

## **How to order and download a report on Appledoreresearch.com** **revised 07 Nov, 2016**

*note: the site uses the model off an “order” for you to select from among the reports and download your quote - this allows us to offer subscriptions with different quotes of research and track usage.*

1. You must have an account and subscription first.
2. There is one account holder (set of credentials) shared for each company.  
Log in with username and password.
3. Go to “research” tab. Browse to the report you want.
4. you may search or sort this list using the search box (above) or criteria (at right column)
5. Select the report you want
6. click “purchase”
7. You are now at the check-out cart. It will automatically suggest that you apply points from your subscription - e.g.; 4000 points for a “major” report.
8. click “apply discount” to purchase a report with points that are part of your subscription  
*what this does is applies points from your subscription to make the purchase. This will continue to work so long as you have points left. Point are automatically calculated. We need to update our site to show your balance, and apologize for this oversight*
9. Scroll to the bottom ( if needed) and click on “purchase”)
10. An order receipt will be displayed.  
You may now download the report from the link in the receipt.
11. A receipt will be emailed to you with the download link. It may be best to save these receipts as an easy reference to the download link.
12. If you need another copy of the report, you may return and download it as many times as needed, while your subscription is active.