

Adjutant Workshop Customer Support Tech Notes

Document Title: Using the Web Store
Document Number: 056
Applies to: All Adjutant Workshop products and services

SUMMARY

This Tech Note describes how to purchase Campaign ToolBox through the Adjutant Workshop web store using either **CHECK** or **CREDIT/DEBIT** card. The web store uses PayPal as the merchant banking system to process the orders; however, you do NOT need to have or use a PayPal account to use the system. It will accept debit or credit card orders for Visa, Mastercard, American Express, etc.

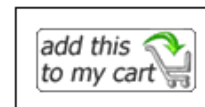
All Credit/Debit card orders are transferred to a secure website for processing – no sensitive information is ever seen by this web store, so any security notices may safely be disregarded. This Tech Note consists of screen capture images with captions for a typical purchase; one image per page.

PROCEDURE

On the Home page, you will see a “Log in” link at the very top of the page, and in the main text, you will see “Welcome Guest! Would you like to log yourself in?” You must create an account before placing an order. If you ordered previously and cannot remember your password, please contact us by phone or email.

- Create an account and/or log in.
- Click on “Campaign ToolBox Software” on the left side of the page, under “Categories.”
- Go through the following steps to place your order and make payment.

• Model: CTB



Please Choose:

- State Florida
 Kentucky
 Pennsylvania

Reporting Entity

Jefferson Davis




Duration

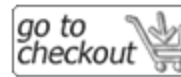
Send Temp Code Pay by check - Send 10-day temporary code

Select your State, enter the name of the candidate or committee, select the duration of the license you want to order, then click on "add this to my cart."

Adjutant Workshop Customer Support Tech Notes

Total Items: 1 Amount: \$140.00

Qty.		Item Name	Unit	Total	
1		 NO PICTURE AVAILABLE	Campaign ToolBox	\$140.00	\$140.00
Max: 1					 <input type="checkbox"/>
		<ul style="list-style-type: none">• State - Florida• Reporting Entity - Jefferson Davis• Duration - 1 year			
				Sub-Total: \$140.00	



Review your order, then click on "go to checkout."

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Your Total

Sub-Total:	\$140.00
Total:	\$140.00

Payment Method

Please select a payment method for this order.

Check/Money Order

 Checkout with PayPal. The safer, easier way to pay.

Special Instructions or Comments About Your Order

Continue to Step 3
- to confirm your order.

[continue checkout !\[\]\(a0eef730b3b4a22497288ba41caafa68_img.jpg\)](#)

Select method of payment, then click the "continue checkout" button. You do NOT need to have a PayPal account to use this. PayPal is just the merchant gateway that we use.

Use the "Special Instructions" box if you are ordering more than one Reporting Entity at a time or for other order information.

Adjutant Workshop Customer Support Tech Notes

Payment Method:

PayPal

Special Instructions or Comments About Your Order

None

[edit](#)

Shopping Cart Contents

[edit](#)

Qty.	Item Name	Total
1 x	Campaign ToolBox	\$140.00
	<ul style="list-style-type: none">• State: Florida• Reporting Entity: Jefferson Davis• Duration: 1 year	

Sub-Total: \$140.00

Total: \$140.00

Final Step

- continue to confirm your order. Thank you!



Review your order, make any needed changes, then click on "confirm the order".

If you are paying by check, this will be your final step.

Adjutant Workshop Customer Support Tech Notes

Adjutant Workshop, Inc.

PayPal 🛒 \$140.00 ▾

Pay with PayPal English ▾

Log In
[Forgot your email or password?](#)

or

Pay with Debit or Credit Card

[Cancel and return to Adjutant Workshop, Inc.](#)

You will then be taken to the PayPal web site. You do NOT need a PayPal account, so just disregard the "Pay with PayPal" section. Click on "Pay with Debit or Credit Card."

Adjutant Workshop Customer Support Tech Notes

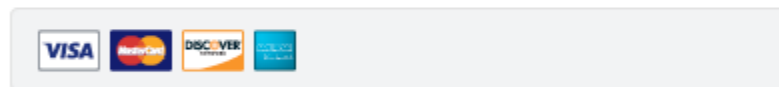
Adjutant Workshop, Inc.



🛒 \$140.00 ▾

Pay with debit or credit card

We don't share your financial details with the merchant.



Expires

 ▾ ▾

CSC

Enter your debit or credit card information. Payment processing is handled by PayPal, and that is how it will appear on your monthly statement. Be sure to notify your accountant that this PayPal order is a valid charge.

NOTES

- You do NOT need a PayPal account to use a credit or debit card to purchase Campaign ToolBox.
- Adjutant Workshop, Inc. does not have access to your credit card information, and we cannot process credit or debit card orders outside of our web store system.