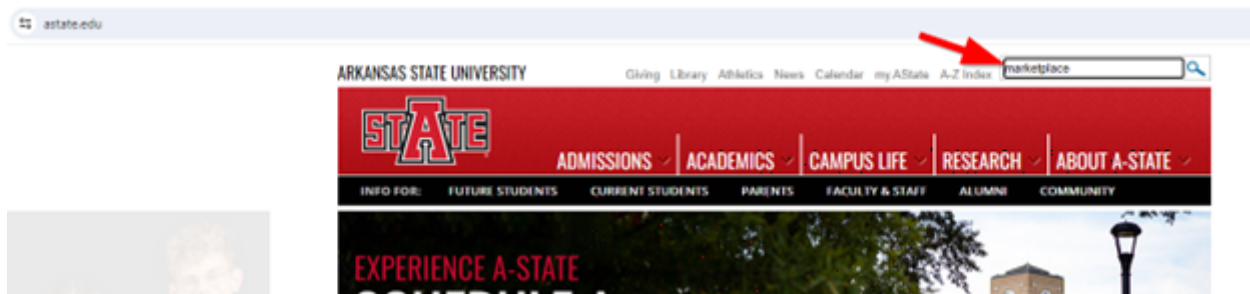


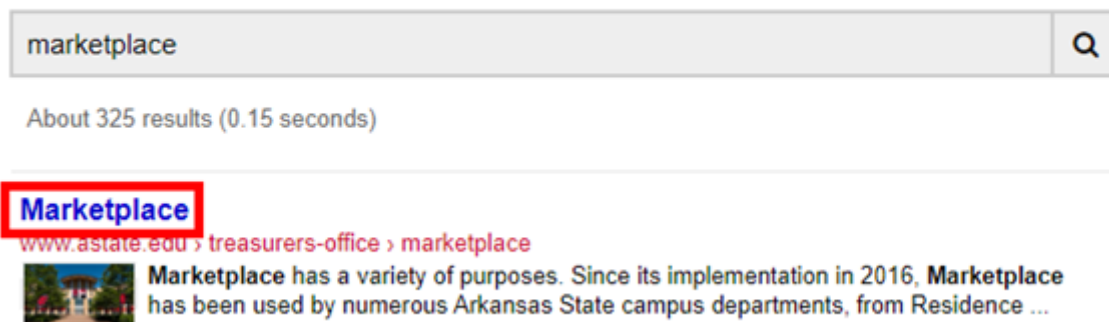
Order Add-On Flex

1. Go to the A-State website
2. Click search bar
3. Search for “marketplace”



4. It should be the first link that appears in the results. [Marketplace](#)

SEARCH A-STATE



5. Click the red button in all caps that says “VISIT THE A-STATE MARKETPLACE”



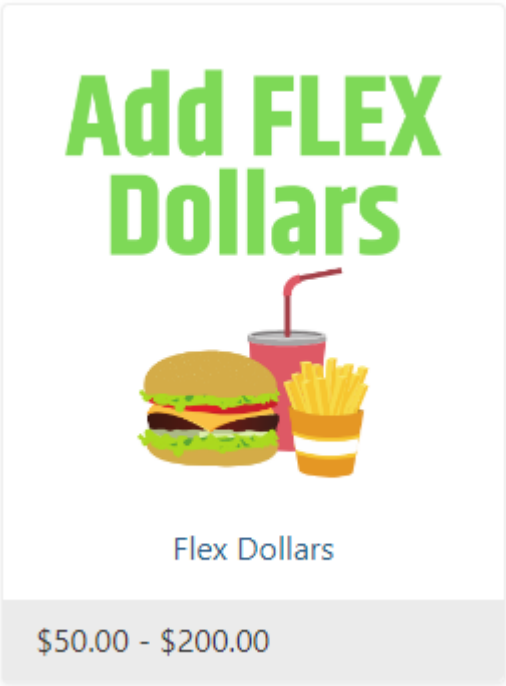
ABOUT MARKETPLACE

Treasurer's Office at Arkansas State has teamed with Marketplace and TouchNet Information Systems to provide a secure and convenient way to extend campus business operations to the online world. This platform provides a safe environment by creating uStores that allow buyers and sellers to connect electronically, making it easy for students, parents, alumni, and the community to do business with Arkansas State. It is cost-effective and allows departments to easily operate online storefronts to sell products or accept online payments.

Marketplace has a variety of purposes. Since its implementation in 2016, Marketplace has been used by numerous Arkansas State campus departments, from Residence Life to the Equine Center. A number of student organizations have taken advantage of this resource as well. Stores can be used to allow students, parents, faculty/staff, alumni and community members to register for events, pay organization membership dues, shop fundraisers or make donations at the time most convenient for them.

VISIT THE A-STATE MARKETPLACE **>>**

- 6. Scroll down until you see “University Housing” and click it
- 7. Click on the Flex dollar option which looks like this



- 8. Follow the prompts to check out