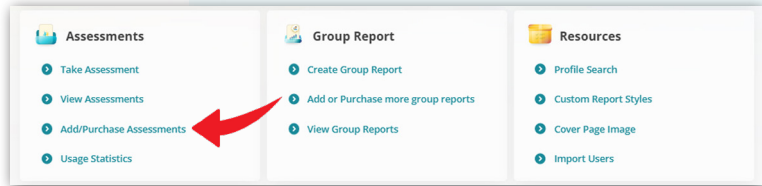


ADDING REPORTS TO A KEYCODE

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**.

The screenshot shows a table with columns: Keycode, Assessment, Purchased, Product Name, Available, Complete, Incomplete, Invitation, and View Participants. The table contains four rows of assessment data. A red arrow points to the 'View Participants' link for the second row.

Keycode	Assessment	Purchased	Product Name	Available	Complete	Incomplete	Invitation	View Participants
64204-A5B7B7	Perceptual & Cognitive	02/09/2021	Perceptual and Cognitive	0	1	0	Invitation	View Participants
59390-1EDF00	4D-DISC, TEAMS, VALUES with BAI	06/29/2020	4D - DISC TEAMS, Values & BAI	17	2	1	Invitation	View Participants
58857-B7EF40	Comprehensive DISC Report	06/03/2020	Comprehensive DISC Report	2	3	1	Invitation	View Participants
58525-C40289	858 - The DISC Personality Style Report	05/22/2020	The DISC Personality Style Report	2	1	0	Invitation	View Participants

3. From the Assessments Details page, scroll down until you see the link titled, **Purchase More Assessments For This Keycode**.

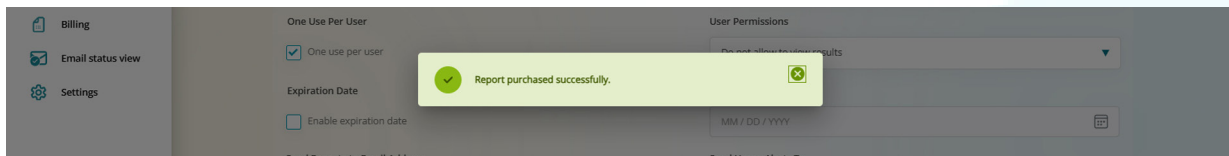
The screenshot shows the 'Assessment Details' page with various fields for configuration. At the bottom, there is an 'Update' button and a link 'Purchase More Assessments For This Keycode' with a shopping cart icon. A red arrow points to this link.

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

The screenshot shows the 'Assessment Purchase Details' modal. It includes a 'Number of Participants' dropdown menu, a 'Payment Method' section, an 'Account to charge' section, and an 'Order Summary' table. A red arrow points to the 'Number of Participants' field.

Order Summary	
Order Total	\$111.00

5. Review your order summary before clicking the **Purchase** button.



6. You should see the following notification.