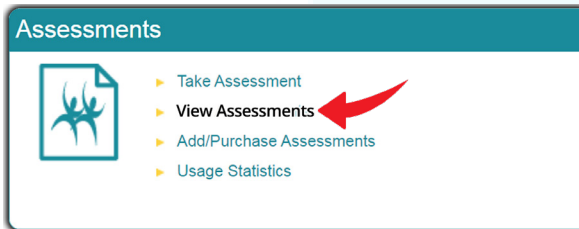



ADDING REPORTS TO A KEYCODE

1. From your account homepage, in the Assessments Box, click on **View Assessments**.



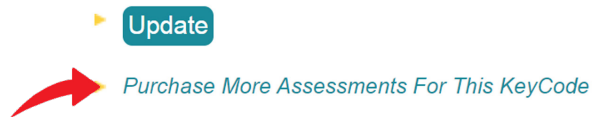
2. The View Assessment page, will display all the Assessment titles already in your account. Find the Assessment you want to add more reports to and click **View Participants**.

View Assessment

 [Add/Purchase Assessments](#) Completed : 147
[Take Assessment](#)

Assessment	Purchased	KeyCode	Product ID	Available	Complete	Incomplete	
DISC Report	12/14/2022	<input type="checkbox"/> 72668-06AF9D	248	0	1	1	View Participants
DISC Personality Report	03/02/2017	<input checked="" type="checkbox"/> 34603-EDA41C	487	56	31	1	View Participants
PeopleKeys 4D Report	08/02/2016	<input type="checkbox"/> 31519-BB8A11	938	2	13	0	View Participants
The Sales Report	08/02/2016	<input type="checkbox"/> 31515-D6836B	873	9	1	0	View Participants
the DISC Report	06/16/2016	<input type="checkbox"/> 30925-0D9566	854	14	6	0	View Participants


3. The following screen will display Assessment Information. Scroll down until you see **Purchase More Assessments For This KeyCode**. Clicking this will bring up the Assessment Purchase Details screen



4. On the Assessment Purchase Details screen, you will need to enter the following: Number of Participants = Number of reports you want to purchase

Purchase Details

Please complete the following form and the number of reports you purchase will be added to the keycode "00000-BBIB25".

 [Number of Participants](#) [update cost](#)

5. Under Payment Method, select the credit card you want to use from the list. (If you have not entered your card information, you will be asked to at this time).

Payment Method

Account to charge: Eagle Advisor Group

[Payment Method:](#)

6. Review your order summary before clicking the **Purchase** button. A receipt will automatically be mailed to the Account Administrator(s).

Order Summary

Subtotal	\$42.00
Sales Tax	\$0.00
Order Total	\$42.00

[Purchase](#)