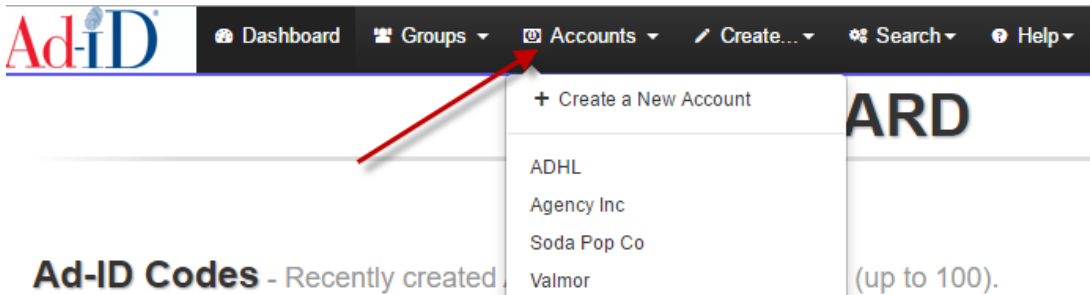


# Purchasing Credits on an Account (Depositing) **Ad-ID**

## Purchasing Credits

1. Click on the Accounts drop down menu from the top navigation bar.



2. Click on Purchase Credits from the account home page. **If you cannot purchase credits, you may not have the authority to make purchases for the specific account. Please contact [cs@ad-id.org](mailto:cs@ad-id.org) for more information.**



3. Enter the amount to deposit. Do not include a \$ in the amount.

### > Deposit Credits to **Valmor Inc** Account

Amount \*

Enter an amount in US Dollars.

4. Choose the payment method of purchase order or credit card. If you choose purchase order you will be emailed an invoice.

**Purchase Order**

**Credit Card**

Click to select payment method

5. Enter the payment information.
  - a. For Purchase Order, the PO # is required. The job/project # is optional.

**Purchase Order**

Enter your Purchase Order # \*

Enter your Job/Project #

- b. For Credit Card, all fields are required.

**Credit Card**

Credit Card Number \*

Month \*

Year \*

Credit Card Verification Code \*

Credit Card ZIP Code \*

6. Verify billing information and edit if necessary. The Invoice Note is not required, but allows you to provide additional descriptive information to be displayed on the invoice for this purchase (e.g. Purchase covers cost for 25 Ad-ID codes). Then click Next.

Amount \*

Enter an amount in US Dollars.  
Only one code is charged when creating complimentary definition codes (e.g. ABCD1234000, ABCD1234000H).

**Purchase Order**

**Credit Card**

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**Billing Information**

Contact Name \*  Zip Code \*

Company Name \*  Country \*

Address \*  Direct Phone \*

Address 2

City \*

State \*

Invoice Note ⓘ

461 characters remaining

7. A confirmation screen is provided so you can verify the information is correct. Click “Confirm” to complete the purchase or “Back” to make changes.

› Please Confirm your Purchase of Credits for the "Valmor Inc" Account.

AMOUNT	\$750.00	● If something needs to be changed, click the back button below to update the information.
METHOD	Purchase Order	
PURCHASE ORDER	12314	
JOB NUMBER	GET38120	
<b>Address</b> Ad-ID LLC Attn: Customer Service 11020 David Taylor Drive Suite 305 Charlotte, NC 28262 United States		
<b>Contact</b> Phone: 704-501-4410		
<b>Invoice Note</b> \$750 covers the cost for 25 Ad-ID codes		

[Confirm Purchase](#) [Back](#)

▲ DO NOT refresh the page or hit the back button in your browser. This may cause multiple submissions of this form.

8. The system will confirm the credits have been deposited. The account home page will show the credits available with the new purchase added to the total.

✔ 750 credits were successfully deposited to the "Valmor Inc" account. Your Purchase Order was successfully submitted.

## Valmor Inc

[Purchase Credits](#)

### Purchase added to available credits

Account Details (1 credit = \$1)	
Credits Available	15,360
Codes Available	512 <sup>1</sup>
Codes Created	8
Prefixes Created	2
Total Credits Used	1,040

## Using the Calculator

A calculator feature is available to determine the cost for codes. **If you have already made your purchase, you do not need to follow these instructions.**

1. Click on Calculator from the account home page.



2. Choose the Media Type. If a specific Media Type is shown, there will be different costs associated to that Media Type. The All option will include all other Media Types not shown in the drop down menu.

Media Type: \*  
Select an option: \*

Enter number of codes

- Select -
- Select -
Internet Display
All

3. Enter a dollar amount to see how many codes you can create for that amount or enter the number of codes to see how much that will cost.

Select an option: \*

Enter a dollar amount

Enter number of codes

Amount \*

Enter an amount in US Dollars.

4. Once you have completed a calculation, if you'd like to add that amount to your account, you can choose to fund the account.

20 codes	\$30 each
<b>Total Cost:</b>	<b>\$4600</b>

Calculate Fund the Account with this Amount Cancel

5. You will be brought to the payment screen to process the payment. The amount will already be completed based on the calculation.

> Deposit Credits to **Valmor Inc** Account

Amount \* \$ 4600

Enter an amount in US Dollars.  
Only one code is charged when creating complimentary definition codes (e.g. ABCD1234000, ABCD1234000H).

Purchase Order

Credit Card

Please visit [www.ad-id.org](http://www.ad-id.org) to access additional help instructions or contact Ad-ID Customer Relations at 704-501-4410 or [cs@ad-id.org](mailto:cs@ad-id.org).