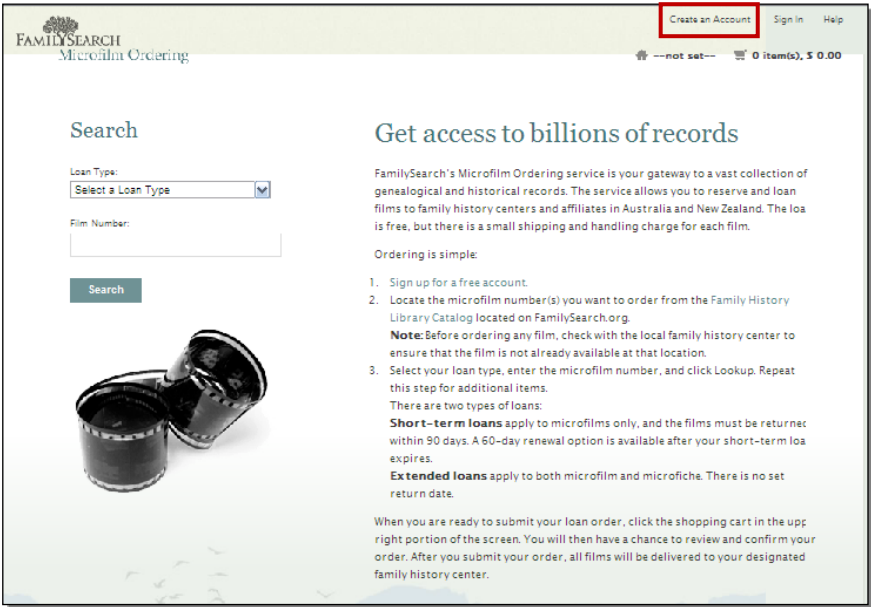


FamilySearch Microfilm Ordering is the site where patrons place and pay for microfilm and microfiche orders. To be able to order microfilm or microfiche, a patron will need to create an account and select a default Family History Centre where the films will be shipped, viewed, and stored.

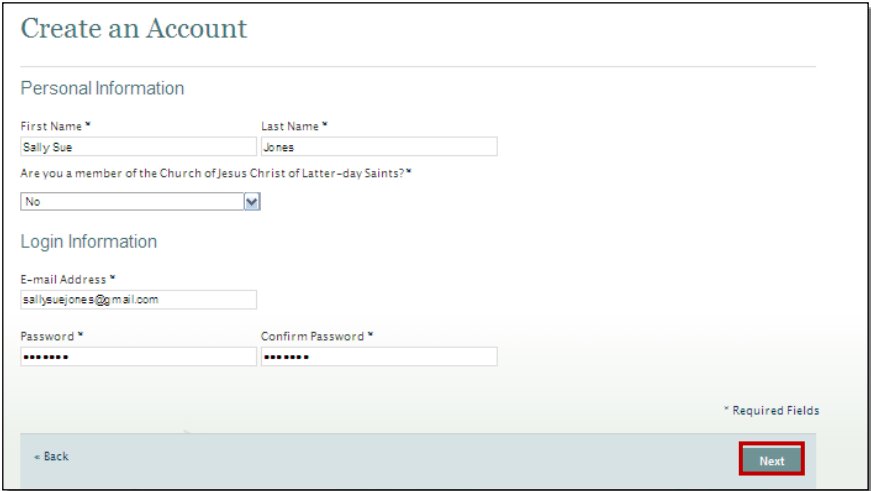
To access FamilySearch Microfilm Ordering, go to <https://film.familysearch.org>

Step 1:
Click **Create an Account**.



Step 2:
Enter the required information.
Click **Next**.

Note:
You will want to retain your e-mail address and password for future use. This information will enable you to sign in to the film ordering site. When entering your password, enter 6 or more characters.



Create an Account

Step 3:

Select your country and state or province. Click **Search**.

Create an Account

Find Family History Center

Please select the family history center closest to you. Any orders you place with FamilySearch will be delivered to the family history center you choose here.

Country *
New Zealand

State/Province *
Auckland

Search

Step 4:

Click the **button** to the left of your local family history centre.

Step 5:

Click **Submit**.

Find Family History Center

Please select the family history center closest to you. Any orders you place with FamilySearch will be delivered to the family history center you choose here.

Country *
New Zealand

State/Province *
Canterbury

Search

Select	Name	City	Address
<input type="radio"/>	Ashburton New Zealand Family History Center	Ashburton	195 Burnett Street
<input checked="" type="radio"/>	Christchurch New Zealand Family History Center	Christchurch	25 Fendalton Road
<input type="radio"/>	Rangiora New Zealand Family History Center	Rangiora	72 Southbrook Road
<input type="radio"/>	Timaru New Zealand Family History Center	Timaru	4 Glamis St

* Required Fields

< Back

Submit

Step 6:

Go to your e-mail account. Open the confirmation e-mail from FamilySearch Microfilm Ordering to complete your account registration.

Step 7:

Click the **confirmation link**. You will be redirected to FamilySearch Microfilm Ordering.

Note:

The “My Account” page appears.

FamilySearch Microfilm Ordering - Account confirmation for Sally sue Jones

FamilySearch Microfilm Ordering to me [show details](#) 9:47 AM (10 minutes ago) [Reply](#)

Microfilm Ordering Service

FAMILYSEARCH

Dear Sally sue Jones,

Welcome to FamilySearch Microfilm Ordering.

You must confirm your e-mail address (sallysuejones@gmail.com) before you can use it to sign in to FamilySearch Microfilm Ordering.

[Please click this confirmation link.](#) This link is valid only once.)

Use the following values when prompted to sign in:
E-mail: sallysuejones@gmail.com
Password: *****

If you have any questions about your account or any other matter, please feel free to contact us by e-mail at films@familysearch.org or call FamilySearch.

Thank you for choosing FamilySearch!

Create an Account

Step 8:
Click **Edit Address**.

The screenshot shows the 'Account Dashboard' with a sidebar on the left containing links: Account Dashboard, Account Information, Address Book, My Orders, and My Family History Center. The main content area has a green notification box at the top that says 'Thank you for registering with Family Search'. Below that, it says 'Hello, Sally Sue Jones!' and provides a brief overview of the dashboard. The 'Account Information' section is expanded, showing 'Contact Information' with fields for name, email, and password, and 'Address Book' with a 'Manage Addresses' link. Under 'Address Book', there is a 'Primary Billing Address' section with the text 'You have not set a primary billing address' and a red-bordered 'Edit Address' button.

Step 9:
Enter your Contact and Address Information. Click the **scroll bar** to scroll down the page.

The screenshot shows the 'Contact Information' form. The 'First Name' field contains 'Sallysue' and the 'Last Name' field contains 'Jones'. The 'Address' section is partially visible, with 'Street Address' containing '123 Going Everywhere Lane'. The 'City' field contains 'Pimland', 'State/Province' is a dropdown menu with 'Please select region, state or province' selected, 'Zip/Postal Code' is empty, and 'Country' is a dropdown menu with 'United States' selected. A vertical scroll bar on the right side of the form is highlighted with a red box.

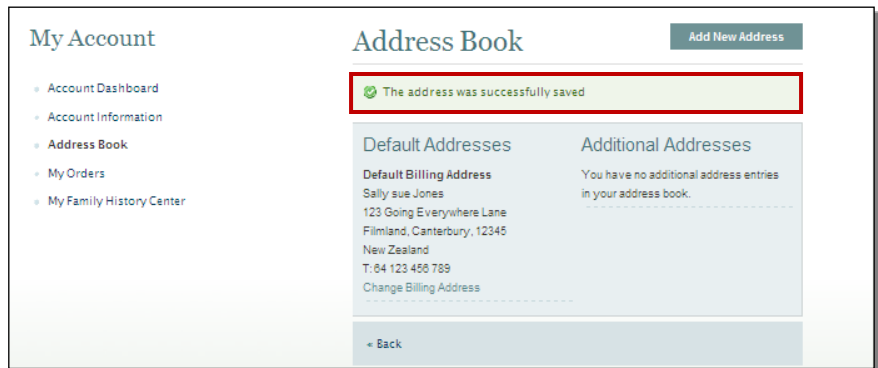
Step 10:
Enter the rest of your address information. Click **Continue**.

Note:
By checking **Save in address book**, you will have a default address to select at checkout. This will shorten your order process in the future.

The screenshot shows the bottom portion of the address form. The 'City' field contains 'Alice Springs', 'State/Province' is a dropdown menu with 'Northern Territory' selected, 'Zip/Postal Code' contains '0872', 'Country' is a dropdown menu with 'Australia' selected, and 'Telephone' contains '12345678'. There is a 'Fax' field below it. A checkbox labeled 'Save in address book' is checked. At the bottom right, there is a red-bordered 'Continue' button. Below the form, there is a 'Order Review' section with a red-bordered button.

Create an Account

Note: Your address was successfully saved.



My Account

- Account Dashboard
- Account Information
- Address Book
- My Orders
- My Family History Center

Address Book Add New Address

The address was successfully saved

Default Billing Address

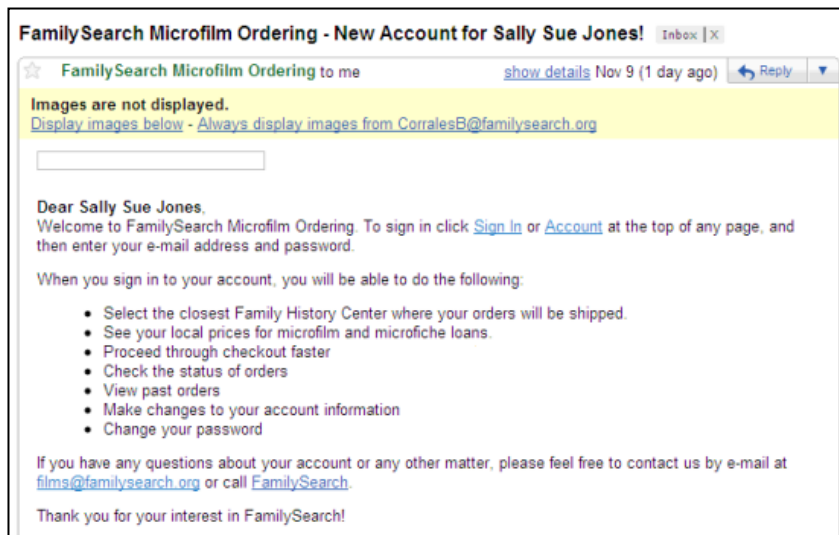
Sally sue Jones
123 Going Everywhere Lane
Filmland, Canterbury, 12345
New Zealand
T: 04 123 456 789
[Change Billing Address](#)

Additional Addresses

You have no additional address entries in your address book.

[Back](#)

Note: You will receive a welcome e-mail, confirming your account.



FamilySearch Microfilm Ordering - New Account for Sally Sue Jones! Inbox | X

FamilySearch Microfilm Ordering to me [show details](#) Nov 9 (1 day ago) [Reply](#)

Images are not displayed.
[Display images below](#) - Always display images from CorralesB@familysearch.org

Dear Sally Sue Jones,
Welcome to FamilySearch Microfilm Ordering. To sign in click [Sign In](#) or [Account](#) at the top of any page, and then enter your e-mail address and password.

When you sign in to your account, you will be able to do the following:

- Select the closest Family History Center where your orders will be shipped.
- See your local prices for microfilm and microfiche loans.
- Proceed through checkout faster
- Check the status of orders
- View past orders
- Make changes to your account information
- Change your password

If you have any questions about your account or any other matter, please feel free to contact us by e-mail at films@familysearch.org or call [FamilySearch](#).

Thank you for your interest in FamilySearch!