

How to Pay with a Purchase Link *For New Players*

The following steps walk you through how to pay for your coaching services or classes with a purchase link provided by your Agency Coach. It requires that you first Login to CoachVille.

Login to CoachVille.com

1. Open a browser window. Chrome or Mozilla Firefox are preferred.
2. In the browser address bar type www.coachville.com.
3. Click **Member Login**.



Figure 1 Click Member Login.

4. Under **CV Members Login Here**, enter your email address and password (Figure 2).
5. Click Login.



Figure 2 Enter email address and password

6. Once logged in, copy and paste the purchase link provided by the Agency Coach into the browser address bar.
7. Next either click the Go arrow or press **ENTER** on your computer keyboard (Figure 3).

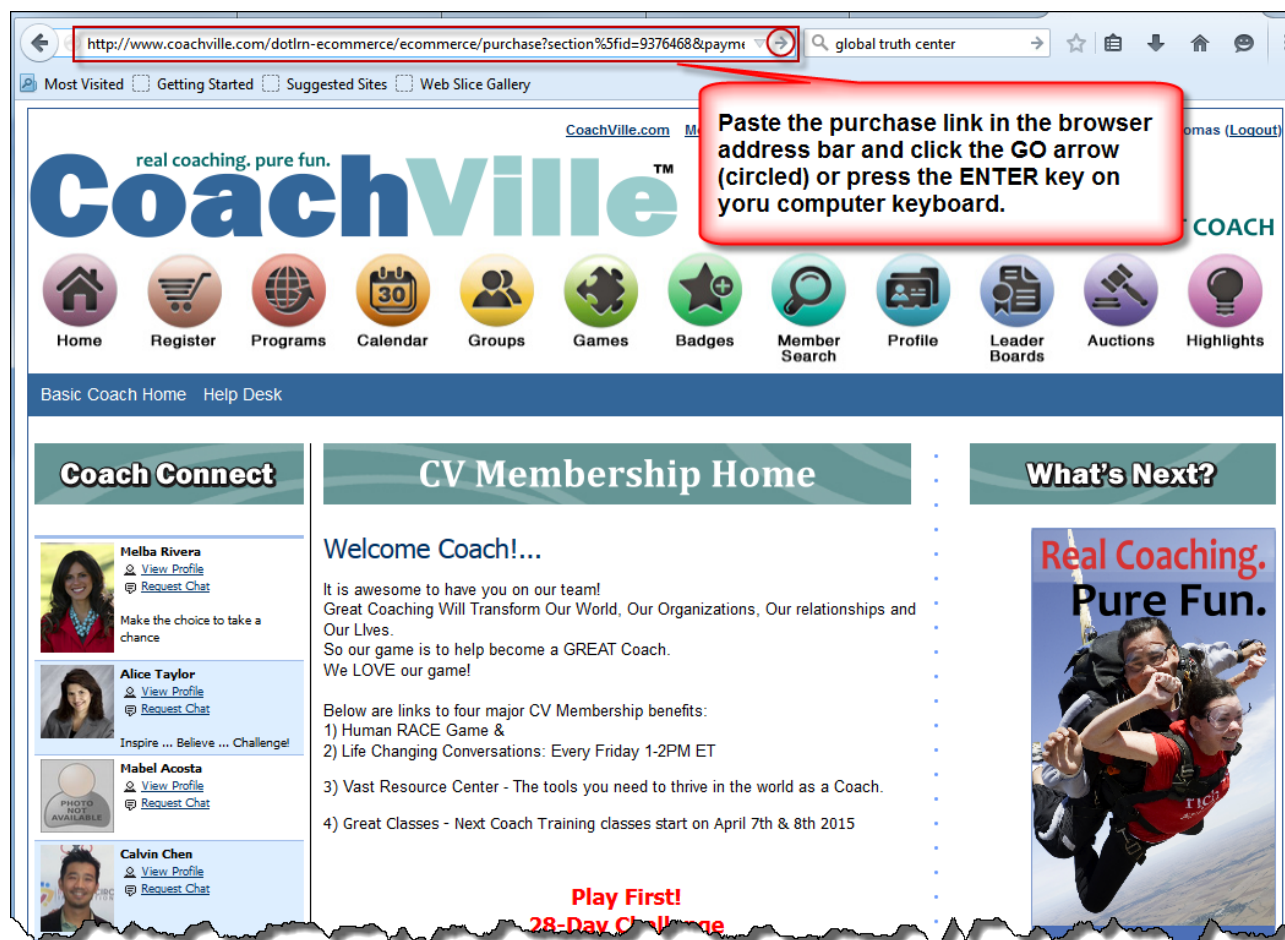



Figure 3 Paste the purchase link in the browser address bar and click the Go arrow or press ENTER

8. An Item Description displays. Click **Proceed to Checkout**.

[CoachVille.com](#) [Member Services](#) [Partner Program](#) [My Account](#) Welcome, Mary Thomas ([Logout](#))


CoachVille™ real coaching. pure fun. **EVERYONE PLAYS BETTER WITH A GREAT COACH**

 Home


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for Mary Thomas (if you're not Mary Thomas, [click here](#))

Item Description	Quantity	Price/Item	Action
Transformation Intensive Coaching with Deanna Stull	1	MIA: \$0.01 Installment Payments 16 April 2015 \$0.00	delete
Total:	1	\$0.01	

[Proceed to Checkout](#)

[Purchase another Course/Section](#)

Figure 4 Item Description

9. Enter your **Billing Information:**
 - a. First Name
 - b. Last Name
 - c. Address
 - d. City
 - e. State/Province
 - f. Country
 - g. Check the box next to Refund Policy
10. Enter your **Credit Card Information:**
 - h. Credit Card Number
 - i. Type (Visa/MC/American Express/Discover/Novus)
 - j. Expires (Expiration Date)

The screenshot shows the CoachVille website interface. At the top, there's a navigation bar with links for CoachVille.com, Member Services, and Partners. Below this is the CoachVille logo with the tagline "real coaching. pure fun." and the text "EVERYONE P". A row of icons represents different site features: Home, Register, Programs, Calendar, Groups, Games, Badges, and Member Search. The main content area contains instructions to complete the order and a list of items. The "Billing Information" section includes fields for First name(s), Last Name, Address, Address line 2, City, State/Province (a dropdown menu), ZIP/Postal code, and Country (a dropdown menu). There is also a checkbox for the Refund Policy. The "Credit card information" section includes fields for Credit card number, Type (a dropdown menu), and Expires (two dropdown menus for month and year). An "OK" button is at the bottom of the form.

CoachVille.com Member Services Partners

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EVERYONE P

Home Register Programs Calendar Groups Games Badges Member Search

To complete your order, submit this form, and confirm the information on the following page.

1. Please review your order list for accuracy.

[Order list](#)

- Quantity 1: Transformation Intensive Coaching with Deanna Stull; MIA \$0.01

2. Complete this information.

Billing Information

First name(s) * Mary

Last Name * Thomas

Address * 123 Oak Street

Address line 2

City * New York

State/Province NEW YORK

(i) For United States and Canada residents only

ZIP/Postal code 94040

Country * UNITED STATES

Refund Policy * ☒ I agree to the [terms and conditions](#) of this sale

Credit card information

Credit card number * 4224112333218889

Type * VISA

Expires * 05 2018


OK


Figure 5 Billing and Credit Card Information


11. **Important:** Double check the accuracy of the information.
12. If everything is accurate, click **OK**.
13. An order confirmation displays (Figure 6).
14. Confirm that that **all information is correct**. (If not, see What to do if anything is incorrect on page 6)
15. If everything is correct, click the **Submit** button, and go to Step 16 on page 7.


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Click to send us your order, or click "back" on your browser to make changes.

E-mail address:
mkt@anytimefix.com

Bill to: Mary Thomas
123 Oak Street
New York, NY 94040
VISA
xxxxxxxxxxxx8889
exp:02/18

Courses:

- Participants 1: Transformation Intensive Coaching: Transformation Intensive Coaching with Deanna Stull; MIA: \$0.01

Installment Payments:
- \$0.00 on 16 April 2015

Subtotal:	\$0.01
Installment Subtotal: (charged on dates listed above)	\$0.00
Tax:	\$0.00

TOTAL:	\$0.01

Paid Via: Credit Card

Click to send us your order, or click "back" on your browser to make changes.

Figure 6 Order Confirmation Page

What to do if anything is incorrect

- Click the browser **back** arrow (Figure 7) on your browser window until you reach the **Proceed to Checkout** page (Figure 8).
- Click the **delete** link (Figure 8) to start over. This clears the cache in the shopping cart and prevents a duplicate order.
- A message displays "Your Shopping Cart is Empty" (Figure 9). Next re-paste the purchase link in the browser window and begin again with Step 6 on page 2.

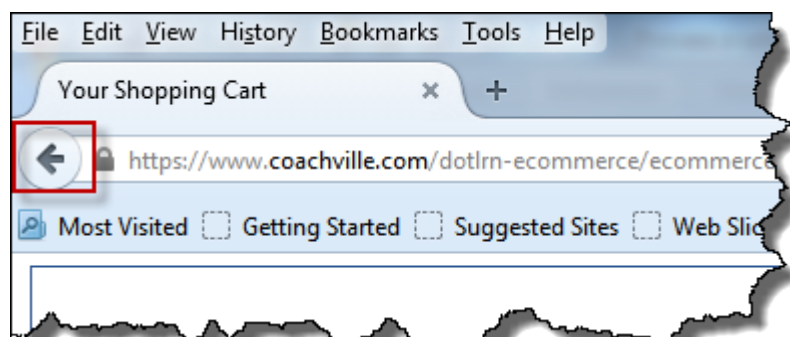


Figure 7 Browser Back Arrow

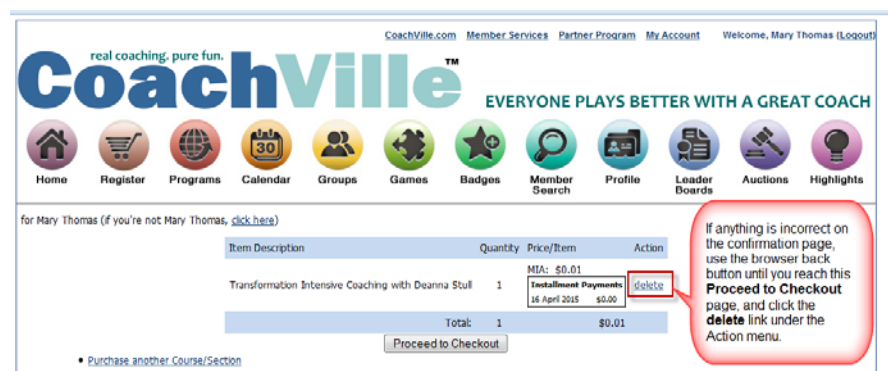


Figure 8 delete link on Proceed to Checkout page

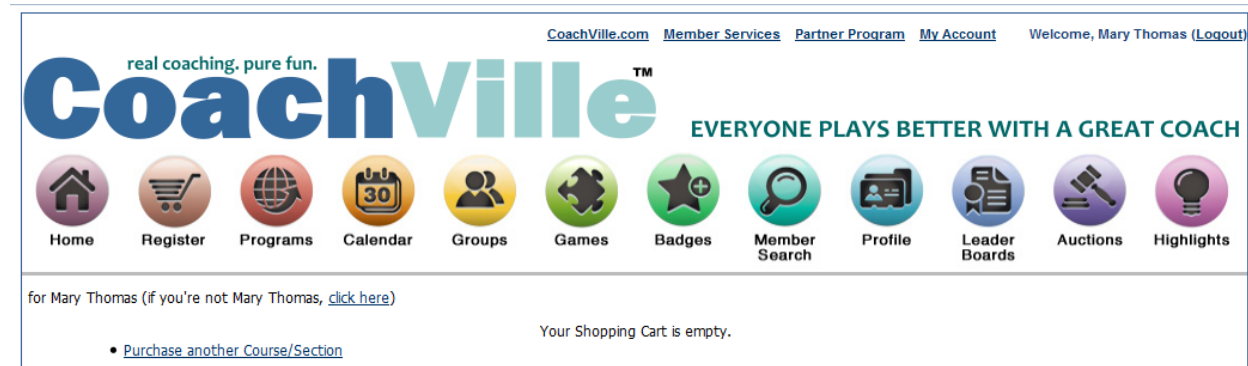


Figure 9 Your Shopping Cart is Empty message

16. After clicking the **Submit** button, a **Thank You for your registration** page displays.

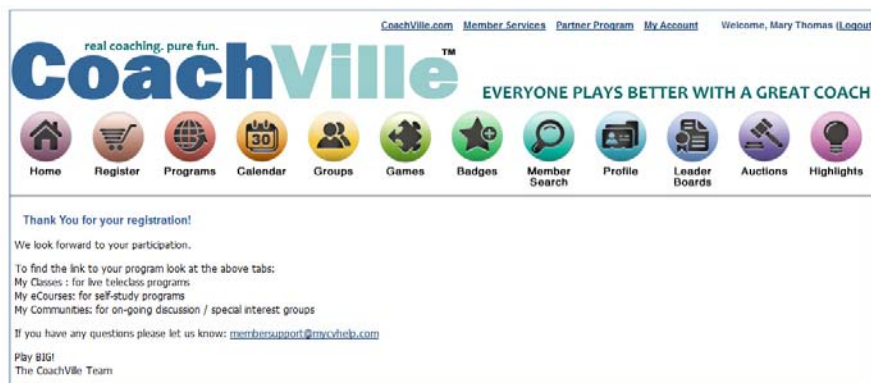


Figure 10 Thank You for your registration message.

17. Click the Programs button to view newly purchased program.



Figure 11 New purchase displays under Programs