Purchasing a Concept Builder Subscription Plan

1. Go to the **Store** at The Physics Classroom. The link to the **Store** can be found in the left-side navigation column of nearly every page on the website. 
   https://www.physicsclassroom.com/Store

2. Once at the **Store**, tap on the link titled **Task Tracker Subscription for Concept Builders**.

3. Choose from among the three subscription types. Note that the third type - **Customized Plan** - is very rare and saved for extremely specialized situations. So you will essentially be selecting either an **Individual Teacher Plan** or a **Group Plan**.

4. If selecting an **Individual Teacher Plan**, select the specific size from the pull-down menu. Click on **Add to Cart**.

   If selecting a **Group Plan**, enter the number of teachers (must be 2 or greater) who will be part of the plan and the number of students that will be in those teachers' classes. Click on **Add to Cart**.

5. Your selection will be shown in the **Cart**. If certain of your choice, click on the **Next** button. Otherwise, click on the Trash can (**Remove** icon) and start over.

6. You will now provide Billing Information in four separate steps. Begin by filling out your Billing Contact and Address information (Step 1 of 4). Click on the **Next** button when complete. Make sure your email is correct.

   **Step 1 of 4: Billing Address**

   **Billing Contact**
   
   **First name**: Ed
   **Last name**: Educator
   **Email**: ed educating@gmail.com
   **Phone number**: 224-123-4567

   **Billing Address**
   
   **Address line 1**: 7777 Physics Drive
   **City**: Newton
   **Postal code**: 12345
   **Country**: USA
   **State**: Massachusetts

   [Back] [Next]
7. On the Payment Method screen (step 2 of 4), select your method of payment. There are three options - Credit Card, PayPal Transfer, and Purchase Order (for US Schools only). Credit Card payments are processed through our PayPal portal. So if electing to pay by Credit Card, select PayPal from the pull-down menu.

8. Examine your Order Summary (step 3 of 4). If it is correct, then click on the Order Now button. Otherwise, click on the Back button to make changes.

### PayPal Method of Payment (1st of 2 alternatives)

9. If you had selected PayPal from the pull-down menu, you will be taken to the PayPal Payment Gateway. At that point, you have the option to ...
   
   - **Log In** to a PayPal account and pay with your PayPal funds, or...
   
   - **Select Pay with Debit or Credit Card** (see button near bottom of the page).

Choose from these two options and complete the payment process. You will receive a few emails from store@physicsclassroom.com. If you have never had an account with us, one of the emails provides a temporary password for first time log in. Another email provides directions for the next steps. A final email includes an invoice for your purchase.

### Purchase Order Payment (2nd of 2 alternatives)

9. If you had selected Purchase Order from the pull-down menu, you will be taken to a page that requests your **School Name** and your **School Purchase Order Number**. If you do not know your PO number, then simply enter Not Available. Once completed, a confirmation page appears. The Physics Classroom will review the order and approve it within 24 business hours, allowing you to begin. The process is expedited if you have previously communicated with them regarding your intent to make a payment by Purchase Order.