



# CAREER POSTING ONLINE STORE INSTRUCTIONAL

## OVERVIEW

The Canadian Institute of Transportation Engineers (CITE) provides a national job posting service for positions specific to its membership, which any employer of transportation-related professionals may utilize.

All approved job postings are displayed on the CITE national website for a minimum of one (1) month, with the option to renew for an additional month at a reduced rate if requested prior to expiry. In addition to the online postings, dedicated digest notices with web links are delivered to all CITE members for each individual posting.

Once your payment has been successfully processed via our online e-commerce store, and we have received your job posting submission via email attachment, your order will be posted and distributed within three (3) business days maximum.

### *Special notes:*

- Once your order has been processed, and your credit card transaction approved, then you will receive an email with instructions regarding submitting the details of your career posting.
- File attachments must be PDF format (maximum file size of 1MB)
- All payments are processed in Canadian funds.
- HST/GST will apply to all Canadian orders, with the amount based on the address of the purchaser.

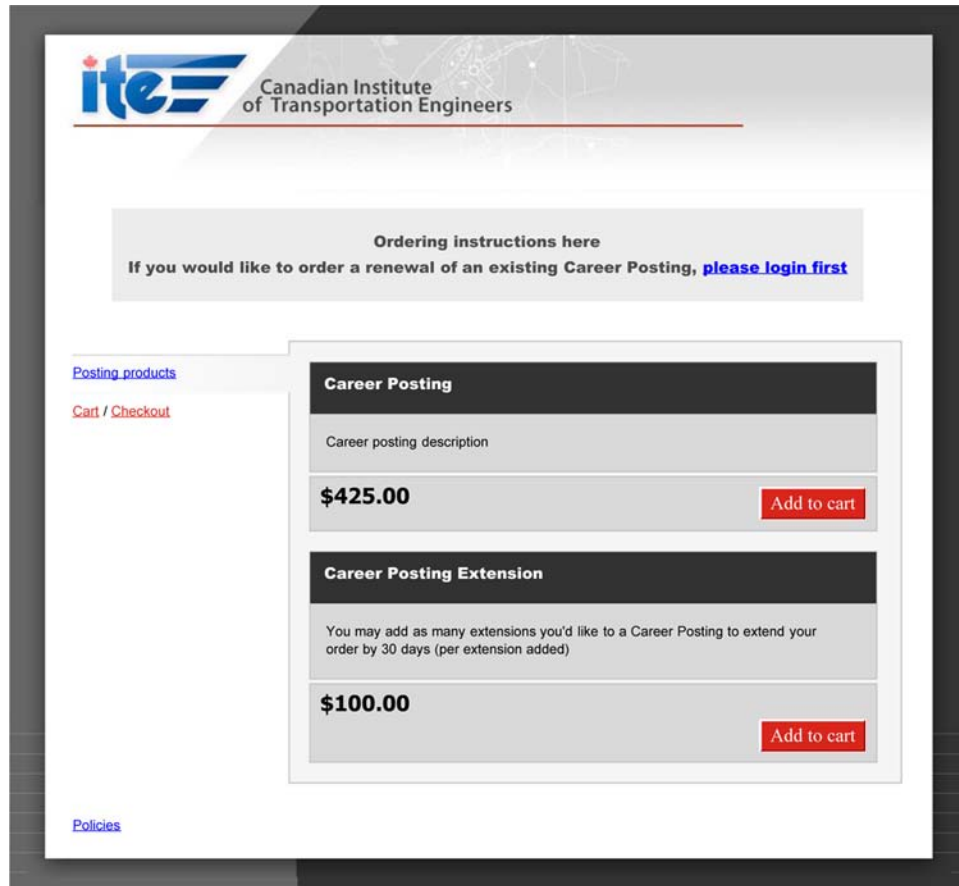
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### **For further information, contact:**

Dave Twaddle,  
Career Store Coordinator  
Email: [jobs@cite7.org](mailto:jobs@cite7.org)

# STEP-BY-STEP INSTRUCTIONS

First, please visit our online Career Posting e-commerce store at <http://jobs.cite7.org/>. Once online you will see the following screen:



## ***For new Career Postings***

If you are placing a new Career Posting then click the “Add to Cart” for the Career Posting. This provides you with the basic thirty (30) day service posting service with email notification to all CITE members.

However, if you know in advance that you wish the posting to display for longer than the standard thirty (30) days then click the “Add to Cart” under Career Posting Extension. You can adjust the quantities in the shopping cart, but each extension adds thirty (30) days to your posting.

Note: Career Post Extensions only allow for extended online posting of your available position. Email notifications are only sent with the primary Career Posting.



[View](#) [Edit Panel](#)

**Ordering instructions here**

If you would like to order a renewal of an existing Career Posting, [please login first](#)

[Posting products](#)

[Cart / Checkout](#)

**Career Posting**

Career posting description

**\$425.00**

[Add to cart](#)

**Career Posting Extension**

You may add as many extensions you'd like to a Career Posting to extend your order by 30 days (per extension added)

**\$100.00**

[Add to cart](#)

**Renew previous orders**

Our records show that you are eligible to renew the following order(s)

- Career Title: TEST New Communications Coordinator  
Creation date: Tuesday, March 22, 2011 - 09:26
- Career Title: Need a Communications Coordinator  
Creation date: Tuesday, March 22, 2011 - 19:43

**Career Posting Renewal**

You are eligible to renew a Career Posting for another 30 days. Please let us know which order you will be extending in the field below.

**\$100.00**

Career Title or Creation Date: \*

Enter the career title or creation date

[Add to cart](#)

[Policies](#)

***To extend existing Career Postings***

If you intend to extend an existing Career Posting then you will first need to login to the site (with your initial order you will have received login and password information). Once you are logged in then you will see a new home screen that lists all your current orders.

In the store item titled "Career Posting Renewal" type in the Career Title (preferred) or Creation Date, then click "Add to Cart".

Note: Career Post Extensions only allow for extended online posting of your available position for an additional thirty (30) days, and can only be purchased one unit at a time, not in combination with any other order. Email notifications are only sent with the primary Career Posting.

**ite** Canadian Institute of Transportation Engineers

## Checkout

Cart contents

| Qty | Products       | Price                     |
|-----|----------------|---------------------------|
| 1x  | Career Posting | \$425.00                  |
|     |                | <b>Subtotal: \$425.00</b> |

[Customer information](#)  
Enter a valid email address for this order or [click here](#) to login with an existing account and return to checkout.

**E-mail address: \***

[Extra order information](#)

**\* Career Title:**   
Enter a unique title for this career ad

[Billing information](#)  
Enter your billing address and information here.

**\* First name:**

**\* Last name:**

**Company:**

**\* Street address:**

**\* City:**

**\* Country:**

**\* State/Province:**

**\* Postal code:**

**Phone number:**

### ***Check-out and Payment Processing***

Once the contents of your cart are acceptable, then proceed to Checkout where you will see the (above) screen. If you are an existing customer login to access your current address information. *Remember* to complete the black “Career Title” field.

For new customers please use the following process:

- Start a new profile by entering your email address
- Enter your Career Title information. *For example...* “Transportation Planning Engineer”
- Complete the billing address information. **THIS MUST match the billing address information that is on the credit card statement.**

[Enter discount codes](#)  
 Enter discount codes in the box below (one per line).






Click to calculate discounts

[Payment method](#)

Order total preview:

**Subtotal:** \$425.00  
**GST:** \$21.25  
**Order total:** \$446.25

**Payment method: \***

Credit card:     **POWERED BY** 

Your billing information must match the billing address for the credit card entered below or we will be unable to process your payment.

**Card Number:**

**Expiration Date:**

**CVV:**  [What's the CVV?](#)

[Order comments](#)  
 Use this area for special instructions or questions regarding your order.

**Order comments:**

Cancel   Review order

[Policies](#)

### ***Check-out and Payment Processing cont'd***

If you have been given a discount code then you will enter it in the box shown above, then click “Click to calculate discounts”, otherwise proceed with entering your payment method information and click “Review Order” and follow the remaining steps in the process.

- Once your order has been processed, and your credit card transaction approved, then you will receive an email (from Internet Secure) with instructions regarding submitting the details of your career posting.
- File attachments must be PDF format (maximum file size of 1MB)
- All payments are processed in Canadian funds.

- HST/GST will apply to all Canadian orders, with the amount based on the address of the purchaser.

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