

## DocLocker Quick Start – Purchase

New to DocLocker? This handy Quick Start will help you complete your purchase with ease:

1. Complete your Login Details
2. Secure your Account
3. Complete your Contact Details
4. Choose your Locker Plan
5. Enter your Payment Details
6. Confirm your Purchase
7. Order Complete

Before you purchase, you'll need to **Get Ready**.



- i. Connect to the Internet and open a web browser – such as Firefox, Internet Explorer or Safari.
- ii. Type the URL [www.doclocker.com](http://www.doclocker.com) into the web address bar.
- iii. Click the Purchase button located in the top-right navigation bar.
- iv. View the Pricing and Storage plans, then click 'Purchase'.

OK, now you're ready to start!

### 1. Complete your Login Details

#### Login Details

**i** This is a valid DocLocker token.

If you have a token, enter your **token ID** and click verify (this is group of letters and/or digits on the back of your token):

Token ID

Preferred User ID

Password

Type your password again

- i. If you already have a DocKey™ or secure Token, please enter the 12-character ID found on the **back** of your key, and click Verify. If your DocKey™ or secure Token is valid, please proceed to the next step. If it is not valid, please check the ID again. If invalid, clear the ID field on screen and proceed to the next step.
- ii. Enter your preferred User ID. This must be at least 6-characters long, and contain only letters and numbers. E.g. A valid User ID is: Charles7 or jsmithson.
- iii. Enter your Password. For security reasons, this must be at least 8-characters and contain only letters and

- numbers. It must contain at least 1 letter and 1 number, and must not contain your User ID. E.g. A valid Password is: 92Drabac or Sam9ple
- iv. Re-Enter your Password and click Next to confirm.
- v. Follow the prompts on screen if any of your information is invalid, otherwise continue to Step 2.

## 2. Secure your Account

**Secure Your Account**

\* Account PIN

Security question examples: Name of your first pet? Hospital you were born in? Father's middle name?

Question	Answer
* 1 <input type="text"/>	<input type="text"/>
* 2 <input type="text"/>	<input type="text"/>
* 3 <input type="text"/>	<input type="text"/>

- i. Enter a 4-digit Account PIN number. All digits cannot be the same, and must not be in ascending or descending order. E.g. A valid Account PIN is: 1407 or 9472
- ii. Enter 3 Security Questions and Answers known only to you. E.g. Question: Favourite Colour? Answer: Taupe.
- iii. Click Next. This information will be used to identify you should you forget your password of have queries regarding your account. Always keep this information secure.

## 3. Complete your Contact Details

**Contact Details**

* First Name <input type="text"/>	* Email address <input type="text"/>
* Last Name <input type="text"/>	* Repeat Email address <input type="text"/>
* Company <input type="text"/>	* Contact phone <input type="text"/>
* Postal Address <input type="text"/>	* Mobile phone <input type="text"/>
* Suburb <input type="text"/>	Fax Number <input type="text"/>
* State <input type="text" value="Other"/>	Industry Group <input type="text" value="None"/>
* Postcode <input type="text"/>	
* Country <input type="text" value="Australia"/>	

- i. Complete your name and address details on the left hand side. If you are currently reside in a country other than Australia, please choose 'Other' as your State.
- ii. Enter your email address, now re-enter your email address below to confirm.
- iii. Include your Area Code in the appropriate phone fields.
- iv. Click Next.

#### 4. Choose your Locker Plan

Payment		Plans					
<b>Reseller</b> If you were referred to DocLocker by a Reseller please enter their ID here: <input type="text"/>		Product	One off License Fee (ex)	Price (ex)	Quantity	Total (ex)	
		DocLocker Gold Monthly	\$499.95	\$69.95	<input type="text" value="0"/>	\$0.00	
		DocLocker Platinum Monthly	\$499.95	\$124.95	<input type="text" value="0"/>	\$0.00	
		DocLocker Professional Monthly	\$499.95	\$169.95	<input type="text" value="0"/>	\$0.00	
		DocKey™	\$0.00	\$49.95	<input type="text" value="0"/>	\$0.00	
<b>Promotion Code</b> If you have a promotion code enter it here: <input type="text"/>						Sub Total: \$0.00	
<b>Select Payment Method</b> <input checked="" type="radio"/> Credit Card <input type="radio"/> Cheque <input type="radio"/> EFT						Tax: \$0.00	
<b>Select Payment Plan</b> <input checked="" type="radio"/> Monthly <input type="radio"/> 12 Months						Total: \$0.00	
		<b>Update Totals</b>					
		<b>← Previous</b>					<b>Next →</b>

- i. If you were referred to DocLocker by a Reseller Partner, please enter their Reseller ID.
- ii. If you were given a promotion code, please enter the code.
- iii. Select a payment method.
- iv. Select a payment plan. Note – Monthly plans only available for Credit Card payments.
- v. Enter the Quantity for each product needed. Please note the number of DocKeys™ included in each plan. Enter quantities needed for additional DocKeys™. You can also scroll over the products to view a description.
- vi. Click Update Totals.
- vii. Check the quantities before clicking Next to confirm.

#### 5. Enter your Payment Details

<b>Credit Card Type</b> <input type="text" value="Select card type"/>	<b>Postal Address</b> <input type="text" value="10 Street Street"/>
<b>Name on Card</b> <input type="text"/>	<input type="text"/>
<b>Credit Card Number</b> <input type="text"/>	<b>Suburb</b> <input type="text" value="Roadville"/>
<b>Expiry Date</b> <input type="text" value="01"/> / <input type="text" value="2008"/>	<b>State</b> <input type="text" value="QLD"/>
<b>CSV</b> <input type="text"/>	<b>Postcode</b> <input type="text" value="2156"/>
	<b>Country</b> <input type="text" value="Australia"/>
<b>← Previous</b>	
<b>Next →</b>	

- i. If you have chosen Cheque or EFT payment methods, please read the instructions on screen.
- ii. If you have chosen Credit Card payments, choose your Credit Card type from the drop down menu, and complete the required card details.
- iii. Confirm your Delivery Address. This is where your DocKeys™ will be shipped. Please edit the address fields if this address is different to your postal address.
- iv. Click Next to confirm.

## 6. Confirm your Purchase

**Purchase Confirmation**

[Purchase](#)

- Login Details [Edit](#)
- Secure Your Account [Edit](#)
- Contact Details [Edit](#)
- DocLocker Plan [Edit](#)
- Payment Details [Edit](#)

Do you agree to DocLocker's Terms and Conditions?  
**TERMS & CONDITIONS OF SALE ("Conditions")**  
 VERSION DATE: FEBRUARY 26, 2008

**Terms of Use**  
 This legal notice applies to the entire contents of this website ("Site") DocLocker.com, which includes all the related URLs. You indicate your acceptance of this agreement by using any part of this website. If you do not agree with any part of these Terms of Use.

- i. Click Edit to change any information completed in the previous steps.
- ii. Read DocLocker's Terms and Conditions.
- iii. If you agree to the terms, check the box 'Do you agree to DocLocker's Terms and Conditions?'
- iv. Click Purchase to complete your purchase.
- v. If you do not agree to the terms, you will not be able to complete your purchase.
- vi. If the purchase transaction fails you will be allowed to try again or choose a different payment method.

## 7. Order Complete

**DocLocker.com**

Registration Confirmation

**Purchase Complete**

Order (287)

Item Description	Quantity	Price	Tax	Total
DocLocker Professional Monthly	1	\$169.95	\$16.99	\$186.94
DocLocker Professional Monthly License Fee	1	\$499.95	\$50.00	\$549.95
Secure Access Token	1	\$49.95	\$5.00	\$54.95
		Total: \$719.85	\$71.99	\$791.84

**Order Date:** 28 Mar 2008

**Order Status:** Shipping

**Comments:** DocLocker Registration

**Shipping Address:** 10 road ave suburb ACT 3424 AU

**Payment Method:** Visa

**Payment Notes:** Reference number: TESTCARD. Auth code: TESTCARD

**Payment Amount:** \$791.84

[Login](#)  
[Forgotten your password?](#)  
[Lost Your DocKey?](#)

- i. View the Purchase Complete screen with your itemised order.
- ii. An automated invoice and instructions will be emailed to you.
- iii. If you already have your DocKey™ click the Login button to access your DocLocker. If you are waiting to receive your DocKey™, follow the instructions emailed to you.