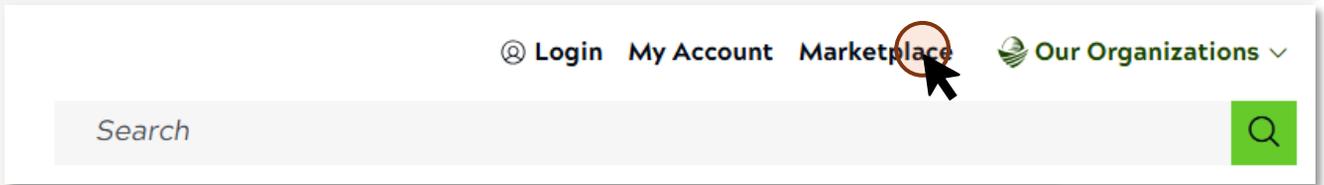
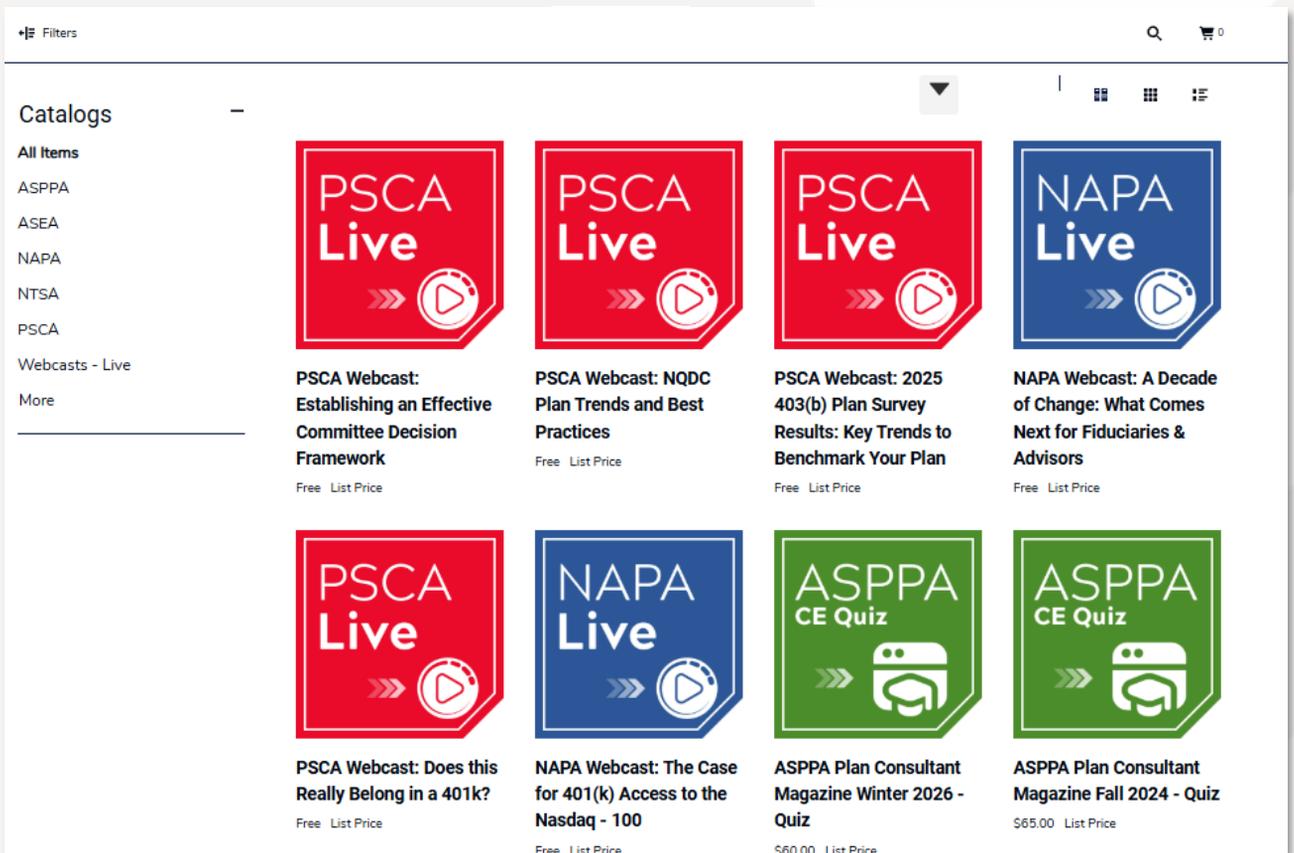


Making A Purchase

- 1 Making a purchase in our new system is easy. We recommend selecting **Marketplace** from the [ASPPA](#), [NAPA](#), [NTSA](#), or [PSCA](#) websites.

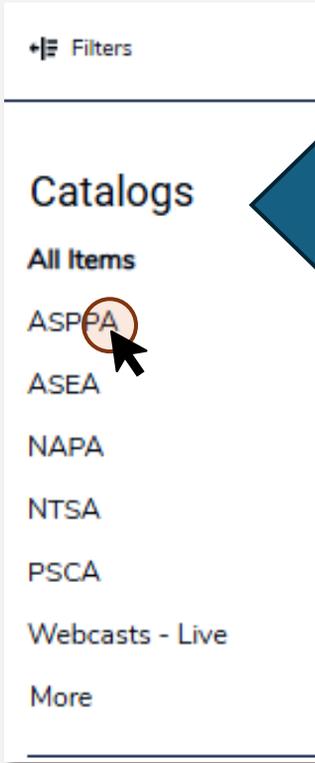


Welcome to your new Marketplace!



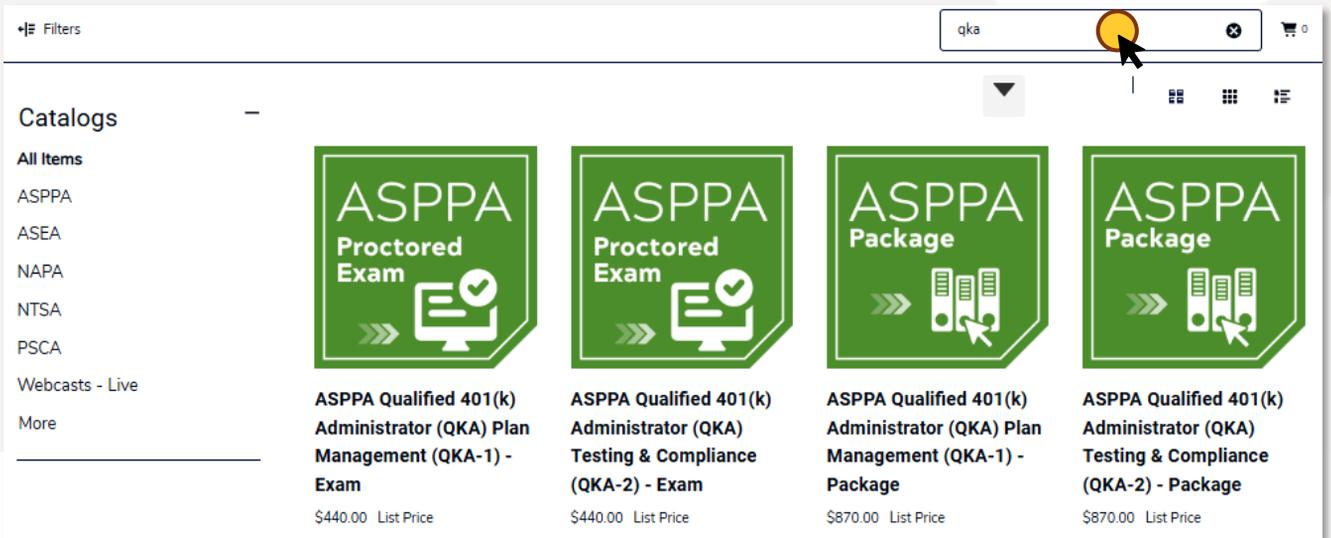
Making A Purchase

2 Navigation



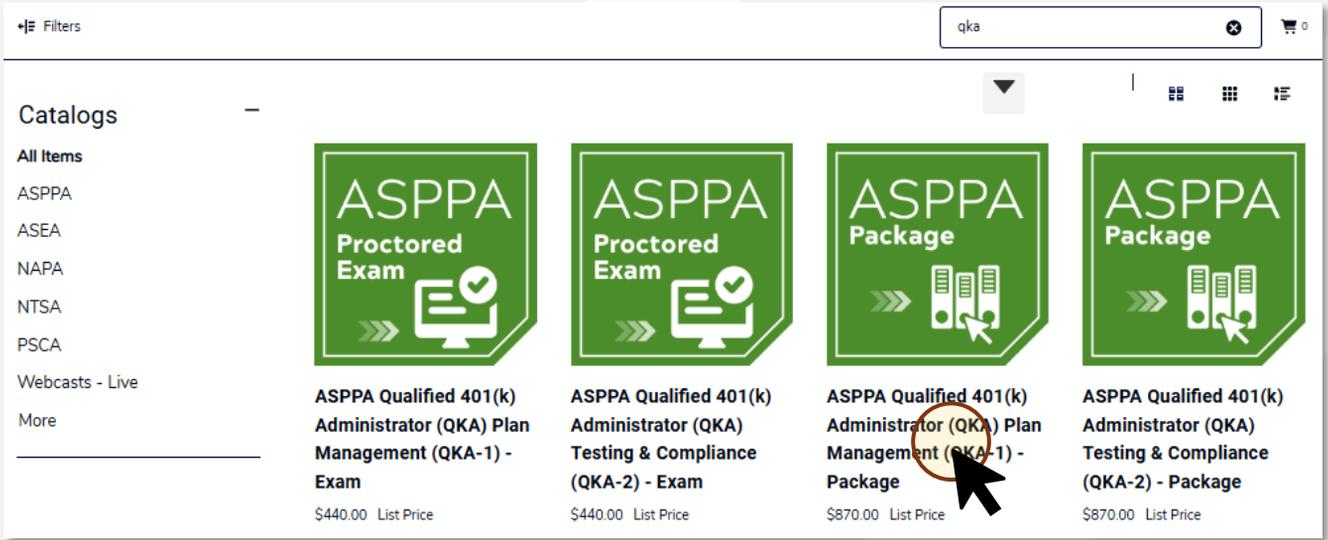
Navigate the Marketplace by selecting a Catalog

Use the search bar at the top of the screen to find something specific

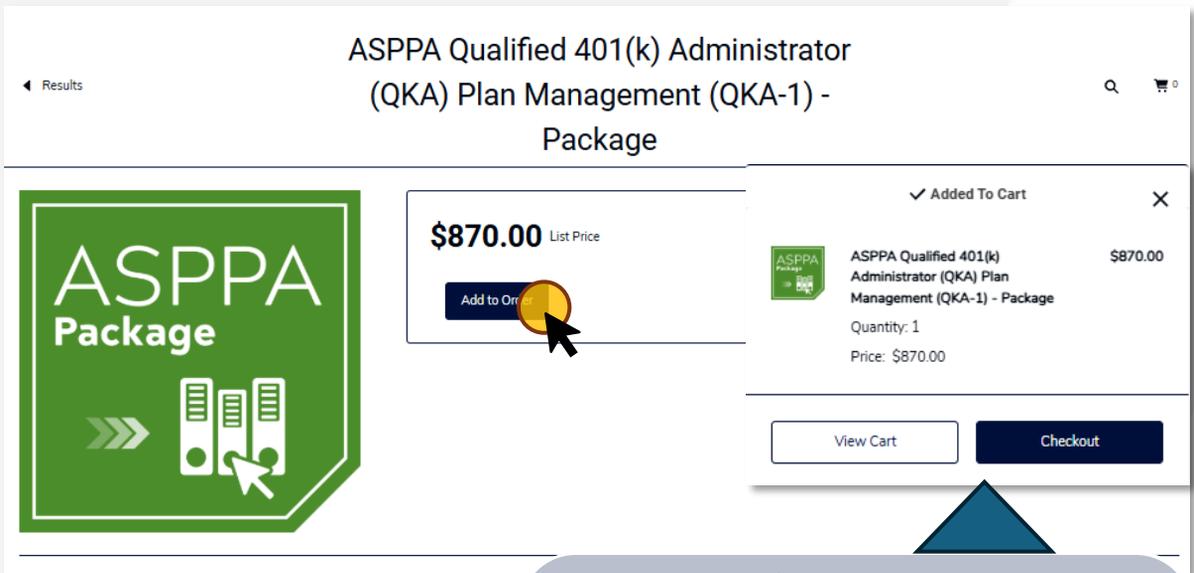


Making A Purchase

3 Select the product you wish to purchase



4 Confirm the description and price; when ready select the **Add to Order** button



Pro tips

This pop-up will show just after selecting **Add to Order**, if you miss it just hover over the cart icon to view your cart or go straight to checkout.

Making A Purchase

5 Selecting **View Cart**

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

Results

ASPPA Package

\$870.00 List Price

Add to Order

Added To Cart

ASPPA Package

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

Quantity: 1

Price: \$870.00

View Cart

Checkout

When selecting **View Cart**, you will see your listed items and cart total due at checkout.

Shopping Cart

ASPPA Package

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

Price: \$870.00

Remove

\$870.00

Order Summary

Items (1): \$870.00

Due at Checkout: \$870.00

Checkout

Pro tips

Selecting **Remove** for an item in your cart will remove it from your order. This will also update your total due at checkout.

Making A Purchase

6 Selecting **Checkout**

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

ASPPA Package

\$870.00 List Price

Add to Order

Added To Cart

ASPPA Package

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

Quantity: 1

Price: \$870.00

View Cart

Checkout

When selecting **Checkout**, you will be able to enter a **Discount Code** (if you have one). **Important Note:** be sure to select **Apply** to apply the discount code to your order total. To complete your purchase, you will need to be logged in. Select **Login**. You will be redirected to enter your **Username and Password**, once complete, you will be redirected to complete your purchase.

Order Summary

Discount Code

Apply

Items (1): \$870.00

Due at Checkout: \$870.00

Shopping Cart

ASPPA Package

ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package

Price: \$870.00

Already a member? Login here.

Login

Choose a Payment Method

Making A Purchase

- 7 To complete your purchase, enter your credit card information into the available fields. **Important Note:** the address information is optional. When you are ready select the **Process Payment** button.

Shopping Cart My Profile

Order Summary

Discount Code

Items (1): \$870.00

Due at Checkout: \$870.00

Shopping Cart

	ASPPA Qualified 401(k) Administrator (QKA) Plan Management (QKA-1) - Package Price: \$870.00	\$870.00
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Choose a Payment Method

An asterisk (*) indicates a required field

Saved Payment Methods

Credit Card

* Card Holder Name

* Card Number

* Exp Month * Exp Year

Would you like to save this payment method for future use?

Billing Address

Address is optional.



Pro tips

Select the checkbox “Would you like to save this payment method for future use?” to quickly use this payment method for future order payments.

- 8 **Success.** Select **View Receipt** or navigate **Home** by selecting it from the menu. A purchase confirmation will be sent to your email.

Home Education My Events Marketplace

✓

Payment Successful

Your payment of **\$870.00** was successfully completed.



Working for America's Retirement