

Purchasing Through the CCAA Website

Step 1. Go to www.ccaaweb.net via your internet provider

Step 2. You will see the opening main page of the website as shown below in figure 1

Step 3. Click the log in button on the left navigational list of site features



Figure 1 Website Home page

Please go to page 2

Step 4. Upon clicking the log in button on the left navigational list of site features, you see a screen as shown in figure 2 below

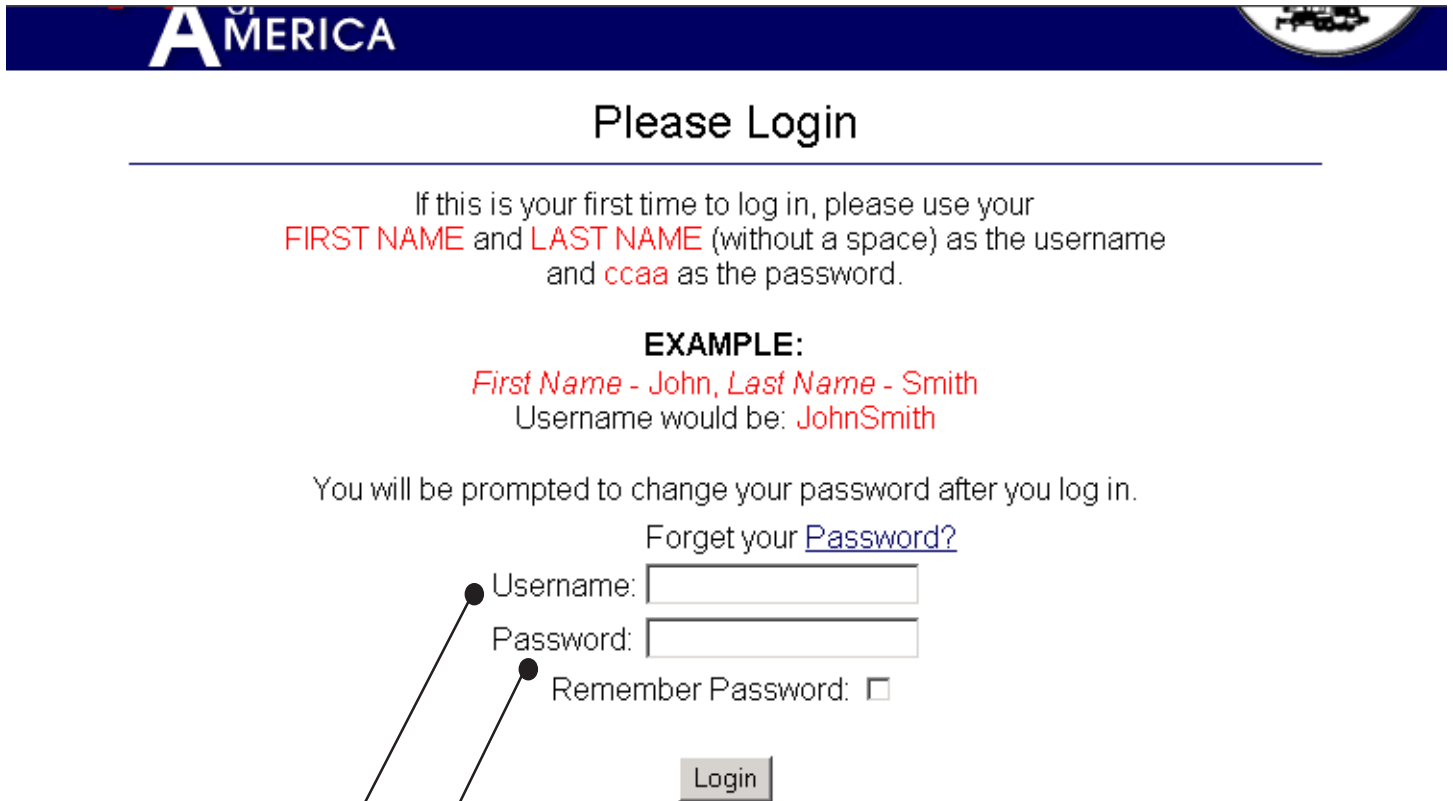


Figure 2 Log In Screen

Step 5. In the space for “Username” insert your first and last name, with no spaces. i.e. johndoe.

Step 6. In the space for “Password” insert your password. If you are a first time user, the Password will be ccaa. At this point you are encouraged to change the password to one of your own preference. Profiles should also be updated, while you are at it.

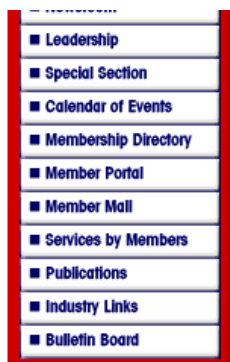


Step 7. Once you have logged in, go to the Member Mall, where you will be presented with a screen from which you can choose from hundreds of “e” commerce sites, under the Association Mall:

- Apparel,
- BabyBooks,
- Computers/Electronics,
- Flowers & Gifts,
- Food & Beverages,
- Health & Beauty,
- Hobbies & Collectibles,
- Home & Garden,
- Music, Videos & DVDs,
- Office Supplies,
- Pets Sports & Outdoors Toys & Games,
- Travel & Luggage.

Each of these categories will have a list of vendors and an amount of commission, payable to the association.

Figure 3 Left Navigation



e Purpose of CCAA is to promote crane safety, improve the tification profession and address the subject of crane safety in governmental forums.

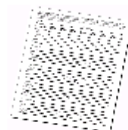
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**For CCAA Members
New Insurance Contact**
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Challenge to our members!



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Heavy Equipment Services Company	
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Step 8. The Member Mall screen again has left navigation to go to various categories of product, as well as numerous icons in the center of the page. Click on any category of interest to see a list of vendors.

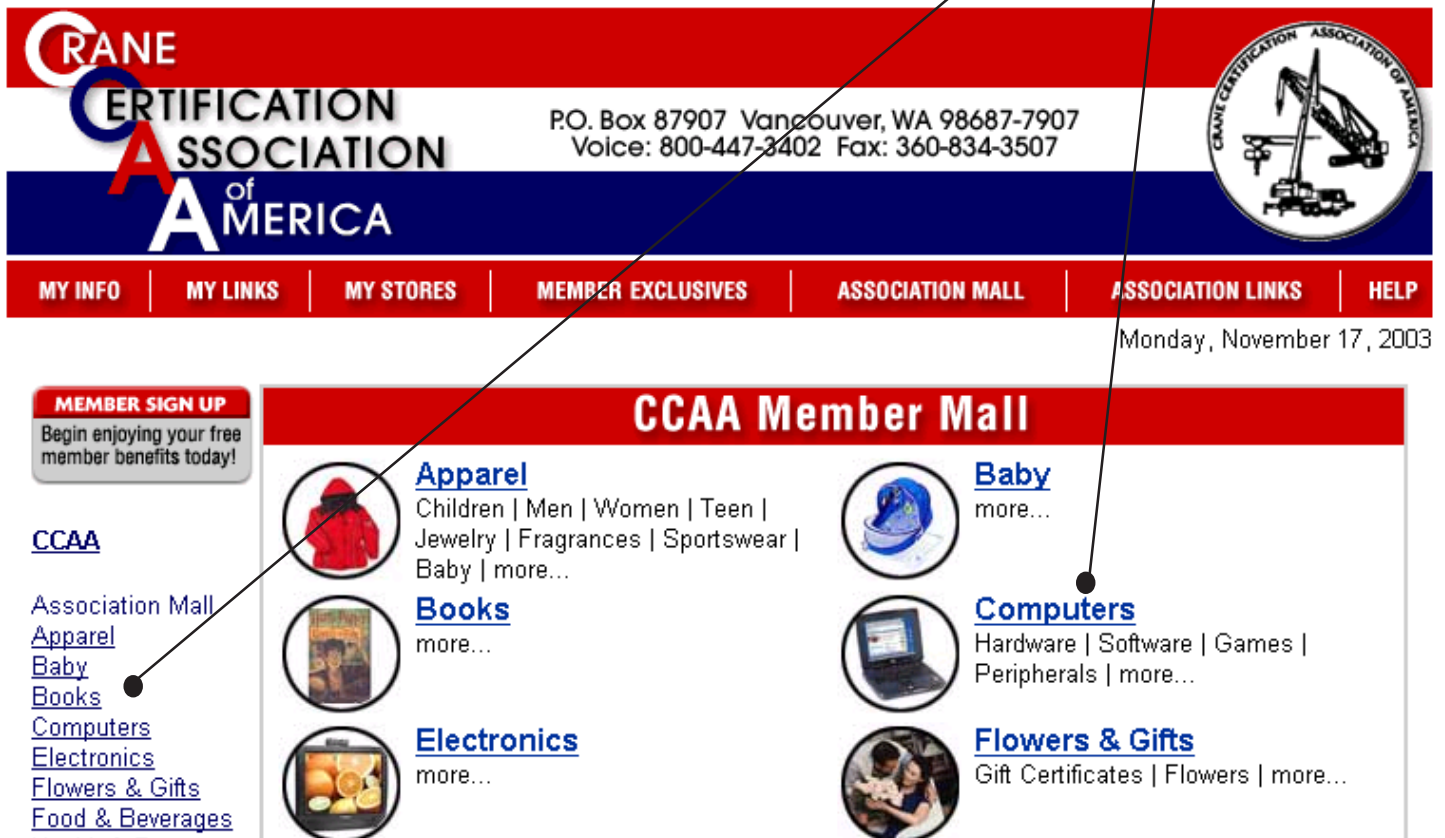


Figure 4 Member Mall

Please go to page 5

Step 9. The next screen again has left navigation, but now shows the various vendors available under the category you selected on the previous screen. At this point you will make your selection of vendor of choice. Each commission amount is listed for the individual vendors.

Click on the vendor and you will be taken to the screen shown on the next page.

MEMBER SIGN UP
Begin enjoying your free member benefits today!

CCAA Member Mall

Office Supplies

Select a Merchant

- Buy.com** - (2-3% to Crane Certification Association of America)
You can find almost anything at Buy.com. Check out the Deal of the Day!!
\$10 OFF \$75 IN OUR NEW TOY STORE! VALID FOR A LIMITED TIME.
- Office Depot** - (1.5% to Crane Certification Association of America)
Make sure you check your prices at Office Depot. Free Overnight Shipping on orders over \$50.
SUPERVALUES at Office DEPOT
- Office Max** - (2.5% to Crane Certification Association of America)
Not just great office supplies, but computers, software, furniture and lots more. FREE Shipping on orders over
Over 30,000 products OfficeMax.com

CCAA
[Association Mall](#)
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Member Portal

Figure 5 Member Mall

Please go to page 6

Step 9. The vendor screen shows the same home page as if you had gone directly to this vendors site, but now has the association’s header across the top.

Log in as you normally would on the vendor site and place your order. Once completed, log off the vendor site and press the return to CCAA button at the top of the screen. This will return you to the CCAA site, where you can explore other areas of the site or just log off and go on about your business.

Your order has been placed for the same amount as you would have paid visiting the vendor site directly, only CCAA now will receive a commission for your purchase. You not only have handled your ordering needs, but have contributed to the association. Thanks for your support.



Figure 6 Vendor screen