



HOW TO ORDER

How to Order Student Photos

Your unique 8-digit login code can be found on the ID card or Webcard that your child will receive from their school approximately 7-10 days after Photo Day.

1. Go to myorder.mountainwest.ca
2. Login using your email address and 8-digit webcode.
3. Choose your favourite poses and backgrounds.
4. Choose your packages, prints and gift add-ons.
5. Go to Cart to review your order. Add additional children to your order, if applicable.
6. Follow payment instructions to complete your order.
7. You will receive a confirmation email, which will include order details and delivery instructions.

How to Order Staff Photos

1. Webcodes will be emailed to your school 5-7 days after photo day.
2. Go to myorder.mountainwest.ca
3. Login using your email address and 8-digit webcode.
4. Choose your favorite poses and backgrounds.
5. Go to "Digital Download".
6. Add the High Resolution Digital Download to the cart.
7. You will not be required to pay as this is a complimentary service for staff.

Digital Downloads

1. The digital download(s), if applicable, will be sent to your registered email address within 4 weeks from the time your order was placed.
2. If you have not received your digital download email after this time, please check your junk folder.
3. You may also retrieve it by visiting download.mountainwest.ca and entering your 8-digit webcode and sales order number, found in your confirmation email.

For assistance, chat with one of our representatives in real time using our chat option!