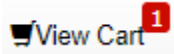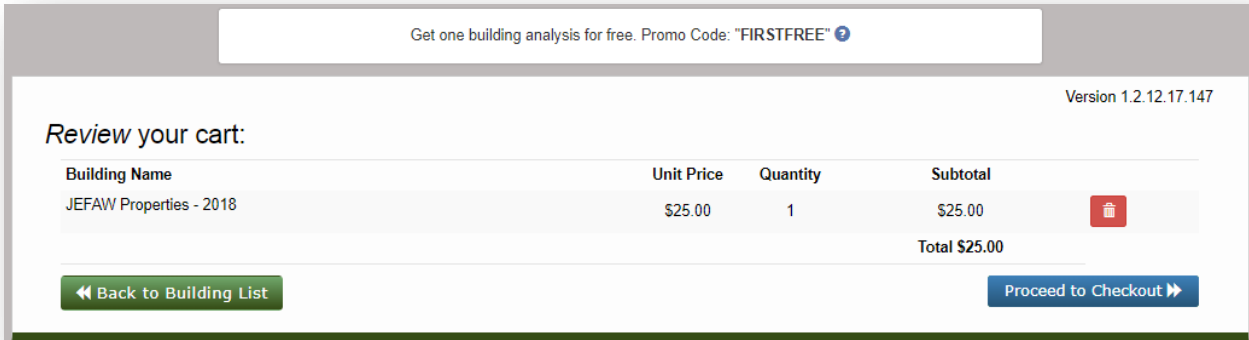# Step 6 - View Cart

**+Add to Cart** places the building in the shopping cart.  The user may enter details for another building before checking out.  The user may complete the purchase by going to **View Cart**.

1.  Click the View Cart button at the top right of the web page
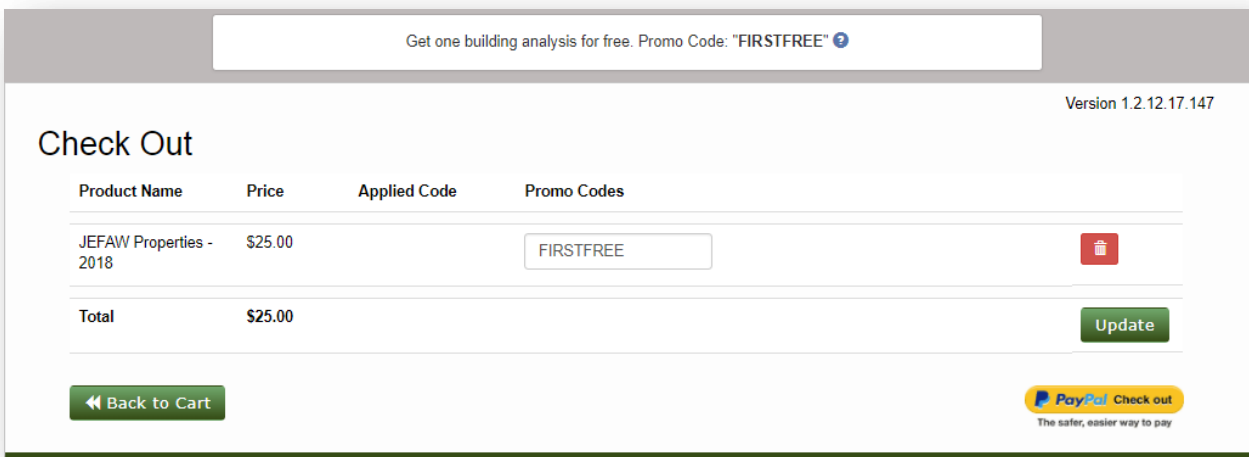
    

    Review your cart displays

    

2.  Review the building name to assure this is the Building report you are purchasing

    To exit, click **◀◀ Back to Building List**

    To continue with the purchase, click **Proceed to Checkout ▶▶**

3.  If you have a promotional code, enter it in the Promo Codes and click the **Update** button.

    

    Note: You may use the (one-use) "FIRSTFREE" Promo Code.

4.  The [Update] button changes the Total amount due.  Enter the Billing Information requested.

## Check Out

| Product Name | Price | Applied Code | Promo Codes | | |
|---|---|---|---|---|---|
| JEFAW Properties - 2018 | $25.00 | | | | 🗑 |
| | -$25.00 | FIRSTFREE | | | ✖ |
| **Total** | $0.00 | | | | Update |

### Billing Information

| | | | | |
|---|---|---|---|---|
| First Name | | Last Name | | |
| Address | | City | | |
| State | - Select a State - ▼ | Zip | | |
| Phone | | | | |

◀◀ Back to Cart                    Checkout

5.  With the Billing Information completed, click the [Checkout] button.

## Check Out

| Product Name | Price | Applied Code | Promo Codes | | |
|---|---|---|---|---|---|
| JEFAW Properties - 2018 | $25.00 | | | | 🗑 |
| | -$25.00 | FIRSTFREE | | | ✖ |
| **Total** | $0.00 | | | | Update |

### Billing Information

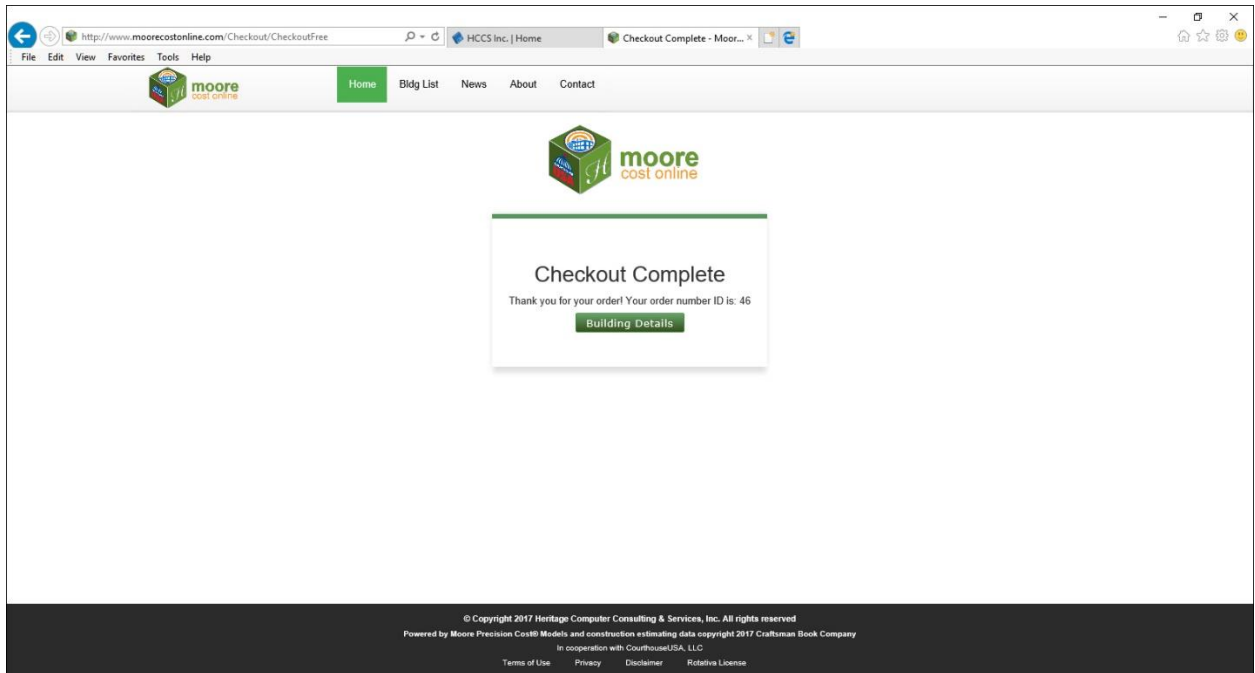| | | | | |
|---|---|---|---|---|
| First Name | Frances | Last Name | Watkins | |
| Address | 10104 W 105th Street | City | Overland Park | |
| State | KS - Kansas ▼ | Zip | 66212 | |
| Phone | 9135294227 | | | |

◀◀ Back to Cart                    Checkout

6.  The **Checkout Complete** message indicates completion of the purchase.  Click the **Building Details** button.



7.  Next Step:  Enter Depreciation and download RCN and Cost Approach reports.