

**Welcome to  
NukeWorker.com's Employer Services  
Payment Process Tutorial**



**In this module, you will become familiar with the NukeWorker.com Employer Services Payment Process.**

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## 1. Purchase Job Postings or Resume views

Click on the “Buy Jobs” link found on the Employers Menu, when employers are logged in to review the job posting and resume viewing packages we have available. You can buy just one, a multi-unit package, or you can choose a package that allows unlimited access to our site. The plans depicted in Figure 1 are for illustrative purposes only, and may not reflect actual prices found on the NukeWorker.com Employer Services job site.

## 2. Choose a Plan

Figure 1: Choose a Plan

(1) Buy Package

Package type	Resumes	Jobs	Featured Company ?	Job Posting Duration	Package Duration	Price
<input type="radio"/> 1 Resume	1	0	no	0 days	3 months	\$30.00
<input type="radio"/> 10 Pack of Resumes	10	0	no	0 days	12 months	\$125.00
<input type="radio"/> Single Job Post	0	1	no	60 days	6 months	\$225.00
<input type="radio"/> 1 Month Unlimited Resume Views	Unlimited	0	no	0 days	1 months	\$600.00
<input type="radio"/> 5 Pack of Jobs	0	5	no	60 days	12 months	\$900.00
<input type="radio"/> 3 Months Unlimited Access	Unlimited	Unlimited	yes	90 days	3 months	\$1,500.00
<input type="radio"/> 10 Pack of Jobs	0	10	no	60 days	12 months	\$1,750.00
<input type="radio"/> 6 Months Unlimited Access	Unlimited	Unlimited	yes	90 days	6 months	\$2,100.00
<input checked="" type="radio"/> 12 Months Unlimited Access	Unlimited	Unlimited	yes	90 days	12 months	\$3,000.00

Choose the package that is best for you, and then click on the “Buy Package” Button.

### 3. Choose Payment Method

When you pay by credit card, your account will be instantly credited, and you will be able to immediately post jobs or view resumes. We do not take credit card payments over the phone, only online.

Select the payment method and click on the “Pay” button as seen in Figure 2 below.

Figure 2: Choose Payment Method



#### 3.1. Pay by Credit Card

When you click on the “Pay” button with “Credit Card” selected as your payment method, as seen in Figure 2, you will be directed to our credit card payment processor, 2CO.com (a.k.a. 2checkout.com). You will be taken to the “Review Order” page like the one depicted below in Figure 3. Click on the “Checkout” button.

Figure 3: Review Order on 2CO.com

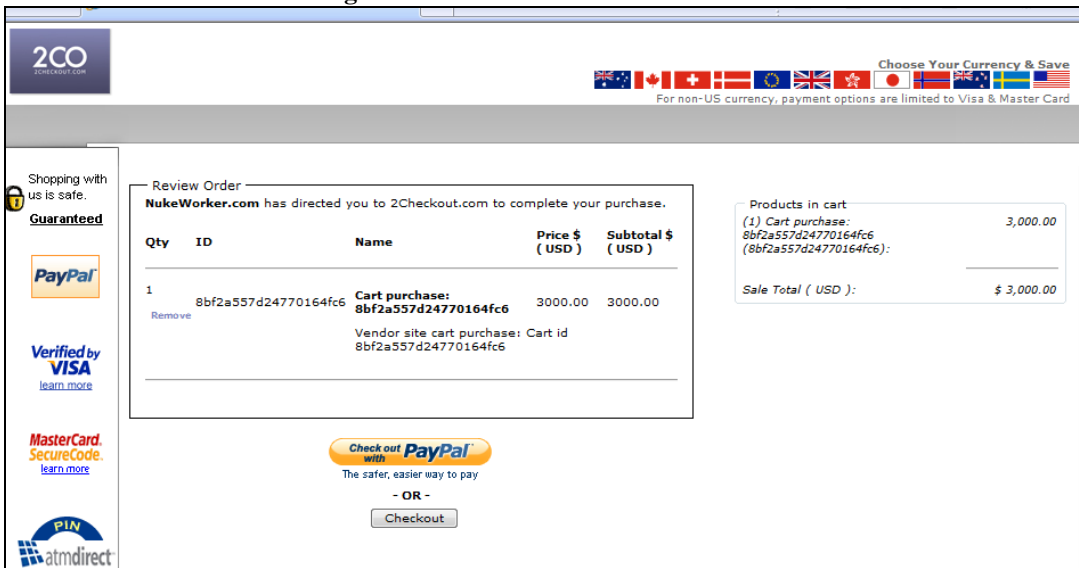


Figure 4: 2CO.com Billing Information

Billing Information

**Name:**     
- Format: First Middle Initial Last

**Email:**

**Phone:**   
- Format: xxx-xxx-xxxx 8 char minimum

Phone Extension:

**Address Line 1:**

Address Line 2:

**City:**

**State:**

Postal Code:   
Required for US customers

**Country:**

**Bold fields are required**


You will then be taken to a page that looks like the one in Figure 4, "Billing Information. This is the **Billing Information on the credit card you are using. Enter the name that is on the credit card, if there is no name; enter the company name that is on the card. The address you enter must be the address the credit card is billed to.** Click on "**Next**" after you have finished filling out the form.







You will then be presented with the "Payment Method" screen on the 2CO.com site, as seen in Figure 5, below.

Figure 5: 2CO.com Payment Method



The screenshot shows a 'Payment Method' selection interface. It features five radio button options: 'PayPal', 'Credit Card', 'Digital Check', 'Debit', and 'FXSource'. The 'Credit Card' option is selected. Each option includes logos for associated services and brief descriptions. At the bottom, there are 'Back' and 'Next' buttons.


Payment Method

PayPal  Save time. Checkout securely. Pay without sharing your financial information.

Credit Card       


Digital Check US bank account required.

Debit   To download the PIN Pad control click on the Secure Me logo.

FXSource  Secure Bank Payments. What is FXSource®?

Choose "Credit Card", and click on the "Next" button to continue.

Figure 6: 2CO.com Credit Screen

The screenshot shows a 'Credit' information entry form. It includes three input fields: 'Credit Card Number', 'CVV Code', and 'Expiration Date'. The 'Expiration Date' field consists of two dropdown menus, currently showing '01' and '2007'. A 'What's This??' link is positioned to the right of the CVV Code field. At the bottom, there are 'Back' and 'Next' buttons.

Credit

Credit Card Number:

CVV Code:  [What's This??](#)

Expiration Date:

Enter your credit card information, and click "Next".

### 3.1.1. Finalize your order.

Click on the "Please click here" button, as seen in Figure 7 below. At this point, you have been charged for your order. Regardless of what happens next, do not create a new invoice, or try to pay-again on this invoice if something should fail in the "Notification of vendor" phase. If there is a computer failure in the "Vendor Notification" process, please contact the NukeWorker.com staff via the "Contact us" link on the NukeWorker.com site to have your account manually credited.

Figure 7: 2CO.com Order Processed Screen

Order Complete: 3800133045

**Your order is now complete. Please click here to return to our supplier's website.**

[Please click here.](#)

Your order was successfully submitted.  
Your order is pending, your card has not yet been charged.  
We will process your order within 24 hours, once it has passed a series of fraud checks.

Thank you for shopping with us!

---

Name: Michael D Rennhack  
Email: [rennhack@nukeworker.com](mailto:rennhack@nukeworker.com)  
Phone: 8652380203  
Address: 7809 Blueberry Road  
Powell, TN 37849  
USA

Qty	ID	Name	Price \$ ( USD )	Subtotal \$ ( USD )
1	da2c622097c6aaf01e1c	Cart purchase: da2c622097c6aaf01e1c	2699.99	2699.99

---

**Total: 2,699.99**

After you click on the "Please click here" button in Figure 7, you should be redirected back to the NukeWorker.com job board. You should then see a screen that says the payment was a success, as seen in Figure 8. It will then ask you to click on the 'Continue' button.

Figure 8: Successful Operation

**Successful Operation**

Great news, your Credit Card Payment was successful! An email has been sent to you with the details of this transaction for your records.

You are ready to post jobs or view resumes. Click button below to review a summary of your account, or choose a menu option from the Employers Menu to continue.

Please click on the button below to continue.

[Continue](#)

NukeWorker should be notified by 2CO.com electronically that you have made payment. You will receive two e-mails, one from NukeWorker.com and one from 2CO.com. The email from NukeWorker will have NukeWorker.com as the sender, and look like Figure 9. The email from 2CO will have "2CO.COM Sales Receipt" as the sender and Subject, and look like Figure 10.

**Figure 9: NukeWorker Order Confirmation Email**

**NukeWorker Invoice**  
NukeWorker.com [sales@nukeworker.com]  
Sent: Tue 8/21/2007 3:19 PM  
To: sales@nukeworker.com

---

**Michael Rennhack,**

**NukeWorker** created an invoice (#678) on NukeWorker.com for job posting and resume services.

This order was paid online via our credit card processor, 2checkout.com

2checkout Order Number: **3800133045**  
2checkout Order Status: **This transaction has been authorized.**

This order was billed to:

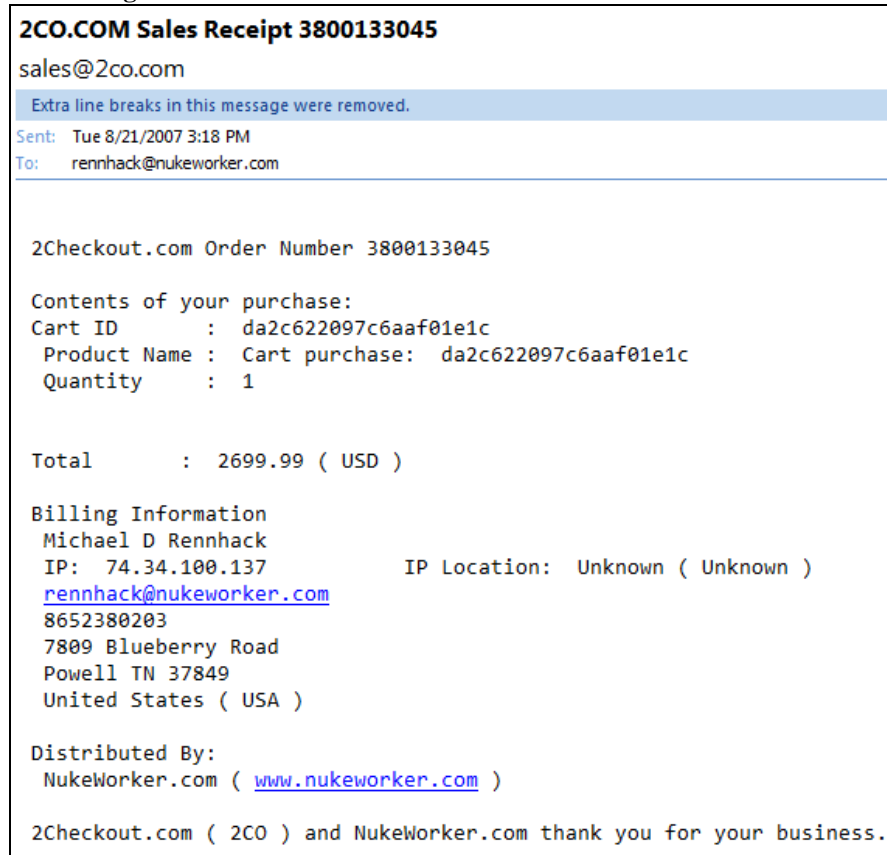
**Michael Rennhack**  
**NukeWorker**  
**7809 Blueberry Road**  
**Powell, TN 37849 USA**  
**8652380203**  
[rennhack@nukeworker.com](mailto:rennhack@nukeworker.com)  
IP: 74.34.100.137

Thank you for your order.

Invoice #678  
Invoice date: 08/21/2007  
Payment date: 08/21/2007  
Invoice price: **\$2,699.99**



Figure 10: 2CO.com Order Confirmation Email



### 3.1.2. Charges on your Bill

Charges will appear on your credit card bill under the name "2CO.COM \*NukeWorkr".

### 3.1.3. If Payment Transaction fails

If the payment fails on the 2CO.com site, (Your credit card is rejected).

1. **Don't** try another credit card. The problem probably isn't with your credit card, and using multiple credit cards will just confuse the system.
2. Close your internet browser, and open a new internet browser window.
3. **Clear out your cache and your cookies.** This is very important, as the credit card processor will use the OLD information in your cache/cookies and the process will fail again.
4. Log back in to NukeWorker, and follow the steps to make the payment again. (Note that you already have an invoice created, so there is no need to create a new one by selecting the job posting package again). Simply find the link for "Invoices" under the "My account menu" ( or click here: <http://www.nukeworker.com/job/myinvoices.php>), and choose the invoice you already created.
5. Proceed with the payment steps, making sure to use the information on the credit card statement (name on the card, billing address) on the credit card processor page where it asks for your 'personal' information. **It is important that you use the EXACT name as it is printed on the credit card in the 'name' section if the 'personal information' page.**

**If there is no person's name, use the company name that is printed on the credit card.**

- 6. If you have further problems, please call our credit card processor at 1-877-294-0273, they will be able to help you further.**

If your transaction completes on the 2CO.com site, (You get to the 'Order Processed' screen seen in Figure 7), but when you get re-directed back to NukeWorker.com (to notify us), you get some error message (and your job board account does not get credited), you need to contact NukeWorker.com immediately via the "Contact us" link to have your account manually credited for the transaction. Please do not attempt to pay again without contacting us first.

### 3.2. Pay by Check

When you click on the "Pay" button with "Check" selected as your payment method, as seen in Figure 2, you will be directed to a confirmation screen, as seen in Figure 11, below. After you click on the "Continue" button, your invoice will be available online by clicking on the "Invoices" link from the "Employers Menu". You will need to print out the invoice and send it in with your check. Your account will not be activated until the check is received. If you need to post a job immediately, we suggest you delete this invoice, and create a new one, choosing the pay by credit card method instead. If you have special needs, please contact us for assistance via the "Contact us" link on the Employers Menu.

#### 3.2.1. Confirmation Screen

Please click on the "Continue" button below to conclude the transaction, and have your invoice information emailed to you.

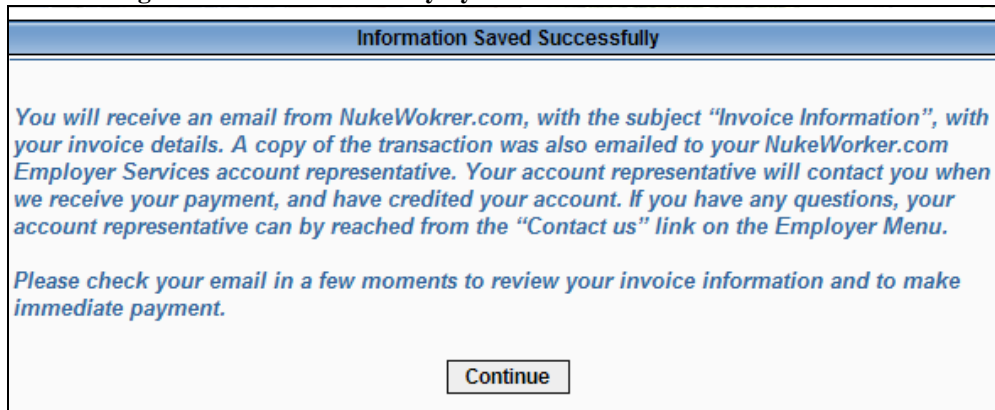
Figure 11: NukeWorker.com Pay by Check Screen

Pay by Check	
<p>Your invoice is now available online by clicking on the "Invoices" link from the "Employers Menu". You will need to print out the invoice and send it in with your check. Your account will not be activated until the check is received. If you need to post a job immediately, we suggest you delete this invoice, and create a new one, choosing to pay by credit card. If you have special needs, please contact us for assistance via the "Contact us" link on the Employers Menu.</p> <p>Please click on the "Continue" button below to conclude the transaction, and have your invoice information emailed to you:</p>	
Description:	à la carte
Number of Job Postings:	1
Price of Job Postings (each):	\$199.99
Sub Total of Job Postings:	\$199.99
Number of Resumes:	0
Price of Resumes (each):	\$24.99
Sub Total of Resumes:	\$0.00
Date:	08/21/2007
List price:	\$199.99
<b>Total price:</b>	<b>\$199.99</b>
<b>Notes::</b>	
If you wish to include a note for your records, please enter it now.	<input type="text"/>
<input type="button" value="Continue"/>	

You will receive an email from NukeWokrer.com, with the subject "Invoice Information", with your invoice details. A copy of the transaction was also emailed to your NukeWorker.com Employer Services account representative. Your account representative will contact you when we receive your payment, and have credited your account. If you have any questions, you can reach your account representative from the "Contact us" link on the Employer Menu.

Please check your email in a few moments to review your invoice information and to make immediate payment.

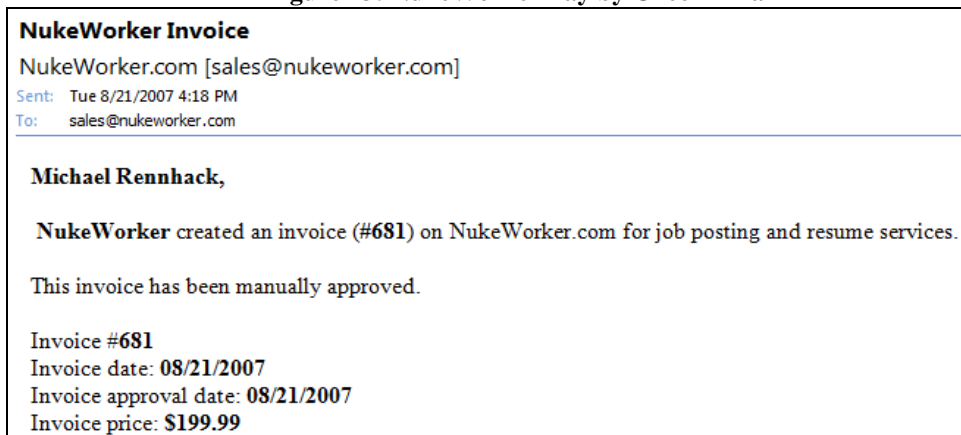
Figure 12: NukeWorker Pay by Check Confirmation Screen



### 3.2.2. Invoice Information

You will receive an email from NukeWokrer.com, with the subject "Invoice Information", which will look like this:

Figure 13: NukeWorker Pay by Check Email



### Thank you

Thank you for viewing the Employer Services Payment Process Tutorial. To learn more about the NukeWorker.com Employer Services, check out the other tutorials listed on the Login Screen or in the help section.