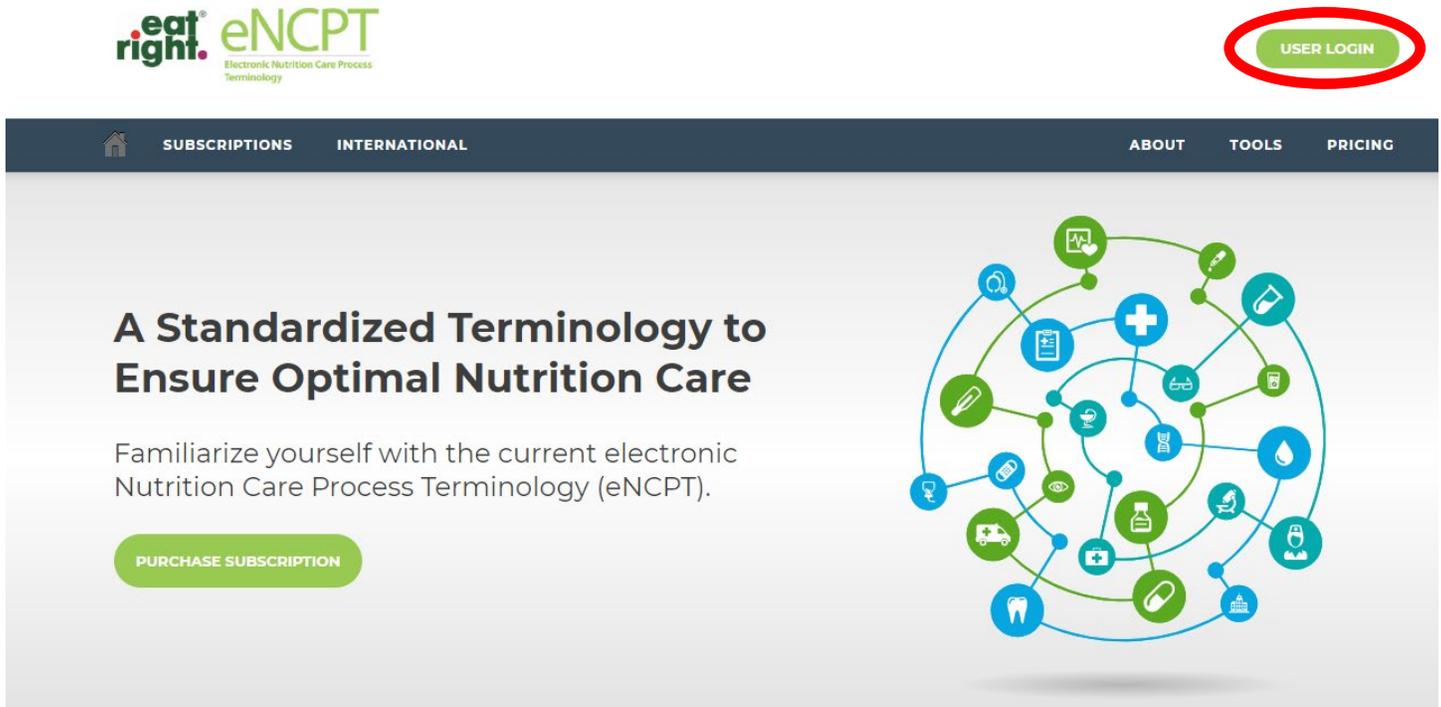


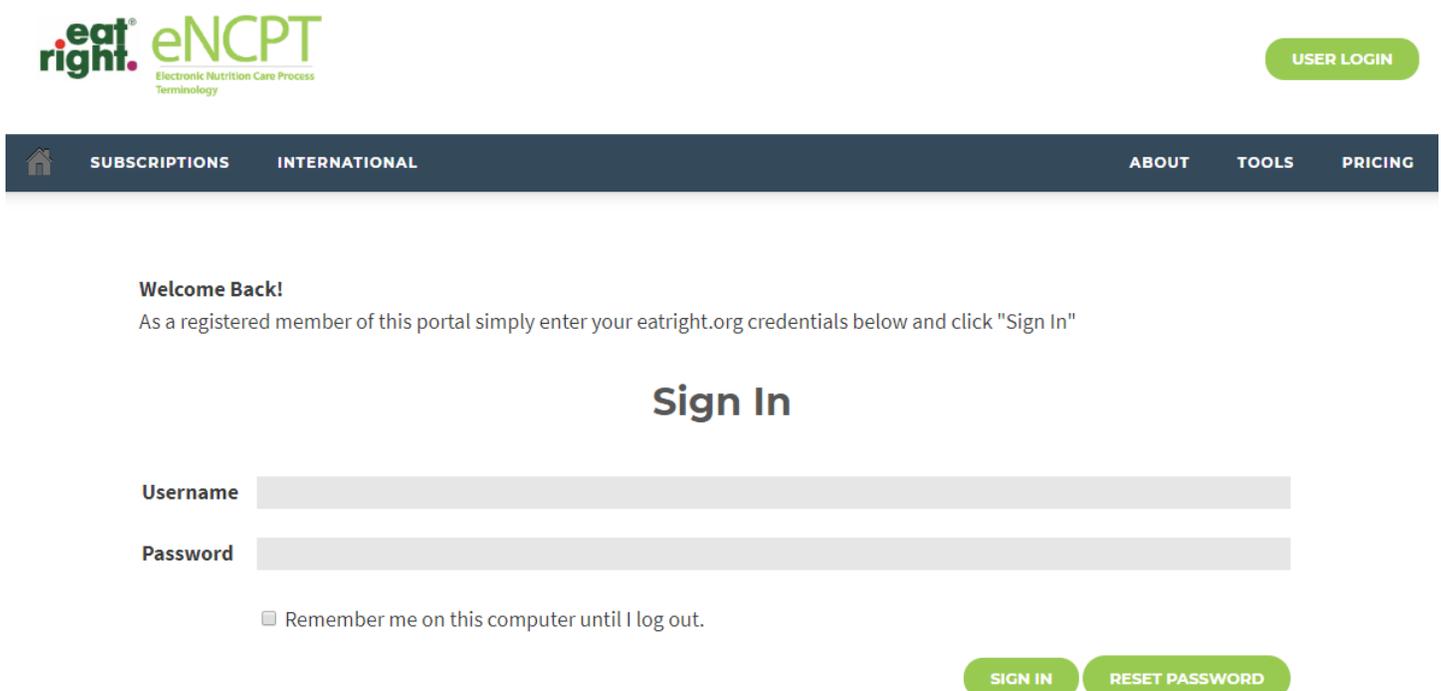
# How to Generate Price Quotes

1. Visit [www.ncpro.org](http://www.ncpro.org) and click on the “Login” button in the upper right corner.



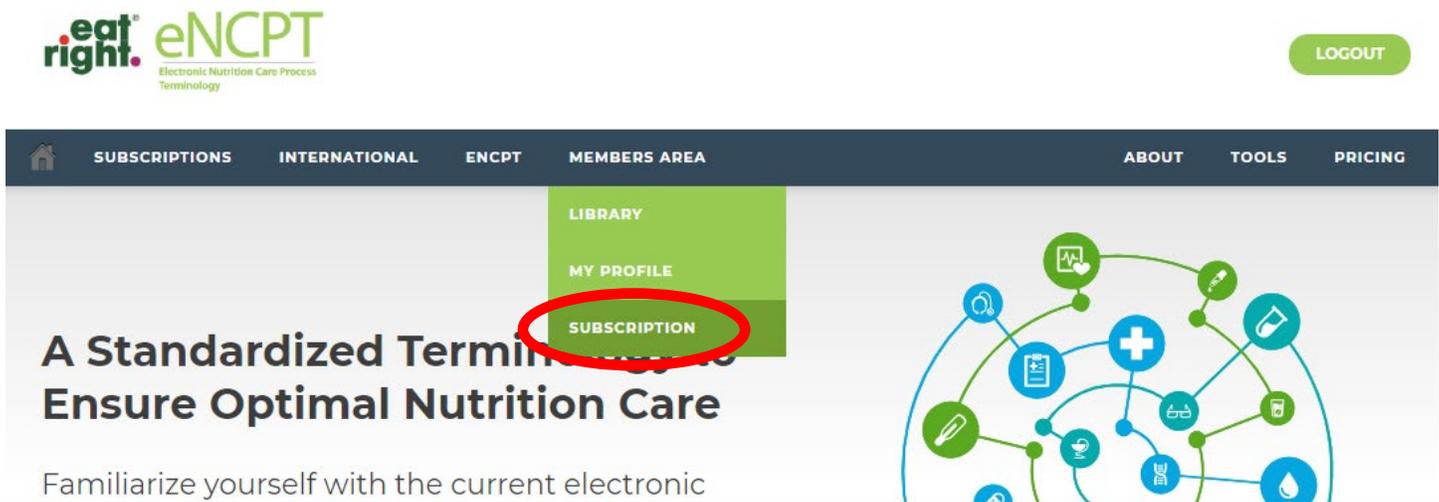
The screenshot shows the homepage of the eat right. eNCPT website. The logo is in the top left. The navigation bar includes 'SUBSCRIPTIONS', 'INTERNATIONAL', 'ABOUT', 'TOOLS', and 'PRICING'. The main content area features the heading 'A Standardized Terminology to Ensure Optimal Nutrition Care' and a 'PURCHASE SUBSCRIPTION' button. A large circular graphic with various medical and nutrition icons is on the right. The 'USER LOGIN' button in the top right corner is circled in red.

2. Login with your Administrative Username and Password.

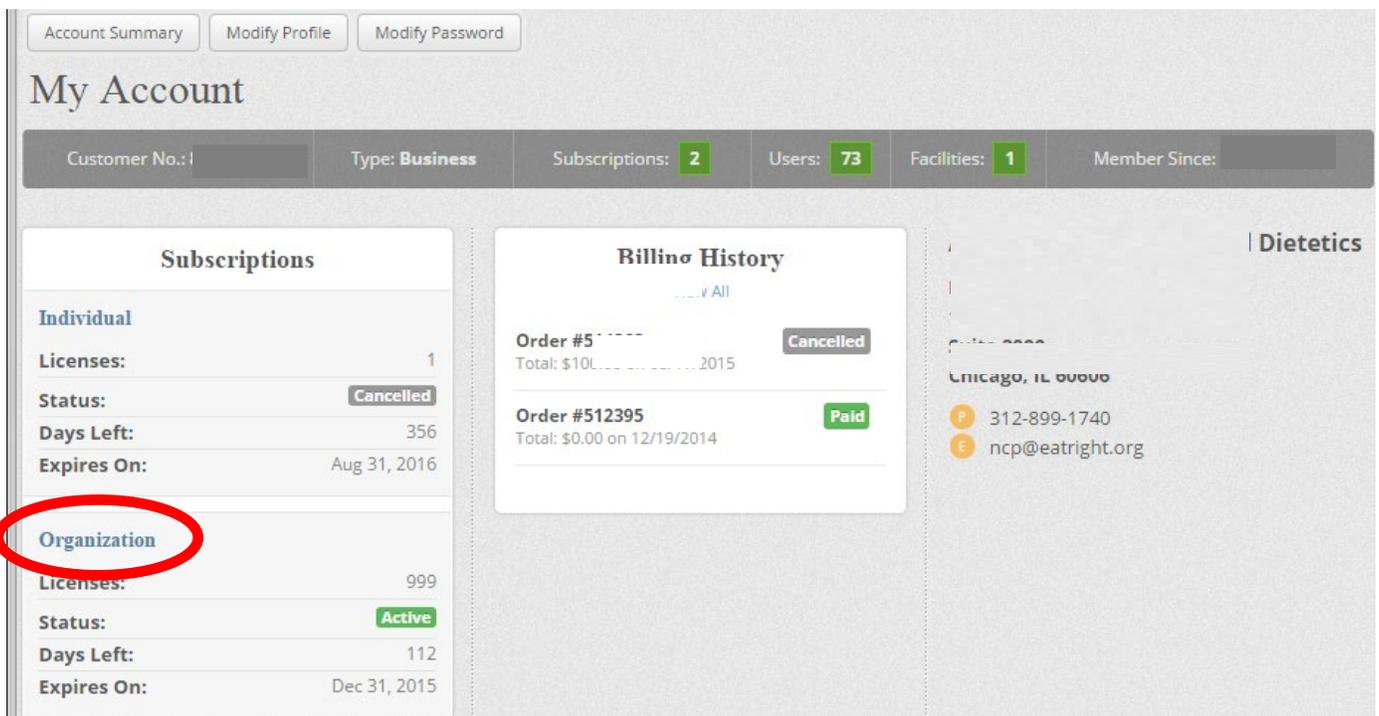


The screenshot shows the login page of the eat right. eNCPT website. The logo is in the top left. The navigation bar includes 'SUBSCRIPTIONS', 'INTERNATIONAL', 'ABOUT', 'TOOLS', and 'PRICING'. The main content area features the heading 'Welcome Back!' and a 'Sign In' section with input fields for 'Username' and 'Password'. A checkbox for 'Remember me on this computer until I log out.' is below the password field. The 'SIGN IN' and 'RESET PASSWORD' buttons are at the bottom right. The 'USER LOGIN' button in the top right corner is circled in red.

3. Hover your mouse over “Members Area” and click “Subscription.”



4. From the My Account page, click on your subscription plan title, either (1) Organization, (2) Individual, (3) Educator, or (4) Developer.



**5. Click “Get a Quote.”**

The screenshot shows the 'Account Summary' and 'Subscription Details' for the Academy of Nutrition and Dietetics. The account is active and expires on Dec 31, 2015. The 'Account Standing' section on the right features a 'Get a Quote' button circled in red. Below this, it shows 'Days Left: 112 days' and 'Subscriber Since: Dec 19, 2014'. The 'Billing History - 1 Item' section includes a table with columns for ID, Licenses, Price, Order Total, Total Paid, Status, Order Date, and NF Order. A 'Renew Reminders' section indicates setup for 90 days before expiration and a 'Next Notice' on Oct 02, 2015.

**6. Enter the appropriate number of licenses, click “Update Quantity,” and click “Generate Quote.” Price quotes are good for 30 days. The quote can be emailed or printed and sent along with payment (check or credit/debit card) to Academy Headquarters for processing:**

**Academy of Nutrition & Dietetics  
ATTN: NCP Team  
120 South Riverside Plaza  
Suite 2190  
Chicago, IL 60606**

The screenshot displays the 'Order Summary' page. At the top, account statistics are shown: Customer No., Type: Business, Subscriptions: 2, Users: 73, Facilities: 1, Academy Member? No, and Student? No. A yellow banner advises updating the profile on eatright.org. The 'Order Bill To' section lists the organization as Academy of Nutrition and Dietetics, with fields for Name, Address, Phone, and E-mail (ncp@eatright.org). The 'Order Summary' on the right shows a 'Subscription Plan' of Organization, a 'License Price' of \$190.00 Yearly, and a 'Number of Licences' field with an 'Update Quantity' button circled in red. The subtotal is \$1,900.00 and the 'Order Total' is \$1,900.00. At the bottom, a 'Generate Quote' button is circled in red.