

Milk Stork Portal Instructions

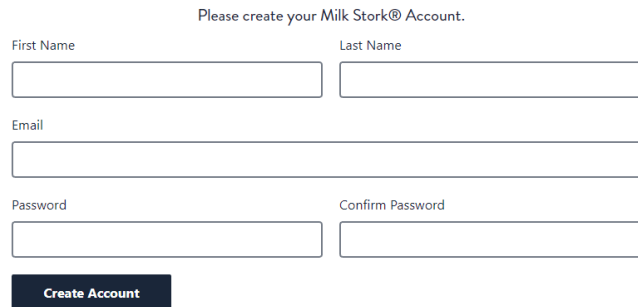
[Click here](#) or visit <https://portal.milkstork.com/GTLAW> to begin.

Registering for an account:

1. To log in, you will need to create an account by pressing “Click Here” next to “Need an account?”



2. Fill out the account information as shown below and click “Create Account.” You must use your @gtlaw email address to register. Email addresses that are not associated with the gtlaw domain will not be an accepted email address for registration.

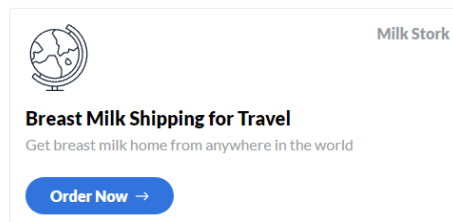


Placing an order:

IMPORTANT: You must place your order 2 business days before you need the materials delivered to you. If less than a 2-business day notice is given, it is not guaranteed that your materials will be delivered to you in time for the requested date.

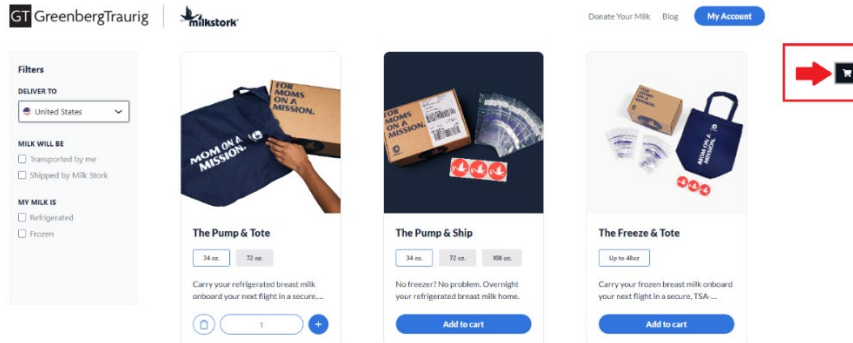
1. Once you are logged into your account, click on “Order Now” in the **Breast Milk Shipping for Travel** tile.

My benefits

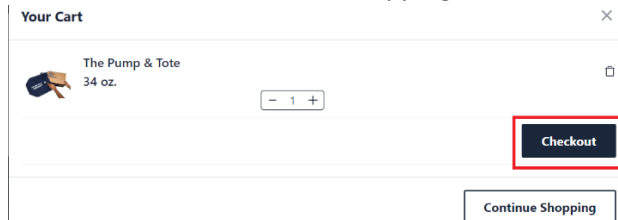


2. Choose the product that fits your needs and click “Add to Cart.” For a break down of each product, you can click on the tile to see what materials are included in each bundle or review the document “Milk Stork Product Options” saved on the [online benefits brochure](#).

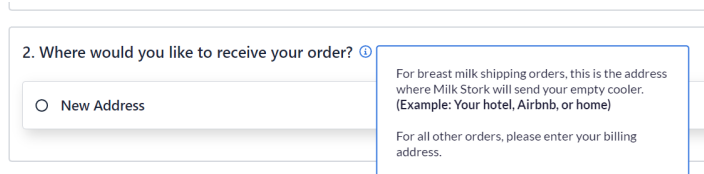
3. When you are ready to checkout, click on the cart icon on the right side of your screen.



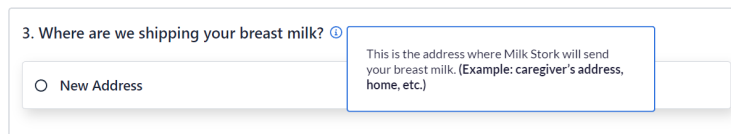
4. You will be prompted to “Checkout” or “Continue Shopping”.



5. When you checkout, complete all information requested of you based upon the product you have chosen. **NOTE:** Step 2 is where you want the EMPTY materials to go, and the Requested delivery date is the date you want to RECEIVE those materials to pack the breast milk in.



If you are doing a shipped option, Step 3 is where you put the address you want the breast milk to be shipped to.



6. Acknowledge and accept the terms and click “Place Order”.

