

Plus-32 Internet set up

In order to set up your account we need to know a few things. We are able to set up your account in many different ways.

- 1- We can set up your account as a single account with 1 auth code and place any benchmark files you may use in your folder so they will run each time a report is produced. You may have up to 3 email addresses in which to send the reports to.
- 2- We can set up your account with a main account and additional accounts for each department or branch. Each department or branch may have their own email addresses to return reports to and may also have their own benchmarks. We can have each department or branch have their own report credits or we can have them pool the main account credits.
- 3- If all departments or branches use the same benchmark files we can place them in a main folder for all to use.
- 4- Every time a report is run we save the Auth code used and tally the number of reports run. We can provide a report to you whenever needed for accounting purposes.

All you need to do is print out the next page with your companies information, print out the set up sheet for the main company and one for each department or branch. Fax or email them back to us and we will email you back your Auth codes to get started.

If you do not have benchmark files we can create them for you. Please let us know. You may also have the html files for your website or simply place a link to ours.

Thank you for choosing the Plus-32 employment testing system.

Plus-32 support information:

Email address : brgs@mindspring.com

Telephone number - 1-800-671-1868

Fax # 1-888-575-6384

Website <http://www.plus32.com>

Client information for Plus-32 profiles

We have designed a database for credit cards so you will not have to give us this information each time you place an order. This will make ordering easy and confidential. Please fill out the information below to be entered into our database. Your credit card information is encrypted and cannot be viewed once in the database and this sheet is destroyed.

Company Name _____

Contact name _____

Credit card Address _____

Zip Code of credit card _____

Name on credit card _____

Credit card type Visa MasterCard AmExpress Discover

Card # _____

Expiration date _____

CVI # on back _____

Phone _____

Email _____

Number of reports wanted _____

Pool Reports___ Don't Pool___ Spilt reports between departments/branches___

Please Email back to brgs@mindspring.com

Or fax back to 1-888-575-6384

Plus-32 Internet set up sheet

Department/branch name to be printed on reports

Email address to return reports to

Number of reports for this branch if not pooled _____

If you wish we can include a 3 or 4 digit number in the auth code for this account _____

Telephone # for this account _____

Contact name _____

Department/branch name to be printed on reports

Email address to return reports to

Number of reports for this branch if not pooled _____

If you wish we can include a 3 or 4 digit number in the auth code for this account _____

Telephone # for this account _____

Contact name _____