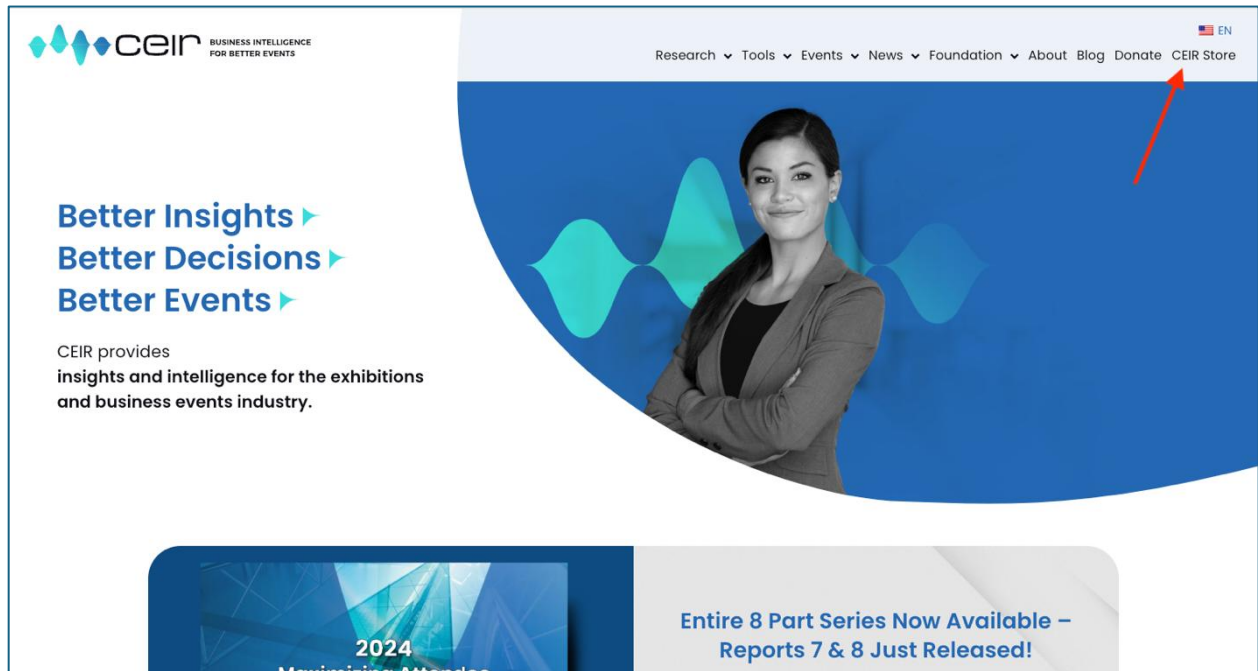


Accessing CEIR Reports as an EDPA Member

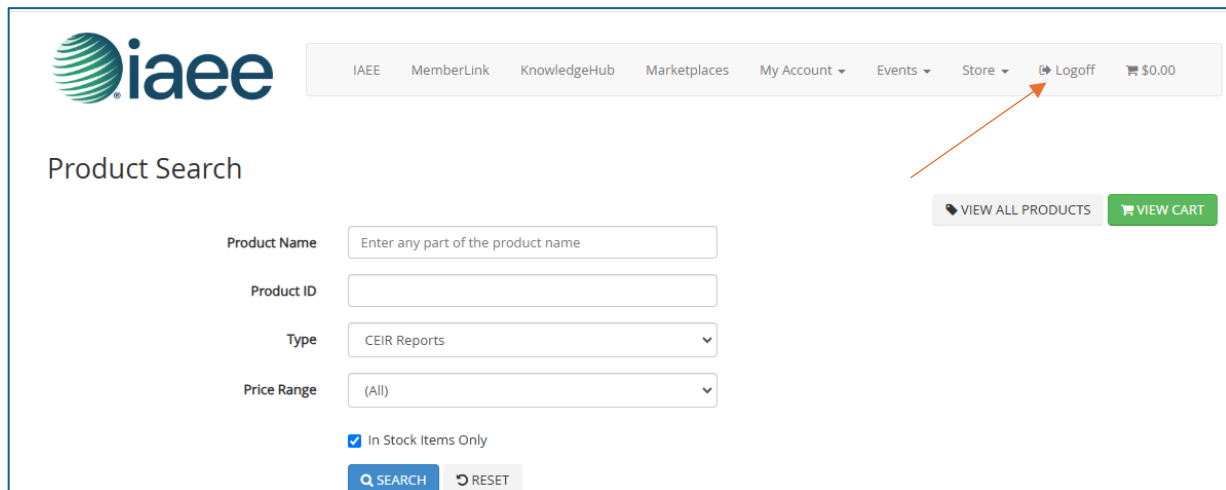
You will need to create an account with CEIR.

Go to <https://www.ceir.org/>

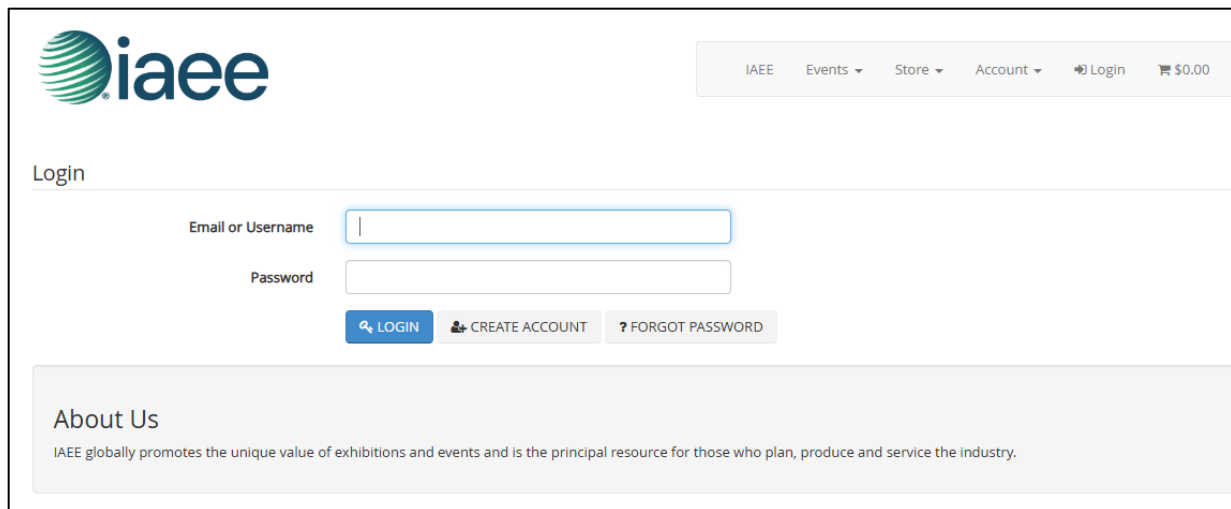
Click **CEIR STORE** at the top right of the CEIR homepage.



It will take you to this page.



Click the Login/Logoff button in the top right-hand corner of the screen (see photo above)



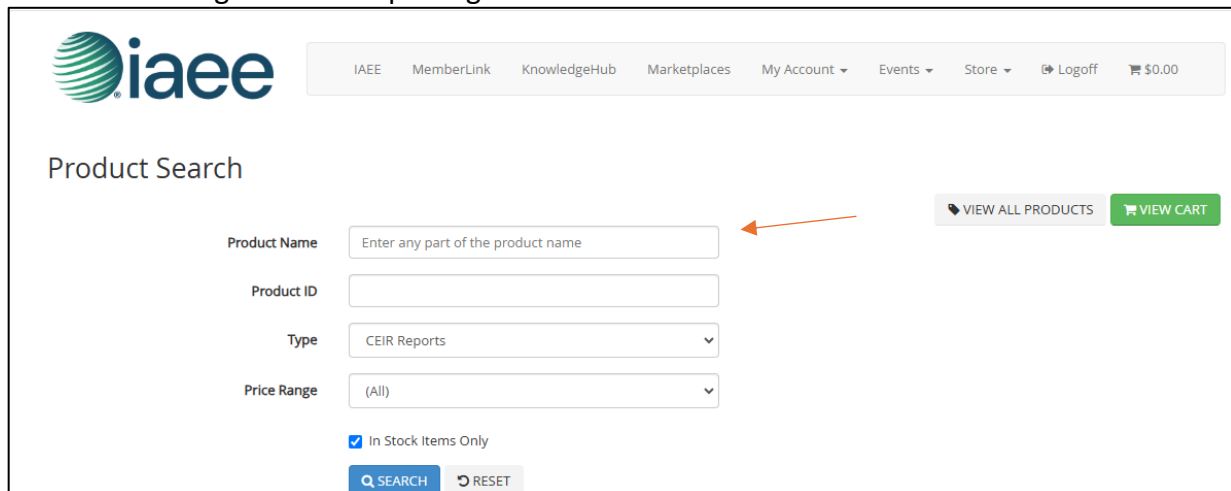
The screenshot shows the IAAE website's login page. At the top left is the IAAE logo. To the right is a navigation bar with links for IAAE, Events, Store, Account, Login, and a shopping cart icon showing \$0.00. Below the navigation bar is a 'Login' section with two input fields: 'Email or Username' and 'Password'. Below these fields are three buttons: 'LOGIN', 'CREATE ACCOUNT', and 'FORGOT PASSWORD'. At the bottom of the login section is an 'About Us' section with a brief description of IAAE's mission.

If you do not already have a log in, click **Create an Account**.

If you have an account, you can **Sign In**.

- Username is your email and Password is your firstnamelastname, no space or caps. Once you're logged in it will take you to a personalized dashboard.

From there navigate in the top navigation bar and **select Store** and then **Product search**.



The screenshot shows the IAAE website's product search page. At the top left is the IAAE logo. To the right is a navigation bar with links for IAAE, MemberLink, KnowledgeHub, Marketplaces, My Account, Events, Store, Logoff, and a shopping cart icon showing \$0.00. Below the navigation bar is a 'Product Search' section. It contains four input fields: 'Product Name' (with a placeholder 'Enter any part of the product name'), 'Product ID', 'Type' (a dropdown menu currently showing 'CEIR Reports'), and 'Price Range' (a dropdown menu currently showing '(All)'). Below these fields is a checkbox labeled 'In Stock Items Only' which is checked. At the bottom of the search section are two buttons: 'SEARCH' and 'RESET'. To the right of the search section are two buttons: 'VIEW ALL PRODUCTS' and 'VIEW CART'. An orange arrow points to the 'Product Name' input field.

Click **Type** and then select **CEIR Reports** from the menu and then **Click** the search button.

Select the CEIR report you want to download

Once selected, **Go to View Cart**

Type	Item	Price	Qty	Total
Guest User's Cart Items				
	Product	Part 1: Planning, Performance Metrics, Costs, Gross Revenues	\$49.00	1
				\$49.00
			Individual Total	\$49.00
			Cart Total	\$49.00
			Discounts	\$0.00
			Taxes	\$0.00
			Shipping & Handling	\$0.00
			Final Total	\$49.00

[CONTINUE SHOPPING](#)
[CHECKOUT](#)
[CLEAR CART](#)

Scroll down to the **Appeal Code** on the lower lefthand side of the screen and enter **Your EDPA Access Code is: EDPA-25**

Once Appeal Code is entered, click the green box with the checkmark to apply the discount. Your total will reflect the discount.

Shopping Cart

Digital Product Orders: Complete the order process, then return to My Dashboard (under My Account, or click the IAEE logo). Click Downloadable Products under Online Store to download files.

Type	Item	Price	Qty	Total
Nicole Bowman's Cart Items				
	Product	Part 1: Planning, Performance Metrics, Costs, Gross Revenues EDPA-25	\$49.00	1
				\$49.00
			Individual Total	\$49.00
			Cart Total	\$49.00
			Discounts	\$0.00
			Taxes	\$0.00
			Shipping & Handling	\$0.00
			Final Total	\$49.00

[CONTINUE SHOPPING](#)
[CHECKOUT](#)
[CLEAR CART](#)

Scroll down and click the **Checkout button**

Scroll down and **Click Process Order**

From there, you will navigate to top navigation bar and click **My Account** and then **My Dashboard**.

Scroll down to **Online Store** and then go to **Downloadable Products**.
Your product will be in your dashboard

REMINDER:

If you do not already have a log in, click **Create an Account**.

If you have an account, you can **Sign In**.

Username is your email and Password is your firstnamelastname, no space or caps.

NOTE: Above assumes the user has already logged in. If a user is not logged in when they try to enter a code, they'll be prompted to do so. Once Access Code is entered, it is applied to all future qualifying purchases. All reports are free except the CEIR Index, CEIR Census and webinars.