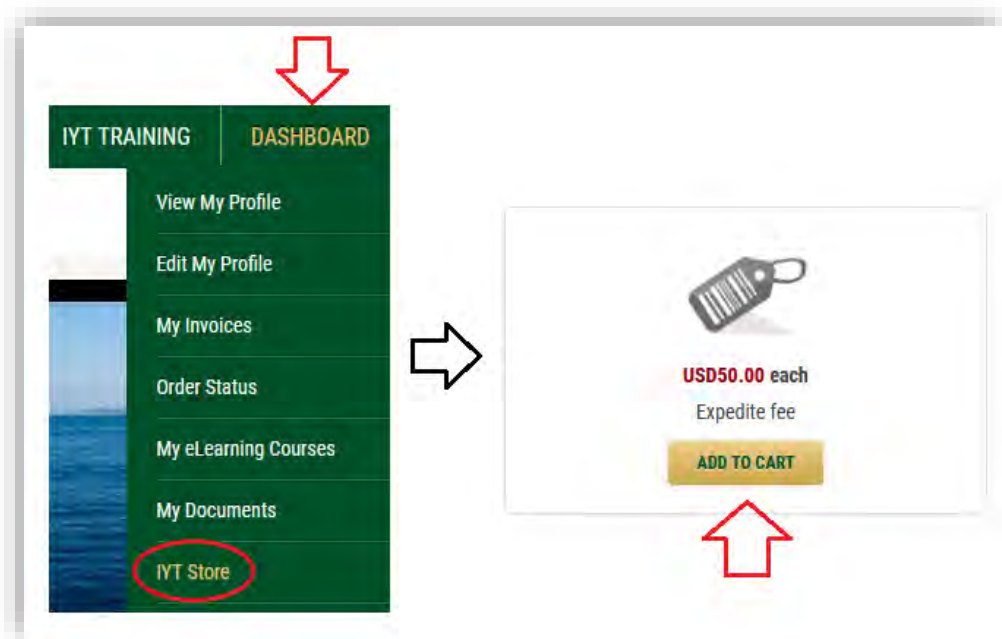


## How to Expedite an Existing Order

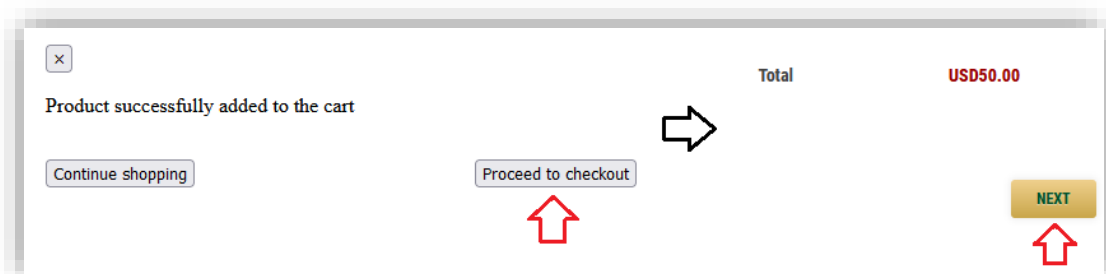
1. Sign into your IYT account at [www.IYTNet.com](http://www.IYTNet.com).



2. Hover over “DASHBOARD”, select “IYT Store”, and add “expedite fee” to cart.



3. Choose “proceed to checkout” and click “NEXT” in the cart step.



4. Choose the shipping method.

- Select “**ship by courier**” if your original order’s shipping method was “**ship by airmail**” and you would like to change your shipping method from airmail (**free**) to courier.
- Select “**courier together with existing order**” and enter your invoice number (**202X-XXXXX**) if your original order’s shipping method was already “**ship by courier**”.
- Select “**courier together with existing order**” and enter your invoice number (**202X-XXXXX**) if your original order’s shipping method was “**ship by airmail**” and you only require fast processing of the online copy/copies of your certificate(s). **Please note that airmail can take up to 4-12 weeks to arrive but is unreliable as you are not provided with a tracking number.**

The screenshot shows a form titled "Shipping method" with three options:

- Ship by courier USD \*You would like to change your shipping method
- Courier together with existing order Free shipping \*You would like to leave your shipping method as is
- 

5. Choose your payment method and click “NEXT”.

6. Tick the box beside “**please accept the Terms and Conditions before proceeding**” and click “**FINISH**”.

The screenshot shows a checkbox labeled "Please accept the Terms and Conditions before proceeding" which is checked. To the right is a yellow button labeled "FINISH".

**Expedite fee: \$50 expedite fee includes processing and shipping within 24 hrs of the time payment has been received. If your order is placed outside of business hours (including weekends and holidays), your order will be shipped the following business day.**