

# Credit Card Purchases – Step by Step Instructions

In the “Application Window” as shown below, select the “Settings” tab



While in “Settings” select “User Profile”

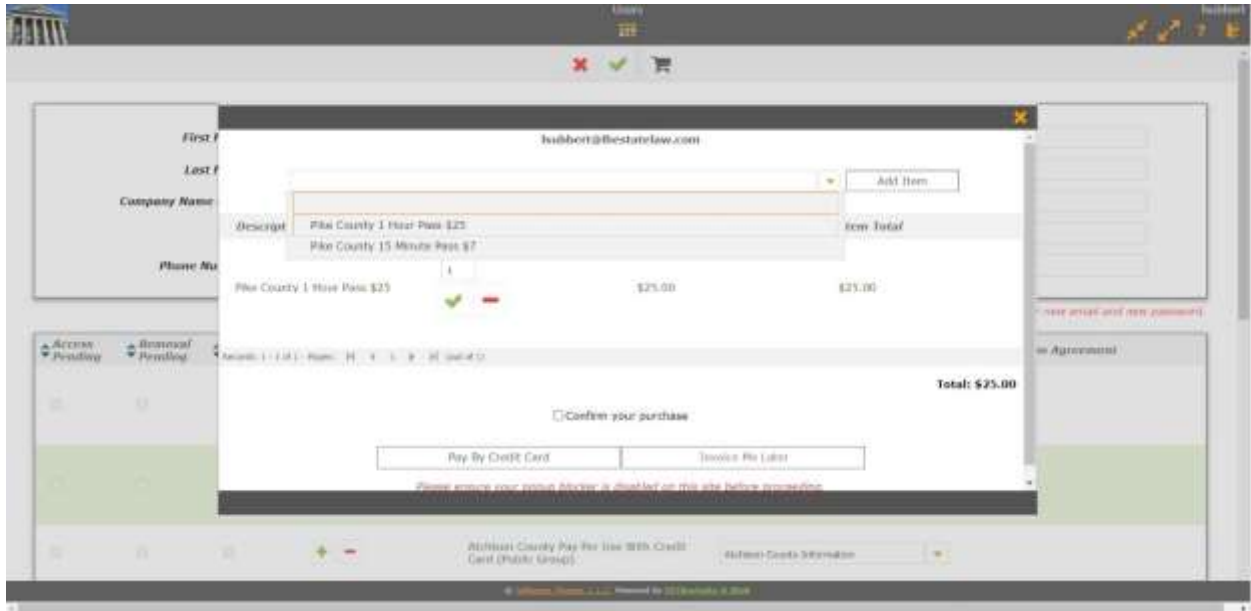


In the "User Profile" Window, select the "Shopping Card" button/icon

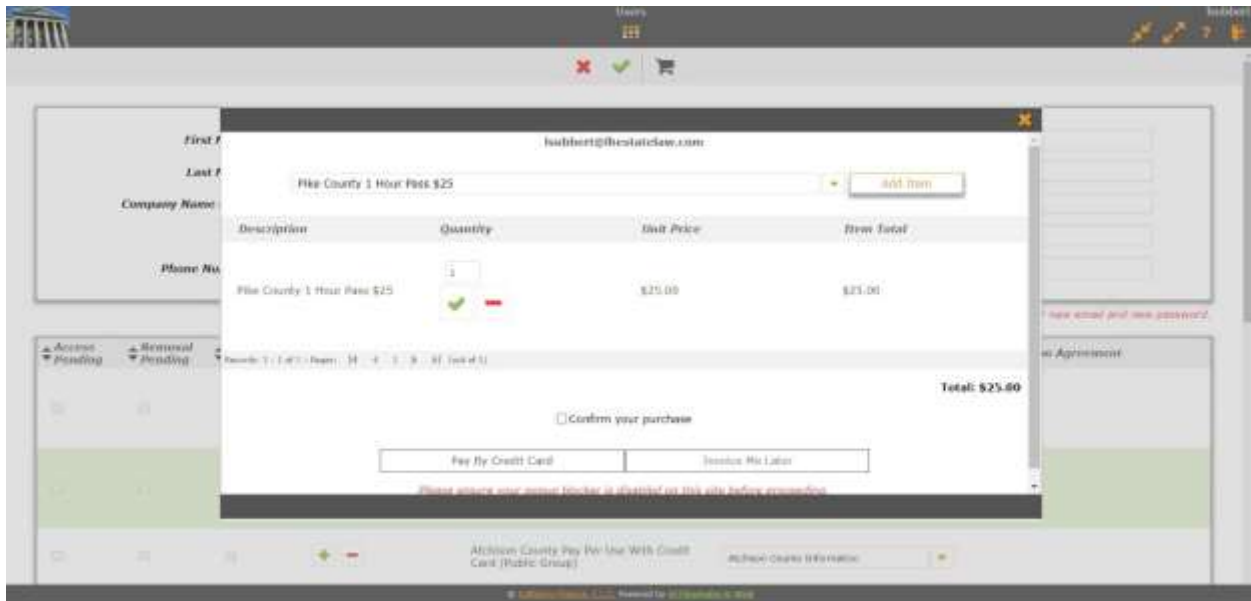
The screenshot shows a web application interface for a 'User Profile'. At the top, there is a navigation bar with a logo on the left and a shopping cart icon on the right. Below the navigation bar, there are three icons: a red 'X', a green checkmark, and a shopping cart. The main content area is divided into two sections. The upper section is a form with two columns of input fields. The left column contains fields for 'First Name', 'Last Name', 'Company Name or ID', 'Title', and 'Phone Number'. The right column contains fields for 'Email Address', 'Current Password', 'New Email Address', 'New Password', and 'Retype Password'. A note below the form states: 'All fields must be filled in to make changes except for new email and new password'. The lower section is a table with columns for 'Access' (Pending, Renewed, Granted), 'Request Add/Remove', 'Group Name', 'Apps in Group', and 'Subscription Agreement'. The table contains three rows of data, each representing a different subscription option with its details and a dropdown menu for the subscription agreement.

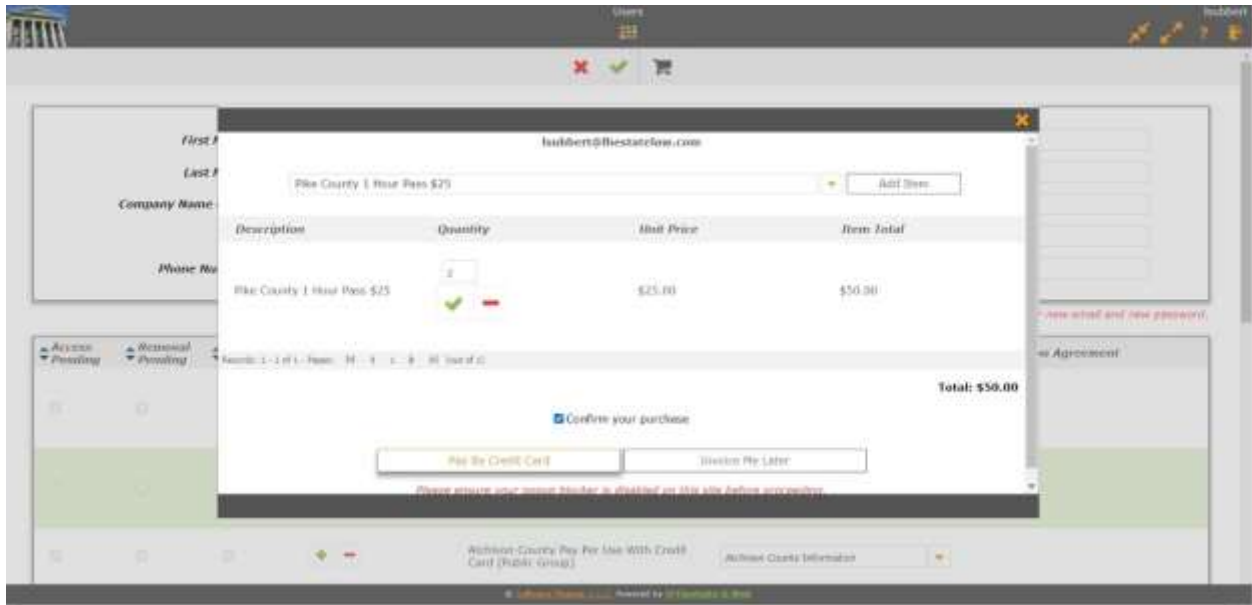
Access	Renewed	Granted	Request Add/Remove	Group Name	Apps in Group	Subscription Agreement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Alameda County Monthly/Annual Subscribers (Batch Download Images - Signed Agreement Required - Call Recorder for this option)	Alameda County Oemk Index and Images	<input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Alameda County Monthly/Annual Subscribers (Print Images - Signed Agreement Required - Call Recorder for this option)	Alameda County Oemk Index and Images	<input type="button" value="v"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/> <input type="button" value="-"/>	Alameda County Pay Per Use With Credit Card (Public Group)	Alameda County Microsites	<input type="button" value="v"/>

In the "Shopping Cart" Window click on the Drop-Down arrow to select the Time pass you would like to use. It also shows you the fee that the county charges for the pass. After that, press the "Add Item" button in order for the item (Time pass) to be added to the Cart



Once the Time Pass is added to the Cart, select the “Confirm your purchase” check box and press the “Pay by Credit Card” button as shown in the following 2 images





Enter the Credit card info in the following screen, and if the transaction is successful, you can return to the Main “Application Window” to select the App you would like to use for your searches and prints

