# Appia

# How to Order the Appia® Service

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

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	Appia Supplemental Licenses can ONLY be purchased if you already have a currently active Appia Standard License and wish to add users.	Appia Extended Licenses are licenses which are longer than the standard licensing term of one year.
estimation, proposal development, advertising,	Appia Supplemental Licenses are for adding users to a	Price: \$ 166.67
electronic/Internet bidding and/or construction	currently active Appia Standard License while allowing the expiration date to synchronize.	
administration.		(Price is per user, per month)
Appia Standard Licenses are annual licenses which		
expire one year from the start date you select at time		
of order.		E BUY NOW
Price: \$ 2,000.00	Price: \$ 166.67	
(Price is per user, per year)	(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.
- 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.

	Appia Standard License
The Appla service is and other similarly development, adver processes in a web- project stakeholder with projects funde service.	a web application designed for capital improvement and construction programs in costs, countess case agences. The Applica service effectively manages project cost estimation, proposal strain, electronic/densite bidding addrift constructions alimitations for by providing these visal monormets, the Applica service of these a collaboration emonoment that can be accessed by all collecting funding services. Agencies assisting an easily way to those transparency and a tocouncibilit by the Areances Recovery and Renvestment Act (ADDA) will find all of this and more in the Applica-
Appia Standard Lice	nses are annual licenses which expire one year from the start date you select at time of order.
Price: \$ 2,000.00	
Options	
When would you like to	a start using your Appia Standard License (YYYY-MM-DOIF
Provide project name,	humber if you'd like it to appear on your receipt/invoice.
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Are you paying for this	Scense for a company/agency other than your event





# Supplemental License

	Appia Supplemental License
/ou must have an act	ve Appia Standard License in order to purchase this product!!
Appia Supplemental L expiration date to syn	censes are for adding users to a currently active Appla Standard License while allowing the chronize.
Price: \$ 166.67	
Options	
Date of Expiration for yo	ar active Apple Standard License (YYYY-MM-DD)
low many user licenses	vould you like to purchase?
Add to Cart	
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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.

> ded Licenses are licenses which are longer than the sta mber of months that can be ordered is 13 and the maximum is 36.

Provide project name/number if you'd like it to appear on your receipt/in

How many user licenses would you like to purchase

Prine: \$ 166.67

Select Start Date(YYYY-MM-DD) 

For how many months? 33

Appia Extended License

## **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 Cart.

### Shopping Cart

account.

- 1. After you click Add to Cart, sign in to the Inf password. If you do not yet have an Infotech
- 2. If you are registering for a new account, enter ٦S, and click Submit. Verify your email address our 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.

Add to	Add to Clint
otech web	osite with your company email and
account,	click the link to register for a new
er your det	ails, read the terms and condition
in the cont	firmation email, then log in with yo