

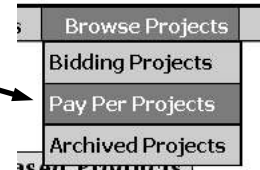
Online Planroom Tips & Tidbits

Purchase Online Projects with “Pay Per Project”

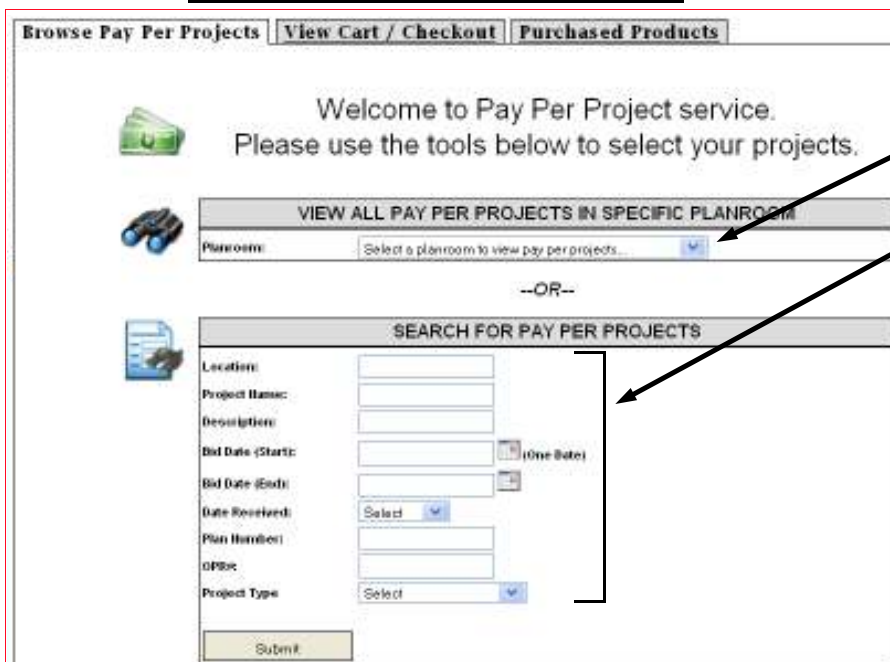
A great way to view docs from another Exchange without having an annual crossover account—only \$25* per project.

**a few Exchanges charge more than \$25 per project*

There are two ways to search for projects in Exchanges that you do not have a crossover account for. One is by clicking the “Pay Per Projects” option under “Browse Projects”. (The 2nd way is shown in the next instruction box.)



← PAY PER PROJECTS WINDOW →



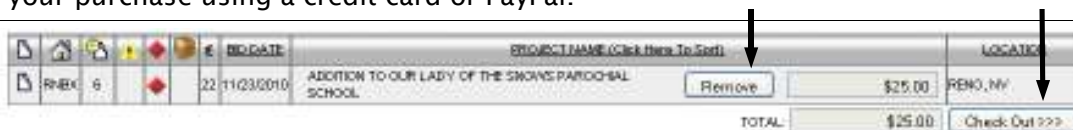
This opens the main “Pay Per Projects” window. You can browse everything for a specific planroom...
...or search for specific info & any matches in any other Exchange will be shown. Entering info. here is the same as clicking “Pay Per Projects” in the “Project Info Search” window. (This is the 2nd search method mentioned before.)



When you find a project you want, click “Add to Cart” if you want to continue searching for others and pay all at once or “Buy” if you want to purchase the one project you’re on right then.



Clicking “Buy” or adding to your cart and clicking the “View Cart / Checkout” tab (shown above in the “Pay Per Projects” window) go to the same purchase window. From here, you can see the price, click “Remove” if you don’t want a project or click “Check Out” to purchase. Follow the instructions during check out to complete your purchase using a credit card or PayPal.



Purchased projects will appear under the “Purchased Products” tab in the “Pay Per Projects” window and on your “My Desk”.

— NOTE: There is no way to preview the project info or docs prior to purchase.