How to Order the Appia® Service

From the Infotech home page at www.infotechinc.com, click Resources and choose Shopping Cart. Scroll to Appia and click Shop Now.

1. Select the type of license.

Appia Standard License	Appia Supplemental License	Appia Extended License
The Appia service is a web application designed for capital improvement and construction programs in cities, counties and other similarly sized agencies. The Appia service effectively manages project cost estimation, proposal development, advertising, electronic/Internet bidding and/or construction administration. Appia Standard Licenses are annual licenses which expire one year from the start date you select at time of order.	Appia Supplemental Licenses can ONLY be purchased if you already have a currently active Appia Standard License and wish to add users. Appia Supplemental Licenses are for adding users to a currently active Appia Standard License while allowing the expiration date to synchronize.	Appia Extended Licenses are licenses which are longer than the standard licensing term of one year. Price: $ 166.67 (Price is per user, per month) 🛒 BUY NOW
Price: $ 2,000.00 (Price is per user, per year) 🛒 BUY NOW	Price: $ 166.67 (Price is per user, per month) 🛒 BUY NOW	

The Standard License is for the standard annual license period of one year.

- The Supplemental License is for users who are already using the Appia service but would like to add more users to the current license while keeping the same expiration date.

- The Extended License is for users who need to use the Appia service for longer than one year. You can set the license for 13 months up to 36 months.

2. Click **Buy Now** for the proper license type.

Standard License

1. Enter the date for which you want the license to start.

2. Enter the number of user licenses you need.

3. Answer whether you are paying for the license for your company/agency or for a different company/agency. If it's for a different company/agency, enter the appropriate information in the additional fields.

4. When all information has been entered, click **Add to Cart**.

Supplemental License

1. Enter the expiration date of **your current Standard License**.

2. Enter the number of new licenses you would like to purchase.

3. When all information has been entered, click **Add to Cart**.

Extended License

1. Enter the date for which you want the license to start and provide a project name, if necessary.

2. Enter the number of user licenses you need.

3. Enter the number of month for your license.

4. When all information has been entered, click **Add to Cart**.

Shopping Cart

1. After you click **Add to Cart**, sign in to the Infotech website with your company email and password. If you do not yet have an Infotech account, click the link to register for a new account.

2. If you are registering for a new account, enter your details, read the terms and conditions, and click **Submit**. Verify your email address in the confirmation email, then log in with your new account.

3. For both new and returning customers, click the Cart tab. You will see your order and total.

4. Review your order and update it if necessary. When it's complete, click **Checkout**.

5. Give your order a final review and click **Credit Card**. You can use a purchase order if your total is at least $1,000. Your order will be processed and an invoice will be emailed to you, usually within two business days.

6. Enter your payment information and submit it.

Once your order is complete, a member of the Appia team will contact you with information on how to access the Appia service. Nothing will be shipped to you.