# Signup via Referral / eCommerce Purchase Portal

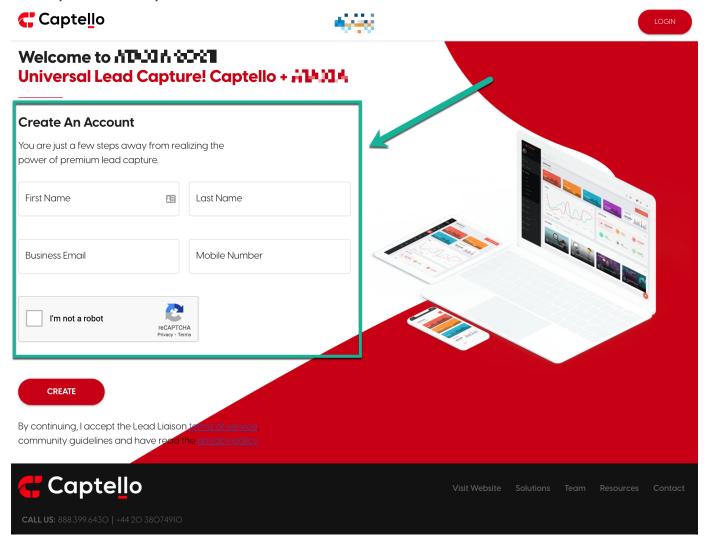
Follow this process to purchase licenses from your show organizer in three easy steps. First, you'll create an account with Captello. Captello provides universal lead capture and audience engagement solutions. Next, you'll activate the account. Once the account is activated the final step is to select your serves and check out.

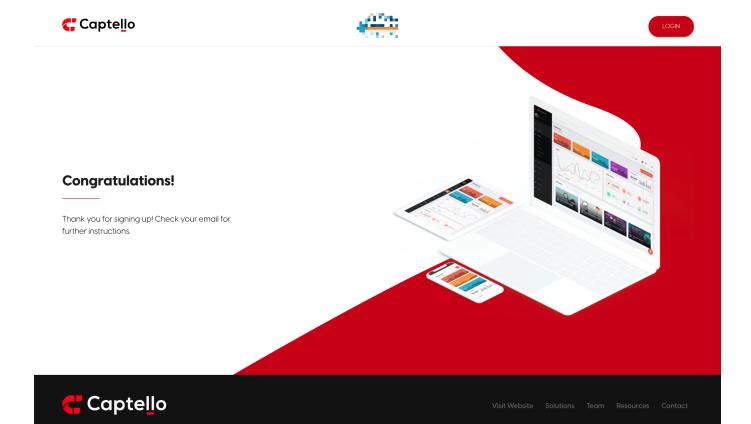
- Step 1: Create an Account
- Step 2: Activate your Account
- Step 3: Purchase Services
- Step 4: Set up Services

#### Step 1: Create an Account

Your show organizer will provide you with a link to access the account creation page. Your page will look similar to the one below.

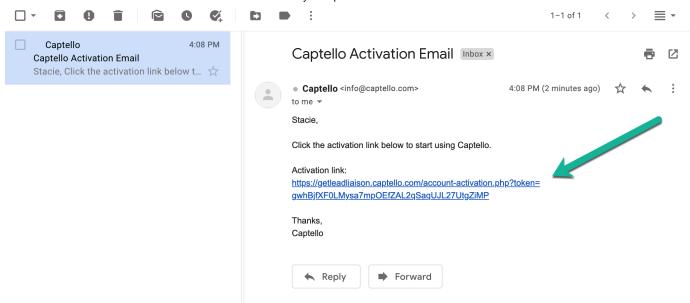
- Fill out the information within the green box. All fields are required. An activation email will be sent to the email address you provide.
- Click the Create button.
- Check your email inbox for your activation link.





## Step 2: Activate your Account

• Click the activation link in the email as shown below. Check your Spam/Junk folder in case the activation email landed there.

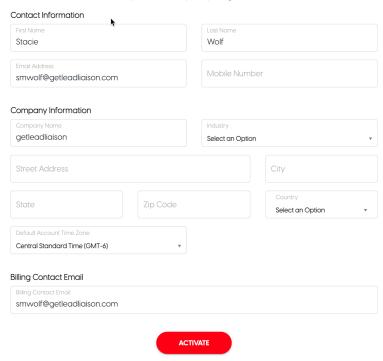


• Next, fill out the form to activate your account.



#### **Account Activation**

Activate your account by completing the form below



- You will see a success message as shown below, indicating your account was activated.
- Check your email inbox for your username and a link to set your password.



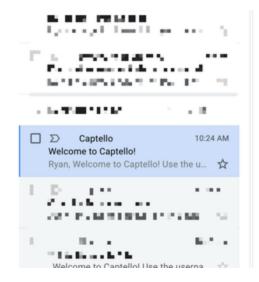


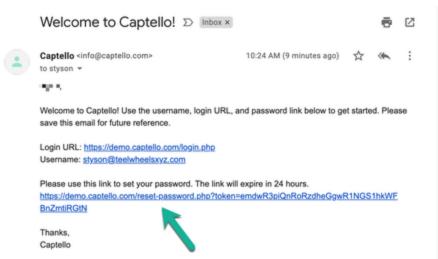
Success! Your account was activated. Within a few seconds you will receive a welcome message containing your username and a link to set your password.

· Click the link similar to the one below in your email to set your password.

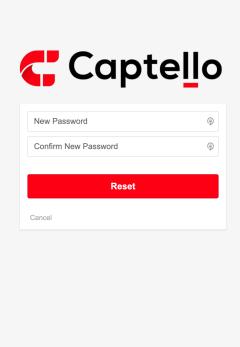


The link to set your password expires in 24 hours.

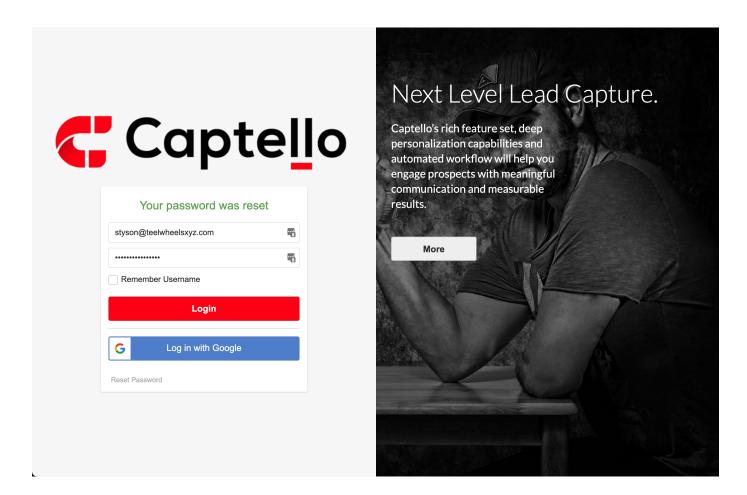




• Enter a password and confirm.



After creating your password you'll be taken to the login screen. Login with the username and password you created. If you forgot your
username it's included in the activation emails you received.



### Step 3: Purchase Services

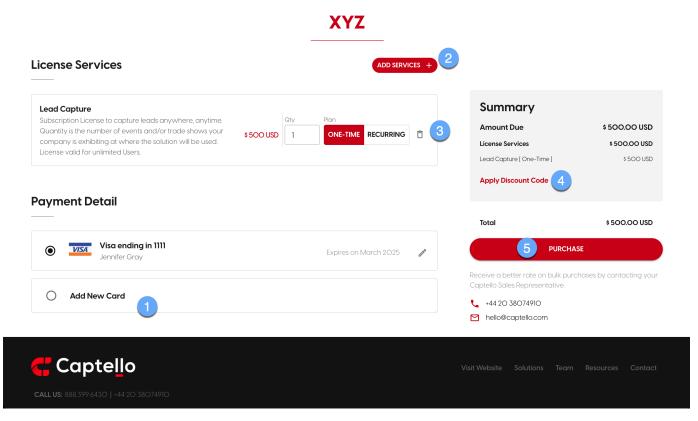
After logging in you'll be taken directly to the shop to purchase Services for your event. An explanation of the shop is explained below to coincide with the numbered areas on the screenshotL

- 1. Add your credit card.
- 2. Select the Services you need for your event.
- 3. Select your subscription type. One-Time is a license to use the Services only for this event. Recurring is a license to use the Services annually for one event.
- 4. Enter any applicable Discount Codes, if one was provided to you.
- 5. Click the **Purchase** button to checkout.





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- Once you click **Purchase** you'll see a confirmation similar to the one below.
- 1 Wait a few minutes then refresh your browser page.



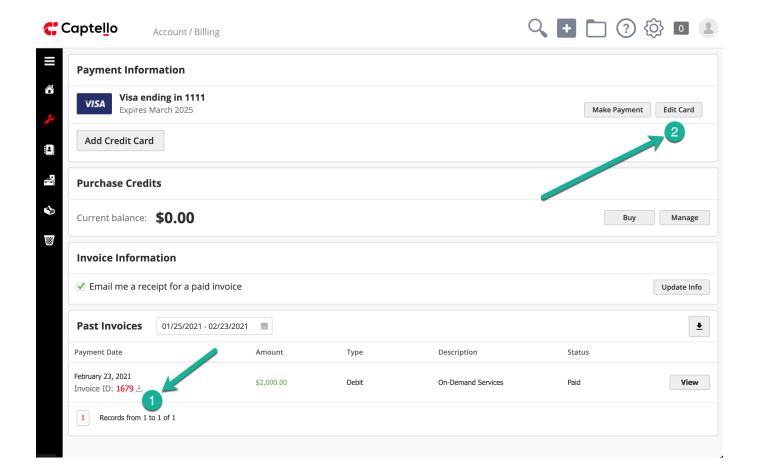




Congratulations! Your order was received. A receipt was emailed to you. Please wait a few minutes while we provision your account then refresh your browser to see your new Services.



- After refreshing your browser you'll see the billing page:
  - 1. Download a copy of your invoice here.
  - 2. Edit your credit card as needed here.



### Step 4: Set up Services

The video below shows you where to go after the billing page to begin setting up your Services. Here are some helpful links to get you started:

- Setting up Activations/GamesSetting up Universal Lead Capture

http://youtu.be/ROacVJ1FD7U?hd=1