

## PURCHASING CODE CONTRACTS

Please contact customer service at [cs@ad-id.org](mailto:cs@ad-id.org) or (704) 501-4410 for assistance.

In order to create codes, a prefix must be activated and a code contract must be purchased. For assistance with activating prefixes, please see the Activate/Licensing a Prefix document.

When a new code contract is needed in order to create codes for a specific prefix, you will see “This prefix requires a contract” in red. To create a new contract, follow these steps:

1. Click on “Contracts” to the right of the prefix for which you need to purchase a contract. If the advertiser has multiple prefixes, click the Contracts button next to any of the prefixes. Once the contract is purchased, you will need to contact Ad-ID customer service to update the contract so it can be shared across all of the advertiser’s prefixes.
2. The next page will list all contracts, if any, that have been purchased for this prefix. Expired and depleted contracts will be in red. To purchase a new contract, click on the “Go” button next to “Create a new contract for prefix...”

Group: **Top Agency-Joe's Fc**  
**cs@ad-id.org**

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**Quick Tips**

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- What is ISAN?
- Creating a Contract
- Traffic Template
- Creating a New Prefix

Select a Prefix here to list it's Ad-ID Codes. **VZVZ**

Prefix	Title	1
<b>VZVZ</b>	Test	<input type="button" value="Create Code"/> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>
<b>VZUU</b>	Joe's Bakery	<input type="button" value="Create Code"/> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>
<b>VZVV</b>	Joe's Frozen Foods	<input type="button" value="Create Code"/> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>
<b>VZZY</b>	Joe's Produce	<input type="button" value="Create Code"/> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>
<b>VZZZ</b>	Joe's Deli	<input type="button" value="Create Code"/> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>
<b>ZXXB</b>	How to Sample	<span style="color: red;">This prefix requires a contract</span> <input type="button" value="Edit/View Codes"/> <input type="button" value="Contracts"/>

Purchase a contract  
Contract Required

- Choose desired contract level. Accept the terms, initial, and click "Next."

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Prefix: VZVZ  
Prefix Title: Test  
Prefix Description:

Contract Terms: **Select an appropriate Contract here** ← Choose Contract

Terms & Conditions: 1 Ad-ID codes \$50  
User Agreement: 10 Ad-ID codes \$500  
50 Ad-ID codes \$2250  
100 Ad-ID codes \$3000  
300 Ad-ID codes \$7500  
Unlimited Ad-ID codes \$10000

AGREEMENT (AS  
CONDITIONS BY  
N, LLC ("Ad-  
ID", "we" or "us") OFFERS AN ADMINISTRATOR AND USER  
("Administrator", "User", or "You") ACCESS OVER THE

Accept terms & initial  I do not accept the above Terms and conditions  
 I accept the above Terms and conditions

Please enter your Initials here:

- Fill in billing information and click on "Create Contract." . For the payment method, you can choose to pay with a credit card or if you would like to be invoiced, you can choose the purchase order option. If you chose a credit card, complete the Credit Card # and Expires fields. If you chose a purchase order, complete the PO # field.
- Click on Create Contract(s). The codes will be available to use immediately after you click "Create Contract."

Group: **Agency 123-Joe's Food**  
cs@ad-id.org

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Prefix: VZZV  
[Contract Terms](#)  
Quantity: 100  
Metadata : Yes  
Price: \$ 3000.0

Note: All the fields marked with "\*" are required.

Billing Info:

\* Billing Contact:

\* Bill-to Company:

\* Address:

\* City:

\* State (US):

\* Zip/Postal Code:

\* Country:

\* Phone:

\* Payment Method:

PO # (\* only if using PO):

Credit Card # (\* only if using credit card):

Expires (MM/YY):  /   
(\* only if using credit card)

Controller:

Name: Customer Service  
Phone: 704-501-4410  
Email: cs@ad-id.org  
Title: Customer Service  
Company: Agency 123-Joe's Food Market  
Address: 11020 David Taylor Drive  
Suite 305  
City: Charlotte  
State: NC  
Zip: 28262  
Country: USA

**Note: Please do not enter any hyphens "-" or spaces in**

- 6. A receipt page will appear that can be printed for your records. An invoice will also be sent to the billing contact's attention.



11020 David Taylor Drive  
Suite 305  
Charlotte, NC 28262-1102  
Phone: (704) 501-4410

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<b>Prefix:</b> VZZV	<b>Contract ID:</b> 106
<b>Bill No.:</b> VZZV-106-1	<b>Date of Purchase:</b> 26-Feb-10
<b>Contract Expires:</b> 02/26/2011	<b>Transaction:</b> New Contract
<b>Transaction Status:</b> 1	<b>Cost of Transaction:</b> \$ 3,000.00
	<b>PO number:</b> 582BUQ17
	<b><u>Billing Info:</u></b>
	<b>Bill-to Company:</b> Agency 123-Joe's Food Market
	<b>Address:</b> 11020 David Taylor Drive Suite 305
	<b>City:</b> Charlotte
	<b>State:</b> NC
	<b>Zip:</b> 28262
	<b>Country:</b> USA
	<b>Phone:</b> 704-501-4410
	<b><u>Controller :</u></b>
<b>Payment Method:</b> PO	<b>Name:</b> Customer Service
	<b>Phone:</b> 704-501-4410
	<b>Email:</b> cs@ad-id.org
	<b>Title:</b> Customer Service
	<input type="button" value="Print Receipt"/>
	<a href="#">Create New Ad-ID Code with this contract.</a>

Advertising Digital Identification LLC

If you go back to the home page by clicking on the Home button, there is now a Create Code button across from the prefix. For more information on creating codes, please see the Creating Single Ad-ID Codes document.

Please see the Help section of the Ad-ID website for further assistance or contact Ad-ID customer service with questions.