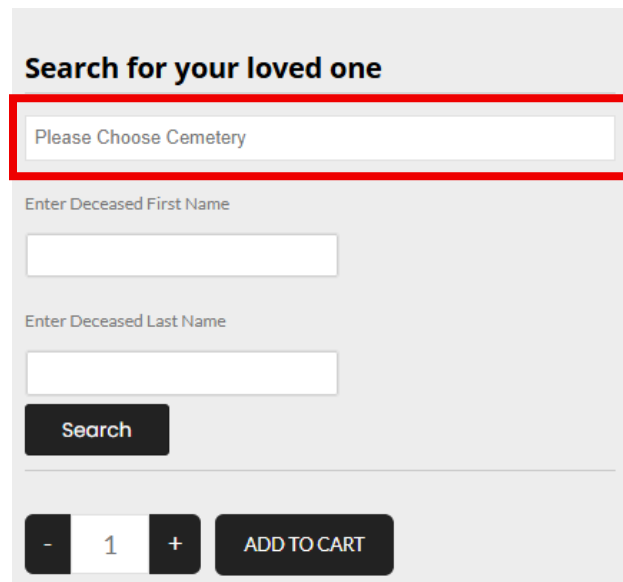


Catholic Cemeteries of Long Island – Holiday Decoration Ordering Steps

October 2026

1. Select Cemetery from Dropdown List



Search for your loved one

Please Choose Cemetery

Enter Deceased First Name

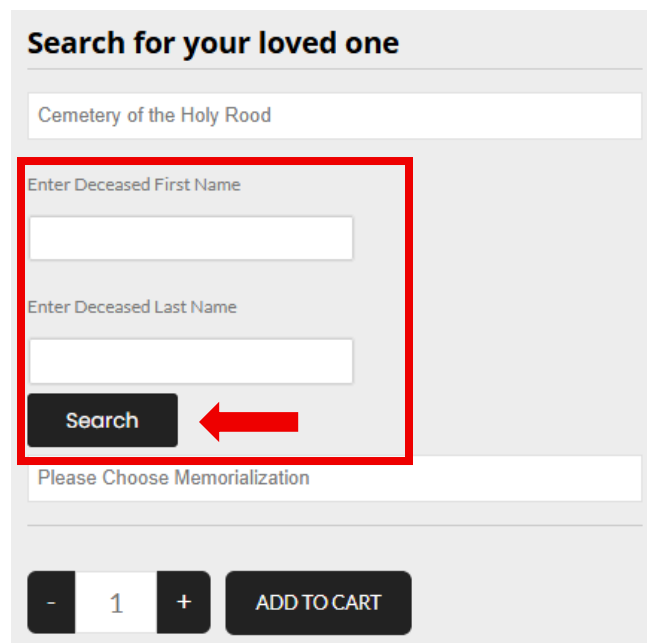
Enter Deceased Last Name

Search

- 1 + ADD TO CART

A red box highlights the 'Please Choose Cemetery' dropdown menu, and a red arrow points to it from the right.

2. Once Cemetery is selected, enter the first and last name of the loved one that you are purchasing decorations for. Once you have entered their information, click the **Search** button.



Search for your loved one

Cemetery of the Holy Rood

Enter Deceased First Name

Enter Deceased Last Name

Search

Please Choose Memorialization

- 1 + ADD TO CART

A red box highlights the 'Enter Deceased First Name', 'Enter Deceased Last Name', and 'Search' fields. A red arrow points to the 'Search' button from the right.

3. After clicking Search, you will see a new field – **Select the Deceased** - asking you to select your loved one from a dropdown list.

If there are multiple options listed, please make sure to review the full name, location, and burial date information to ensure you are selecting the correct person.

Search for your loved one

Cemetery of the Holy Rood

Enter Deceased First Name

j

Enter Deceased Last Name

smith

Search

Search Results

Select the Deceased

Please Choose Memorialization

Please note: If no results are populating, please check the spelling entered above and ensure you have selected the correct cemetery location.

4. **CHAPEL PLANTS ONLY:** You will need to select one of two options from the “Please Choose Memorialization” field:

The screenshot shows a web form titled "Search for your loved one". It includes fields for "Cemetery of the Holy Rood", "Enter Deceased First Name" (with the letter 'j'), and "Enter Deceased Last Name" (with the text 'smith'). A "Search" button is located below these fields. To the right, a dropdown menu is open, showing two options: "Please Choose Memorialization" (highlighted in blue) and "ONLY Name in Search Result to Appear in Memorial Book as listed Multiple/Different Name(s) to Appear in Memorial Book". Below the search fields, the "Search Results" section shows a dropdown menu with "Select the Deceased" and a "Please Choose Memorialization" option, which is highlighted with a red box and a red arrow pointing to it.

- **ONLY Name in Search Result to Appear in Memorial Book as listed** – select this if the name selected in the drop down is the only name to appear in the memorial book
- **Multiple/Different Name(s) to Appear in Memorial Book** – if you are purchasing for multiple holidays and/or you would like the name to appear differently than it appears in the dropdown results, select this option. After choosing this option, a new field will populate for you to enter the name (or names) that you want to appear in the Memorial Book (see below).

This screenshot shows a form field titled "Multiple/Different Name(s) to Appear in Memorial Book". Below the title is a text input field with the placeholder text "Names As You Want It Entered For Memorial Book".

5. After all fields have been completed, click the Add to Cart button. You can then add additional items to your cart or complete the checkout process.

The screenshot shows a quantity selector with a minus sign, the number '1', and a plus sign. To the right of the selector is a button labeled "ADD TO CART", which is highlighted with a red box and a red arrow pointing to it.

Website Account Login Steps

In order to complete an online order, the user must be logged into their **CCLongIsland.org website account**. If they do not already have an account on the website, they will need to create one during the ordering process.

Returning Customers with Website Account

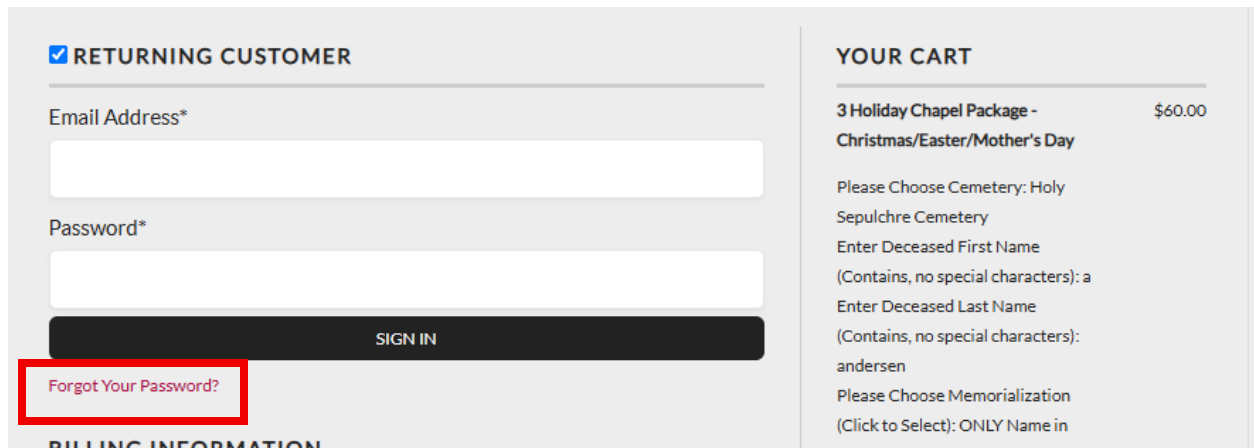
1. On the checkout screen, click the button next to “Returning Customer” at the top of the page.

The screenshot shows the checkout process with three steps: SHOPPING CART, CHECKOUT DETAILS, and SUBMIT PAYMENT. The 'CHECKOUT DETAILS' step is active. On the left, under 'BILLING INFORMATION', there is a checkbox labeled 'RETURNING CUSTOMER' which is highlighted with a red rectangular box. Below this are input fields for 'First Name*', 'Last Name*', and 'Address*'. On the right, under 'YOUR CART', the selected package is '3 Holiday Chapel Package - Christmas/Easter/Mother's Day' for \$60.00. Below the cart items, there are prompts to 'Please Choose Cemetery: Holy Sepulchre Cemetery', 'Enter Deceased First Name' (with a note '(Contains, no special characters): a'), 'Enter Deceased Last Name' (with a note '(Contains, no special characters): andersen'), and 'Please Choose Memorialization'.

2. User should enter their email address and account password, and then click the **Sign In** button.

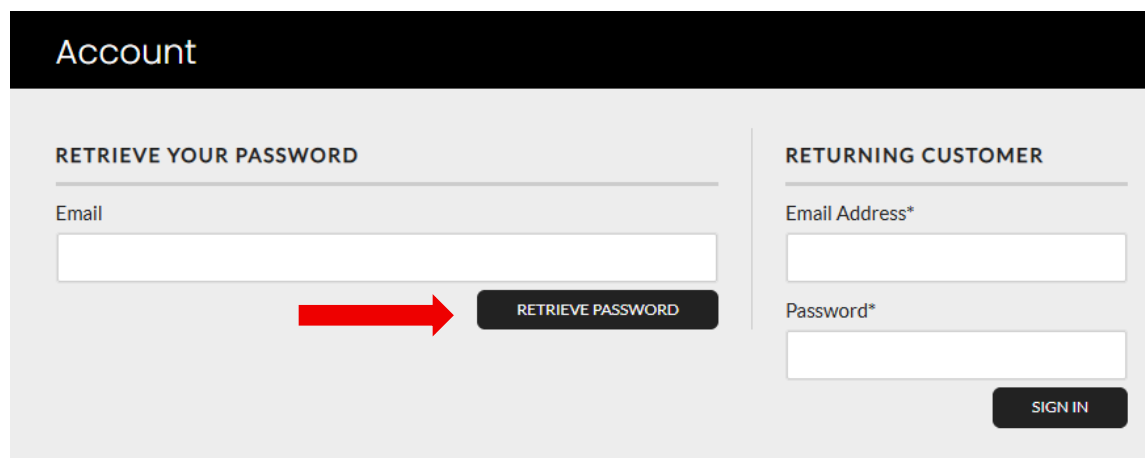
This screenshot shows the same checkout screen as the previous one, but the 'RETURNING CUSTOMER' checkbox is now checked. The 'BILLING INFORMATION' section now includes an 'Email Address*' input field and a 'Password*' input field. Below these fields is a black button labeled 'SIGN IN'. A link labeled 'Forgot Your Password?' is visible below the password field. The 'YOUR CART' section on the right remains the same, showing the '3 Holiday Chapel Package - Christmas/Easter/Mother's Day' for \$60.00 and the same prompts for cemetery, deceased name, and memorialization.

3a. If they do not know their password, click the **Forgot Your Password?** link under the Sign In button.



The screenshot shows a login interface. On the left, under the heading "RETURNING CUSTOMER", there are input fields for "Email Address*" and "Password*", followed by a "SIGN IN" button. Below the "SIGN IN" button, the link "Forgot Your Password?" is highlighted with a red rectangular box. On the right, under the heading "YOUR CART", there is a list of items including "3 Holiday Chapel Package - Christmas/Easter/Mother's Day" for \$60.00, and several form fields for cemetery and memorialization details.

3b. The user will then be brought to a separate page to enter their email address. After clicking the Retrieve Password button, the user will be sent a temporary password to log in to their account.



The screenshot shows the "Account" page. On the left, under the heading "RETRIEVE YOUR PASSWORD", there is an "Email" input field and a "RETRIEVE PASSWORD" button. A red arrow points from the "RETRIEVE PASSWORD" button to the right. On the right, under the heading "RETURNING CUSTOMER", there are input fields for "Email Address*" and "Password*", followed by a "SIGN IN" button.

Customers Without an Existing Account

If the user does not have an existing website account, they will need to create a new account during the ordering process.

At the bottom of the Checkout page, the user should enter their email address, name, and desired password for the website. Once all of these fields have been completed, the user can click the “**Continue to Payment**” button.

Note: If the system returns an error message stating that an account already exists for the entered email address, please follow the steps above to retrieve your password.

State Zip Code* Country* Select a Country Phone*	CART TOTALS Cart Subtotal \$60.00 Grand Total \$60.00 CONTINUE TO PAYMENT
EMAIL Email* Retype Email* First Name* Last Name* Password* Retype Password* CONTINUE TO PAYMENT	