

### Welcome!

It has never been easier for tax-exempt customers to order from [www.HobbyLobby.com](http://www.HobbyLobby.com)

If you have a registered account, you are one step closer to tax-free orders.

*\*Please refer to the directions below if you have questions on how to create an account.*

Once you have a registered account please follow the steps to apply your tax-exempt status to an order:

1. Log into your account – you will use the same account/email each time you place an order
2. Place your order
3. Email your cart number and tax-exemption certificate to: [online.taxexempt@hobbylobby.com](mailto:online.taxexempt@hobbylobby.com)
4. Our team will reach out to you with your invoice the day after your order ships
5. That's it!

**We will remove the tax from your first order after we confirm your tax-exemption status.** This is why it's important that you email us as soon as you place your order.

You will receive confirmation, from our team, that your account has been established as tax-exempt and you will no longer be required to email every time you place an order.

For any tax issues or concerns please email: [online.taxexempt@hobbylobby.com](mailto:online.taxexempt@hobbylobby.com)

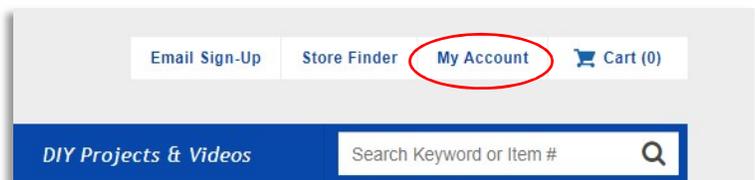
Below you will find some helpful guidance on creating your account and placing orders.

We look forward to working with you!

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### Creating a Hobby Lobby Account

1. Create a Hobby Lobby account by going to [www.HobbyLobby.com](http://www.HobbyLobby.com)
2. Select 'My Account'
3. Fill in the required fields under 'I'd like to create a Hobby Lobby account'
4. **REMEMBER:** You will use this email/account to log in each time you place a tax-exempt order



*I'd like to create a Hobby Lobby account*

All fields are required.

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<input type="text" value="Email address"/>	<input type="text" value="Confirm email address"/>
<input type="text" value="Password"/>	<input type="text" value="Confirm password"/>

• At least 8 characters  
• 1 lowercase, 1 uppercase, 1 number

**CREATE ACCOUNT**

### Billing & Shipping Address Information

1. **IMPORTANT:** As a tax-exempt account, you cannot edit the billing address on your account. For questions or concerns, please contact: [online.taxexempt@hobbylobby.com](mailto:online.taxexempt@hobbylobby.com)
2. Bill-To First & Last Name will match your form of payment (Credit Card or PayPal)
3. Company name must be complete and match your tax-exempt certificate's business name
4. The Bill-To address must match your tax-exempt certificate
  - a. Your shipping address does not have to match the certificate
5. For companies with multiple purchasers, each person will need their own registered account
6. To change your shipping address at checkout, please **ALWAYS** use the 'Change' &/or 'Add Address'
  - a. You will have the 'Change' option when you have multiple addresses saved
  - b. After selecting 'Change' you will select 'Add Address' instead of 'Edit'

First name	Last name
Company (optional)	
Address line 1	Address line 2 (optional)
City	Oklahoma 
ZIP code	
Phone number	

### Choose Your Billing Address

Jane Doe  
Hobby Lobby  
7600 SW 44TH ST  
OKLAHOMA CITY, OK 73179  
United States  
999 999-9999

 Selected

CHANGE

### Choose Your Shipping Address

All items in an order will be shipped to the same address.

 Jane Doe  
Hobby Lobby  
7600 SW 44TH ST  
OKLAHOMA CITY, OK 73179  
United States  
999 999-9999

~~EDIT~~

ADD ADDRESS

### Placing Tax-Exempt Orders with a Registered Account

1. Go to [www.HobbyLobby.com](http://www.HobbyLobby.com)
2. Select 'My Account'
3. Log in using your account credentials.
  - a. **REMEMBER:** You will use the same email to log in each time you place a tax-exempt order.
  - b. **If you checkout as a 'Guest' your order will be taxed.**
4. Add items to your cart
5. To checkout, select your cart in the upper right corner 
6. Review items in your cart and proceed to check out 
7. Select your Shipping Address using 'Add Address' if different from the billing address 
8. *Your billing address can't be altered as it needs to match your certificate*
9. Enter your credit card information under Payment
10. Go to 'Review My Order' 
11. Confirm & place your order
12. Your 8-digit order number is at the top of the Order Confirmation page
13. Your order total is at the bottom; you can confirm your order was not taxed
14. You will receive your invoice the day after your order ships from our warehouse

I have a Hobby Lobby account

All fields are required.

Remember Me [Forgot password?](#)

I'm not a robot 







Totals	
Merchandise total:	\$5.99
<b>Additional discounts:</b>	<b>-\$3.00</b>
Subtotal:	\$2.99
Estimated taxes:	<b>\$0.00</b>
Standard shipping: <a href="#">(more info)</a>	\$6.95
Carrier surcharge: <a href="#">(more info)</a>	\$1.50
<b>Total:</b>	<b>\$11.44</b>

### Order Confirmation

 Your order was successful!

Thank you for shopping with Hobby Lobby

Your order number is: **26394611**. We sent a copy of your order details to :