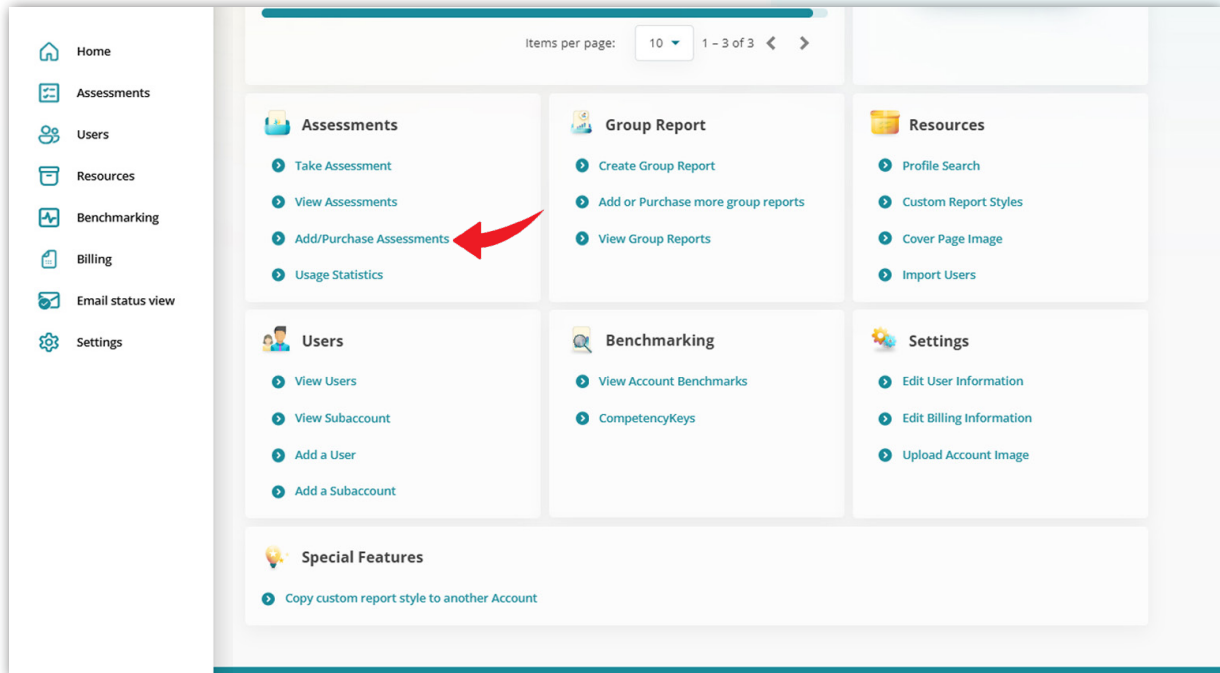
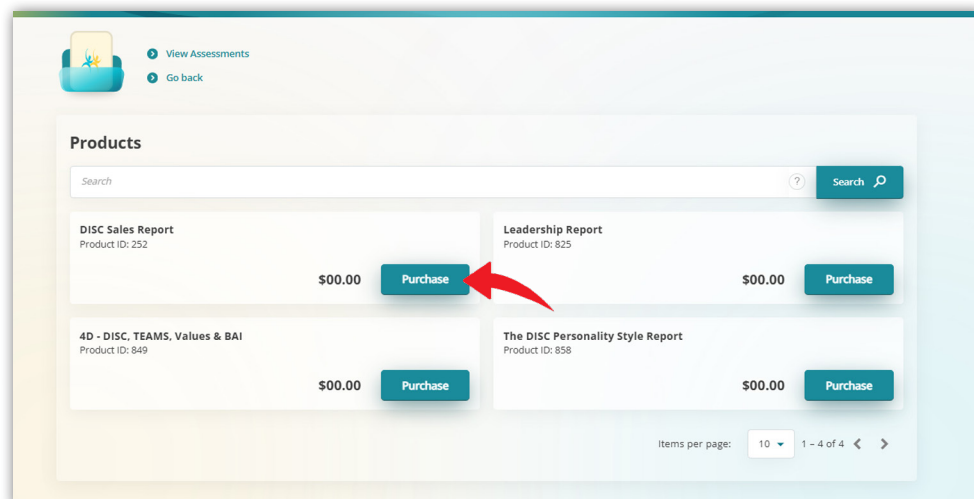


ADD/PURCHASE ASSESSMENTS

1. From your account homepage, in the **Assessments Box**, click on **Add/Purchase Assessments**.



2. From the list of available select the assessment you want and click **Purchase**.



3. On the Purchase Details page, you will see the following options:

Number of Participants = the number of reports you want to buy.

Apply to Account allows you to select an account to put the KeyCode into. The default is the account you're logged into, and this option can only be selected if there are existing sub-accounts.

To select a different account, click on the **circle arrow** beside the default and highlight the account you want.

Assessment Name provides the ability to rename your PeopleKeys® report.

Benchmarking (if enabled in your account) allows you to choose the initial benchmark. The Open Benchmark is the default selection and can be changed at any time.

One Use Per User when checked limits the user to one assessment per e-mail address. Unchecked, they will be permitted to complete multiple assessments.

User Permissions allows you to decide whether your participants can see their results or not. Use the drop-down menu to select.

Assessment Expires allows you to assign a closing date if desired. Place a check in the box, then enter a date in the space provided.

Custom exit URL allows you to redirect participants to a webpage when they complete their report.

Report Style Allows you to apply a custom report style if enabled in your account.

Send Reports to Email Address enter the address(es) of anyone you would want that report sent to. Multiple addresses can be separated by a comma. (Can be left blank; you can always log in to view reports).

Send Usage Alerts allows the entered email address(es) to receive a notification when the number of available assessments falls below the entered threshold.

The screenshot displays the 'Purchase Details' page for 'The DISC Personality Style Report'. The page is organized into several sections:

- Number of Participants:** A dropdown menu set to '1'.
- Apply to Account:** A search bar and a list of accounts: 'Working DEMO Account' (selected), 'Sample Sub-Account', 'Test', 'The Doctors Account', and 'The Lawyers Account'.
- Assessment Name:** A text field containing 'The DISC Personality Style Report'.
- Benchmarking:** A dropdown menu set to 'Open Benchmark'.
- One Use Per User:** A checked checkbox.
- User Permissions:** A dropdown menu set to 'Do not allow to view results'.
- Expiration Date:** A checked checkbox and a date input field.
- Assessment Expires:** A date input field.
- Custom Exit URL:** A text field containing 'https://'.
- Report Style:** A dropdown menu set to 'Standard Report'.
- Send Reports to Email Address:** A text field containing 'your-email@address.com'.
- Send Usage Alerts To:** A text field containing 'your-email@address.com' and a 'when' field set to '0' with 'uses remain'.
- Payment Information:** A section with a 'Payment Method' field and an 'Order Summary' table showing 'Order Total' as '\$200.00'.

A red arrow points to the 'Purchase' button at the bottom right of the page.

4. When you are ready, click the **Purchase** button.