

**Dear Parents,**

You are requested to **order the course books for your ward online and get them delivered at your door steps.** You will be able to place your orders from **8 am 17<sup>th</sup> march 2021** onwards.

Steps to follow while making an order online:

1. Go to the URL: [www.eOrchid.in](http://www.eOrchid.in)
2. Select “New Horizon School” in the School Bar.

Or

You can click on the link given on the school website.

3. Select the Class of your ward (e.g. Class 5)
4. Press the “Add to Bag” Option
5. Press “Proceed to Checkout” Option  
Enter the details of the students. (e.g. Name, Father’s Name, Address, Contact Numbers. etc.)

**Note: (Please do not forget to Mark Terms and Conditions Checkbox.)**

6. Press the “Place Order” Option. This will take you to the Payment Gateway.
7. You can make the payment through Credit Cards, Debit Cards, Net banking, or UPIs (google pay, Phonepe etc.)

**Note: (Press back button on the screen if you are NOT getting Debit/Credit card/UPI options).**

8. Select your payment option and Make the Payment.
9. Your order will be placed.

**NOTE: \*Every order will be placed separately.**

**\*\* For further help please watch the tutorial video posted on the homepage of the website or open on the link below**

**<https://www.youtube.com/watch?v=HUZ4-kZKZJg&t=3s>**

**Thank you**

**Team**

**Orchid Educational Services**