

## HOW TO PURCHASE MEMBER RESOURCES FOR LOCATION & INDIVIDUAL MEMBERS

1. Ensure you are logged in to your Admin account. Please refer to “How to Login as a New User to the Infusion Center Locator” walkthrough if there are questions on logging in.
2. Select the Organization you were invited to from the Organization dropdown. You should see the ‘Member Resources’ in the Admin Panel.
3. Click on which item you would like to purchase. A dialogue box will appear with the locations you have added.
4. A Shopping Cart panel slide open from the right and will have the items you selected inside. You can choose to auto renew any of these. If you exit out of the shopping cart, the icon will remain at the top right of the screen.
5. Scroll down to “Free Purchasable” at the bottom and it should say the price should be “\$X.XX”
6. Click on whatever resource is applicable. The Shopping Cart panel will slide open from the right and the Shopping Cart will have the items you have selected or purchased inside.
  - If you have purchased an individual or location membership, it will not have a “Remove from Cart Button”
7. Click the ‘Checkout’ button. You will be taken to the “checkout” page with Contact Info and Payment Info forms. Please enter the required information. Click ‘Submit’. You should see the “Thank You” screen and then click the ‘Done’ button.
8. For items that are downloadable, you should see a “Download” button under the “Free Purchasable” in Member Resources.
9. If you purchased an Individual or Location Membership, you should see “Current Individual Membership(s)” with an expiration date under “Individual Membership” or “Location Membership” in Member Resources.
10. Click on ‘Memberships’ in the Admin panel and select the organization you purchased the Membership for. You should see the “Purchased By” (Contact Info) and Expiration Date of the membership you just purchased.
11. To view purchase history, click on ‘Purchase History’ in the admin panel. Select the organization you purchased the membership for . You should see the Purchase made, with both items (Individual Membership and Free Purchasable) listed.



## If You Purchased a Sponsored Listing

1. Refresh the page after purchasing.
2. Go to 'Location Finder' at the top right, enter the desired city and state or zip code. When the results load, you should see "<YourName>'s Sponsored Location" listed with a "sponsored" icon (a blue star), listed before other non-sponsored locations.

**Please contact Ashley Kana ([ashley.kana@infusioncenter.org](mailto:ashley.kana@infusioncenter.org)) with any questions or concerns.**

