ONLINE PURCHASING INSTRUCTIONS w/ Emp ID

Be sure to provide your seller number and discount codes to the members and they will be able to easily complete their purchases online.

To renew membership online:

1. Go to the Omaha Zoo website at www.omahazoo.com
2. Select the green **Membership** link on the top right of the home page.
3. Select the green **Sign In** link on the top right of the membership page.
4. Sign in with the email connected to your membership account and verify your account if necessary.
5. **Select** your Membership Category (e.g. Household, Dual, etc.).
6. Verify the **Membership Details**. This is the names of the listed members and children if applicable.
7. **Add** any add-ons to your membership purchase and select **Continue.**
8. On **Payment Info** screen, you will verify the membership address information and enter your billing details. You will also agree to the terms and conditions.
9. On the top of the page, **check** the **I have a Seller Code** box, then enter the **Seller Code** and select **Enter Code**.
   a. Enter your **Employee ID** number and **Discount Code** you have been given one by your employer and select **Apply Code**.
      i. Discount will show in your cart. If it does not show, verify code, and try again. Do not enter information in the Coupon Code box, you will need to enter your **Seller Code** and then your **Employee ID** number and the **Discount Code** for discount to be applied to your order.
10. Verify your purchase details are correct and select **Submit Payment**. Your membership has been renewed and you will continue to use your existing membership card.

To purchase new membership online:

1. Go to the Omaha Zoo website at www.omahazoo.com
2. Select the green **Membership** link on the top right of the home page.
3. **Select** your Membership Category (e.g. Household, Dual, etc.).
4. **Sign up** using your email address that you would like connected to the membership profile.
5. Enter the **Membership Details**. This is the names of the listed members and children if applicable.
6. **Add** any add-ons to your membership and select **Continue.**
7. On **Payment Info** screen, you will enter the membership address information and enter your billing details. You will also agree to the terms and conditions.
8. On the top of the page, **check** the **I have a Seller Code** box, then enter the **Seller Code** and select **Enter Code**.
   a. Enter your **Employee ID** number and **Discount Code** you have been given one by your employer and select **Apply Code**.
      i. Discount will show in your cart. If it does not show, verify code, and try again. Do not enter information in the Coupon Code box, you will need to enter your **Seller Code** and then your **Employee ID** number and the **Discount Code** for discount to be applied to your order.
9. Verify your purchase details are correct and select **Submit Payment**. You will receive a temporary membership card via email and your permanent membership card will be mailed within 2 weeks of your order.