1. Click on the link below to purchase an ASFA Career Posting: 
   https://asfamalachite-mgmt.site-ym.com/store/view_product.asp?id=1056750
2. Enter in the number of Career Postings that you would like to purchase and click “ADD ITEM”
3. You will then be redirected to another page, if you have no other items to purchase click “CHECKOUT”
4. Fill out your information (this information will not be displayed on the career posting)
5. Under “PAYMENT INFORMATION”

<table>
<thead>
<tr>
<th>PAYMENT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount</td>
</tr>
<tr>
<td>Payment Type</td>
</tr>
</tbody>
</table>

- Select “Bill Me” – if you want to create an invoice to enable you to send payment via cheque to ASFA Head Office (Instructions below)
  - The Cheque must be addressed to “American Society for Apheresis”
  - Mailing Address:
    - 375 West 5th, Suite 201
    - Vancouver, BC
    - V2Y 1J6
- Select “Credit Card” if you are paying for the posting today with your credit card
6. Enter in the EXACT billing address and name that appears on the credit card.
   If you are paying by cheque, then the billing address of where the cheque is being issued from
7. If you have any comments then you can add them under “ADDITIONAL CUSTOMER INFORMATION,” otherwise click on “PROCEED TO CONFIRMATION”
8. Verify that all of the information is correct
   - If you find a mistake – click on the Pencil/Paper icon to edit that section
   - If there are no corrections – click on “COMPLETE ORDER”
9. You will then receive an email with the subject heading: ASFA – Thank you for your order
   This email will allow you to:
   - Print out your invoice from the email
   - “Manage your career postings“
     - This link will redirect you to the ASFA page to edit your career posting
10. To edit your career posting – click on the pencil/paper icon below “OPTIONS”

11. This will direct you to a page where you can fill out the career posting that you wish to see on the ASFA website.

12. When you are done – enter in the “Validation Code” then click “SUBMIT”

13. You will then be directed back to the previous page
   Click on the red button to activate your posting – once activated it should turn green

14. Your posting has now been submitted to ASFA Head Office, once it is approved it will remain on the website for 90 days

15. To go back and edit your career posting
   - Sign in to the ASFA website with the user ID and password that you created
     - On the right hand side – click “Manage Profile”
     - On the main page click on the “Career Postings” icon

   This now should direct you back to the page in step 10 - edit the information as appropriate.