



# **Consultant Admin Account**

---

**Step 2 – Purchasing Credits**

## Purchasing Assessments

If your account has been set up to purchase assessments on a “**pay as you go**” basis, you will have access to buying them **directly from your home page**. If you are a “**billable monthly**” client, you will simply see the list of available assessments without a purchase option.

**This is also the screen where you can get a quick view of your balance for each assessment.** If you are a billable monthly client you will see “Unlimited” as the balance, if not, you will see a number. If that number reaches 0, you will not be able to invite new assessment users until you bring this balance to a positive number.

To **purchase credits**, hover over the name of the assessment and click the “**Add Credits**” button. You can also click directly on the assessment name.

Assessment Name	Balance
DISC - Leadership	31
DISC and Motivators	97
Add Credits	49
Hip and Learning Styles	78
DISC Self	100
EIQ	43
Judgment Employability	100
Learning Styles	100

You will be asked to enter a total and click “**Add to Order**”. You can repeat this process if you want to bundle multiple assessments into one order.

How many credits would you like to add to your order?

 X

Cancel Add to Order

To complete your order, fill in the credit card details below the total and click “**Submit Order**”. Your credits will be immediately added to your account. Your credit card will also be immediately billed.

## Consultant Admin Account – Full Instruction Guide

DISC Self      \$50 x 25 = \$1250  
DISC and Motivators      \$90 x 10 = \$900

Total: \$2150

Card Number      Name on Card

Expiration Date      Security Code

Address

City

Country

United States

State      Zip

-- Select --

Use credit card on file.

Submit Order

If you have put your credit card on file via the **Account** page, there will be an option to use your card on file. You can then click that option followed by "**Submit Order**".

