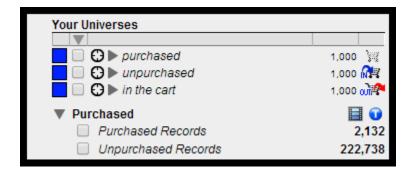
Purchasing Records

Before you can export voter records or use them with Ground Game, you will first have to purchase and unlock those records.

- 1. Before any records can be purchased they must first be in a universe. We suggest you make a master universe to purchase all the voter records you want to export or canvass.
- 2. After you have the universe of records you want to purchase, you will need to add it to the cart. To do this, open the "Universes" branch in your side panel and a list of universes will appear. To the far right of the universe will be a cart symbol.
 - Grey Cart Icon: a universe composed entirely of purchased records.
 - Blue Cart Icon: a universe containing unpurchased records.
 - Red Cart Icon: a universe that has been added to your shopping cart.



- 3. To add a universe containing unpurchased records into your cart, simply click on the cart symbol of a universe with unpurchased records. The cart symbol's arrow will have changed from blue to red, this means that the universe has unpurchased records ready for checkout.
- 4. With items on your cart, click the Checkout button at the top right of your screen. This will open the checkout screen.



- 5. The minimum amount you can pay on any order is \$25, and at \$0.025 a record that means the minimum of unpurchased records you can purchase for each trip to the checkout is 1,000. If you have any credit on your account the system will withdraw from that before making any charges to your card, and you can purchase less than 1,000 records with credit.
- 6. Once you are satisfied with your order click on Finalize Order. The system will process your order and the records will be flagged as purchased and the cart icon will change. You can now export them and use them in Ground Game.

