

How to Order a Letter of Compliance (LOC) from National Automatic Merchandising Association (NAMA)

1. Go to NAMA NOW homepage: namanow.org
2. Click the dropdown Menu and under Convenience Services, select **Machine Evaluation**
 - Or use this direct link: [Machine Evaluation – NAMA \(namanow.org\)](http://Machine%20Evaluation%20-%20NAMA%20(namanow.org))
3. Scroll down to Compliance Letters (found above section break for Certified Companies), and Click on the 'Click here' hyperlink
 - Or use this direct link: [Compliance Letter](http://Compliance%20Letter)
4. Scroll to the section "Compliance Letter: Aqua Products WS-4" and enter number of models you are ordering an LOC for in the 'Quantity' Field
5. Select 'Add to Cart'
6. Click 'View Cart' under "Compliance Letter: Aqua Products WS-4"
7. Confirm all the information is correct
8. Click 'Submit Order'
9. Final Step: Email NAMA (mep@namanow.org) include the manufacturer name and model(s) number (typed or photo of the machine's name panel). NAMA will contact you to send the purchased LOC(s).