Purchasing Credits on an Account (Depositing)

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 for more information.

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

4. Choose the payment method of purchase order or credit card. If you choose purchase order you will be emailed an invoice.
5. Enter the payment information.
   a. For Purchase Order, the PO # is required. The job/project # is optional.

   ![Purchase Order](image)

   b. For Credit Card, all fields are required.

   ![Credit Card](image)

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.
   a. Please note: If the Invoice Recipient’s email address(es) need to be updated, it cannot be edited on the purchase screen. Only an Administrator of the Account can edit invoice recipient(s) on the Edit Account screen.
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.

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.
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.

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.

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.

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

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).