Triangle Mall, Denton, TX

Jane Rewards Member

Beauty & Salon Active & Wellness Clearance Home & Lifestyle Jewelry Baby & Kids Men Deals Toys & Games Shoes & Accessories Women Young Adult

Semi-Annual Home Sale up to **50% OFF** + **extra 30% OFF*** with coupon select styles | *Details

Shop Now

Earn 100 points on this order, or earn 150 points when you use a JCPenney Credit Card. [Learn More](#)

St. John's Bay Big and Tall Mens Crew Neck Short Sleeve T-Shirt 2x-Large | Black \$100.00

☐ **FREE Same Day Pickup** Golden Triangle Mall, Denton, TX [change](#) Unavailable at this store

Cart (4 items)

Get it Friday, Feb 28th to 75036

4 Edit Save Remove

Recently Viewed Items

U.S. Polo Assn.... \$30.40 with code 5 stars 89

St. John's Bay Premium... \$24 with code 5 stars 166

Gerber 2-pc. Hooded... \$20.80 with code

Customers Also Bought

Send to Agency button

Best Coupon % **Save \$20.00** with code **MERCOUP3** Apply

More Savings [Get Your Rewards](#) Coupon or Reward Code Apply

Order Summary

Great! You've earned **FREE Ship to Home!**

Subtotal: \$100.00

Standard Delivery: **FREE**

Tax: \$7.25

Total: \$107.25

☐ **Round up for good!** Yes, I want to donate to the JCPenney Communities Foundation to help those in need with skill-building and resources. [Learn More](#)

Checkout

Send to Agency

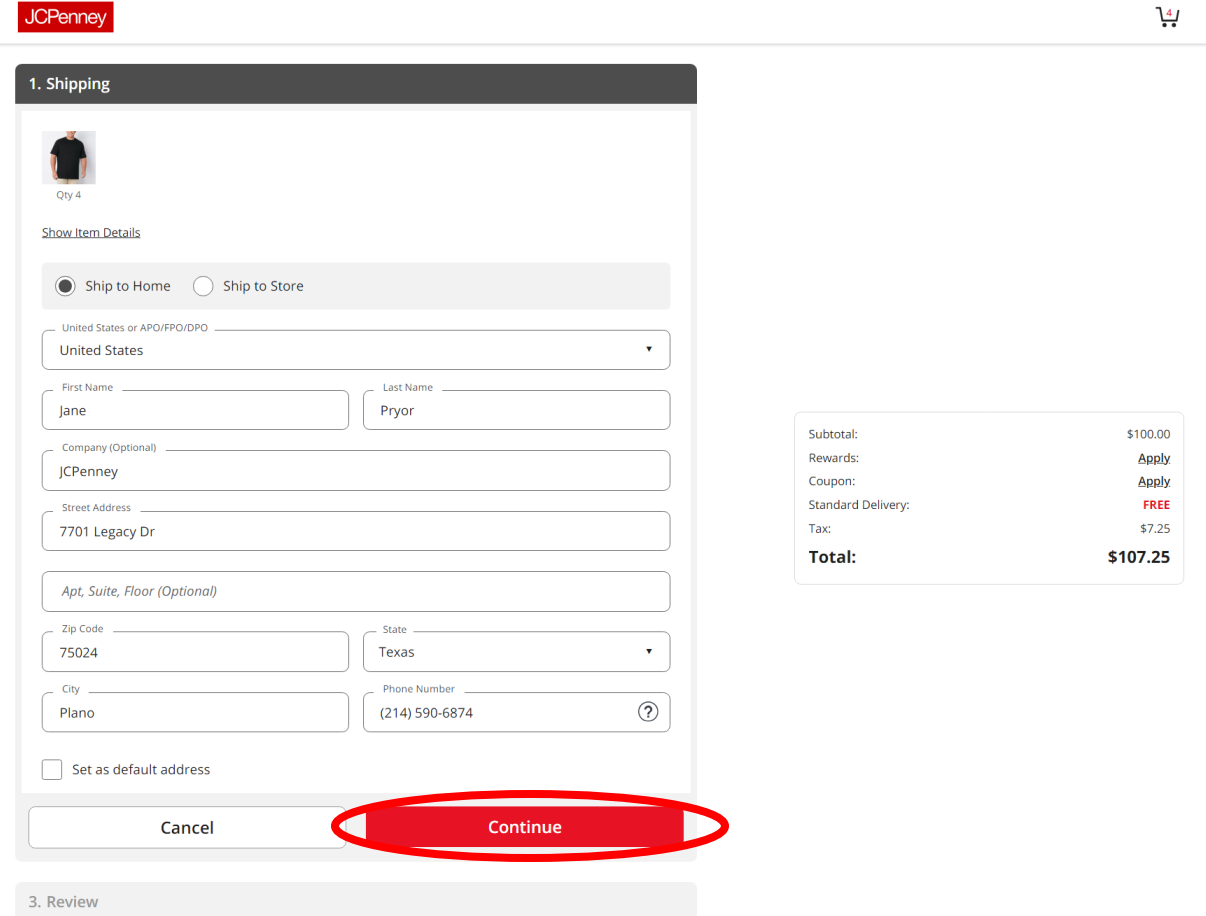
PayPal

Your Cart ID is yltBFQxqVx6prVuhPcig

Client Onboarding

Checkout – Submitting an Order for Approval

- Once you click ‘Send to Agency’ you will be prompted to enter your shipping information- (***this must be the child's name***).
- **SHIP TO HOME OR STORE** – If you would like the order shipped to your house, be sure the address you provide matches the address on your application. Orders will not be shipped to addresses not provided on applications, and your order may be cancelled.
- **IF YOU ARE SHIPPING TO STORE** – Make sure you select the **AVON, OH JCPenney location**. If you do not, your order may be cancelled.
- **SHIPPING NAME** – The FIRST and LAST NAMES provided on the shipping information **MUST BE THE APPROVED CHILD’S NAME**. Your name, or the name of someone else in your household will not be accepted, and your child’s order may be rejected.
- The shipping name **MUST** be listed as your child’s first and last name that you are completing the order for (*remember this needs to be changed for every child you are submitting an order for*)
- Once entered, you will click continue



The screenshot displays the JCPenney checkout interface. At the top, the JCPenney logo is on the left, and a shopping cart icon with a '4' is on the right. The main section is titled '1. Shipping' in a dark header. Below this, there's a product image of a black t-shirt with 'Qty 4' underneath. A link 'Show Item Details' is present. The shipping options are 'Ship to Home' (selected) and 'Ship to Store'. The address form includes a dropdown for 'United States or APO/FPO/DPO' (set to 'United States'), fields for 'First Name' (Jane) and 'Last Name' (Pryor), a 'Company (Optional)' field (JCPenney), a 'Street Address' field (7701 Legacy Dr), an 'Apt, Suite, Floor (Optional)' field, a 'Zip Code' field (75024), a 'State' dropdown (Texas), a 'City' field (Plano), and a 'Phone Number' field ((214) 590-6874) with a help icon. A checkbox 'Set as default address' is at the bottom. Two buttons, 'Cancel' and 'Continue', are at the bottom of the form; the 'Continue' button is highlighted with a red oval. To the right of the form is a summary box with the following details:

Subtotal:	\$100.00
Rewards:	Apply
Coupon:	Apply
Standard Delivery:	FREE
Tax:	\$7.25
Total:	\$107.25

Below the shipping form is a header for '3. Review'.

Client Onboarding

Checkout – Submitting an Order for Approval

- Once the shipping information has been saved and checked over, you will be prompted to review your order prior to submitting the order to Horizon for approval
- If everything is accurate and the correct child's name is listed, you will click 'Review Order' to continue

JCPenney

4

1. Shipping

☒ Ship to Home

☐ Ship to Store

Show Item Details

Jane Pryor

Jcpenney

7701 Legacy Dr

Plano, TX 75024


(214) 590-6874

Edit

+ Add New Address

Standard Delivery: **FREE**

Friday, Feb 28th



Qty 4

Default

Review Order

3. Review

Subtotal:

\$100.00

Rewards:

Apply

Coupon:

Apply

Standard Delivery:

FREE

Tax:

\$8.25

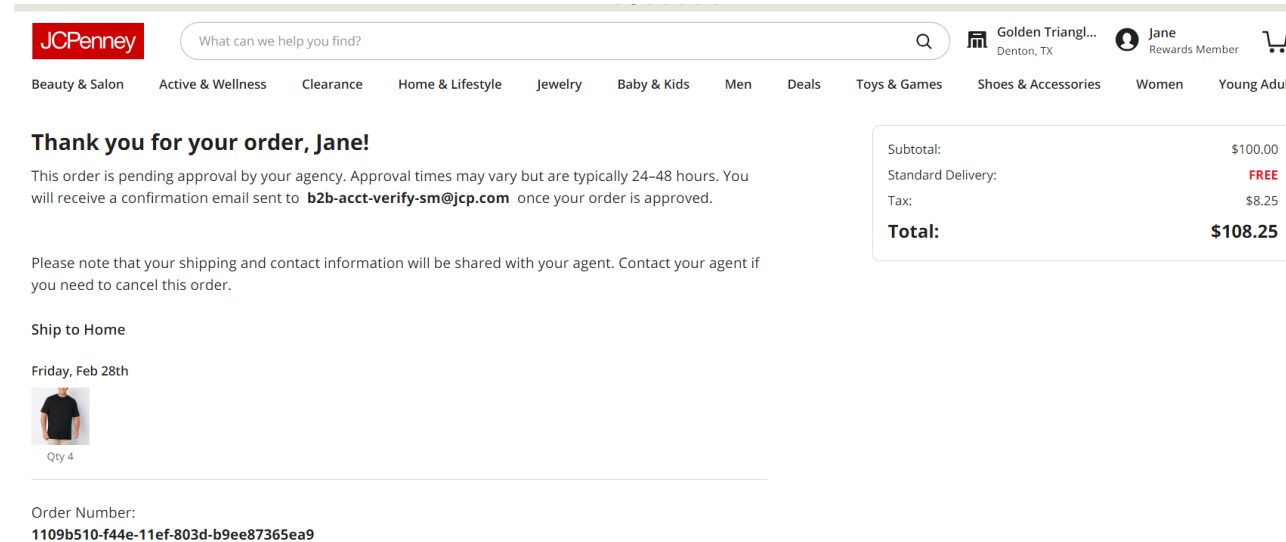
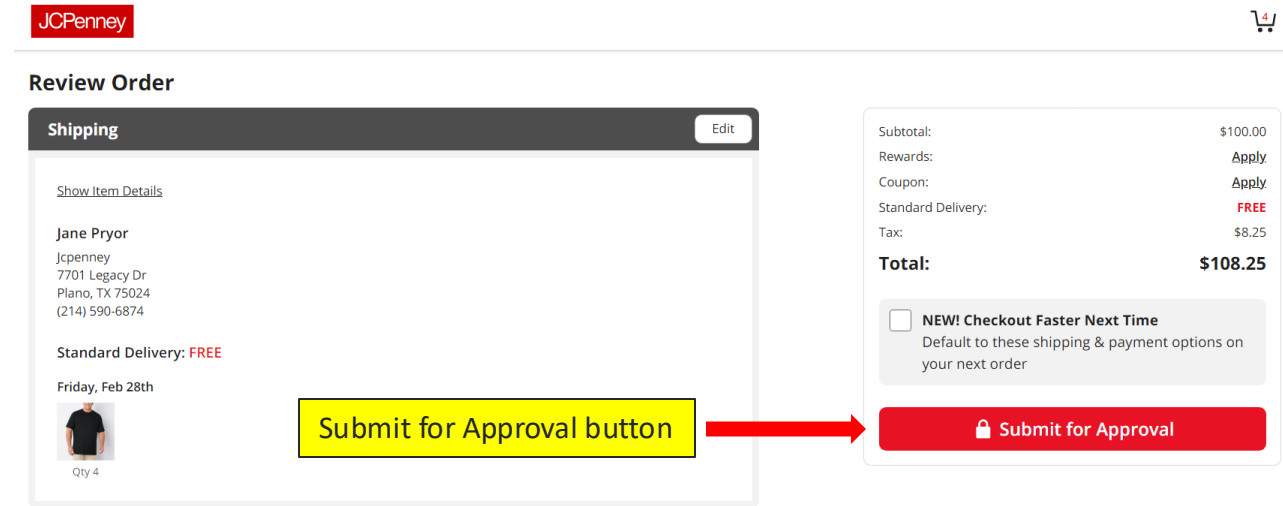
Total:

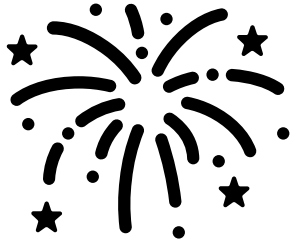
\$108.25

Client Onboarding

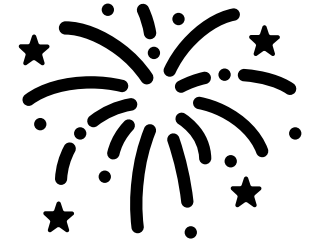
Checkout – Submitting an Order for Approval

- After you have reviewed the order for accuracy, you will be able to submit your voucher order to Horizon by clicking the 'Submit for Approval' button
- After clicking the 'Submit for Approval' button you will receive a confirmation message that the order has been submitted along with the order number for your pending transaction.
- You will receive email updates about your order from JCPenney so keep an eye out in your email.





CONGRADULATIONS!



- You have successfully completed the JCPenney voucher shopping process.
- Your order can take up to 10 weeks to be delivered
- Thank you for participating in the Lorain County School Clothing, Shoe, and Jacket Program. This program is facilitated by Horizon Education Centers, and is made possible by the Lorain County Department of Jobs and Family Services. More information on JFS programming can be found at lcdjfs.com.