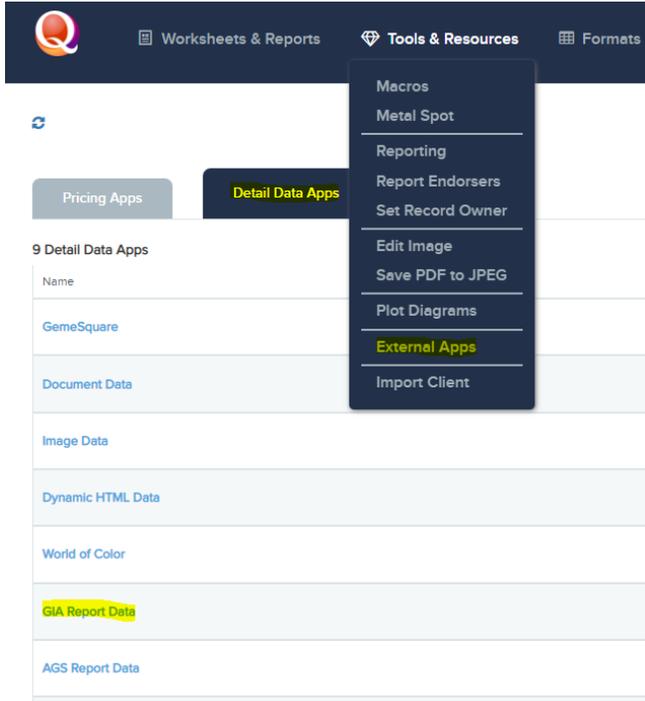


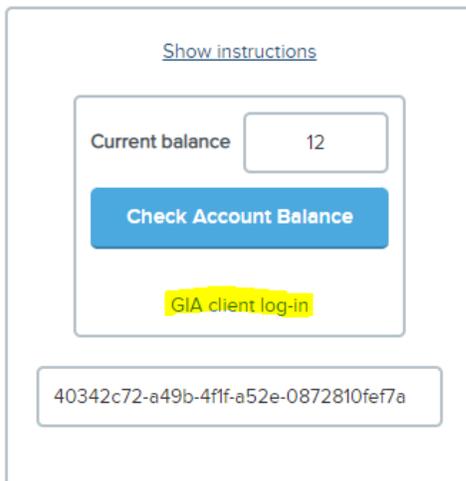
How to Add Credit to your GIA API Account

Log in to QL2. From the main page and click on the Tools menu, then External Apps...



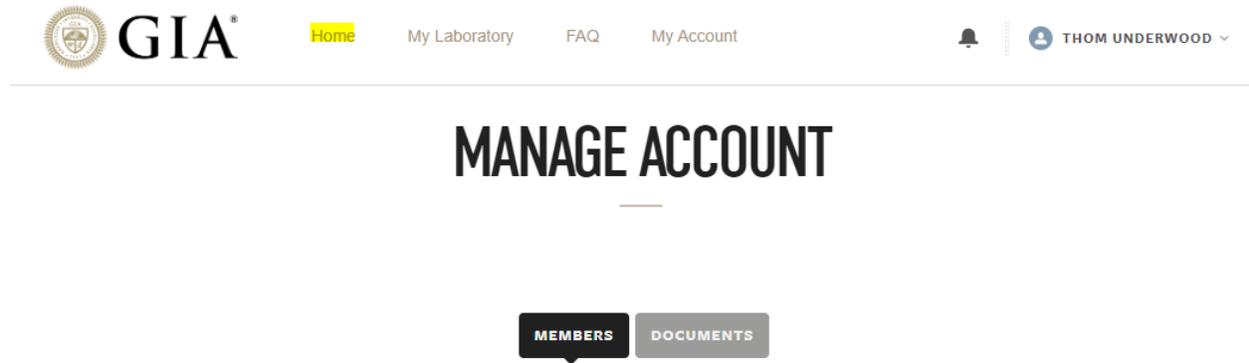
...Click on the Detail Data Apps tab, then GIA Report Data

On the Check Account Balance window click on 'GIA client log-in'...

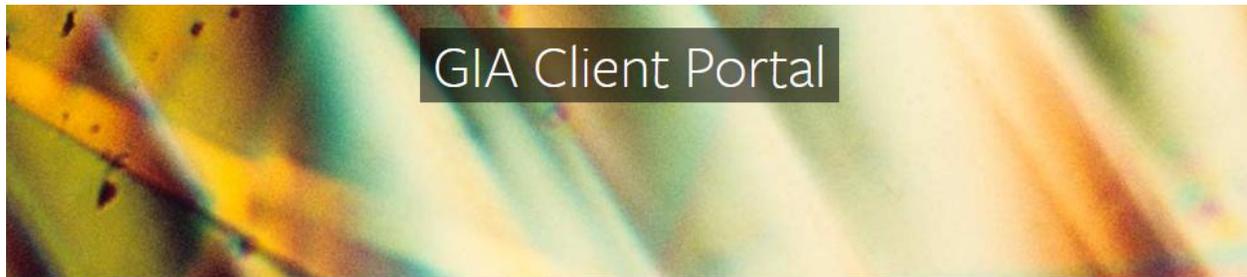


Log into your account with your GIA Account User and Password.

At the Manage Account page click on 'Home'...



...On the GIA Client Portal page click on 'Report Results API Management' found at the bottom of the Manage Account list.



Welcome to your secure online portal. Manage your information, user permissions, orders and monitor your billing and invoice details.

		
MANAGE ACCOUNT	STONE MANAGEMENT	USEFUL LINKS
<ul style="list-style-type: none">• Update account and billing information, manage team members, and upload documents.• View invoice, balance and payment activity.• Report Results API Management	<ul style="list-style-type: none">• Create a Shipping Memo• Submit a Gem• Did the lab receive my package?• View Customs Documents• DOR Submission Form	<ul style="list-style-type: none">• FAQs• Return Dates• Fees• Report Check• Report Results API Resources• Client Portal Help and Video Tutorial• Announcements• Contact Lab

On the 'My Plans' page. If you only have the Sandbox Key click on '+ADD PLAN'. Call it 'Production'. Once back to the My Plans page, in your Production Key box click on 'Add Pay As You Go Lookups'...

MY PLANS

[REFRESH](#) [+ ADD PLAN](#)

Plan Nickname	Plan Type	Report Lookups Remaining	Expiration	Action						
▼ Sandbox Plan (Email Limit:)	✎ Sandbox	4840 [Ⓢ]	Expiration Details	Add Key						
<table border="1"><thead><tr><th>Key Nickname</th><th>Key Value</th><th>Action</th></tr></thead><tbody><tr><td>Sandbox Key</td><td>✎ f692712f-3f22-449a-b695-738e[redacted]3d0</td><td>Deactivate</td></tr></tbody></table>					Key Nickname	Key Value	Action	Sandbox Key	✎ f692712f-3f22-449a-b695-738e[redacted]3d0	Deactivate
Key Nickname	Key Value	Action								
Sandbox Key	✎ f692712f-3f22-449a-b695-738e[redacted]3d0	Deactivate								
▼ Reports Account (Email Limit:)	✎ Pay As You Go	12 [Ⓢ]	Expiration Details	Add Key Add Pay As You Go Lookups Add Monthly Recurring						
<table border="1"><thead><tr><th>Key Nickname</th><th>Key Value</th><th>Action</th></tr></thead><tbody><tr><td>Production Key</td><td>✎ 40342c72-a49b-4f1f-a52e-0872[redacted]</td><td>Deactivate</td></tr></tbody></table>					Key Nickname	Key Value	Action	Production Key	✎ 40342c72-a49b-4f1f-a52e-0872[redacted]	Deactivate
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Production Key	✎ 40342c72-a49b-4f1f-a52e-0872[redacted]	Deactivate								

On the 'Add: Pay As You Go' page enter the number of lookups you want to purchase (they cost \$0.20/lookup).

Note: Remember that every 6 months your Lookup credits will be purged by GIA so buy only what you think you will use during a 6-month period.

ADD: PAY AS YOU GO

***How Many Lookups Would You Like to Purchase?**

❗ Complete this field.

*Purchased Lookups expire six months after the date of purchase. Therefore, consider carefully the quantity of Lookups you are purchasing. If you do not use all of the purchased Lookups within six months, the Lookups will expire unused, you will not be entitled to a refund for the unused Lookups, and if you want to do any further Lookups after the 6-month expiration period, you will need to purchase additional Lookups. In addition, at such time as you use all your purchased Lookups, you must purchase additional Lookups in order to access additional GIA grading reports

Total: US\$0.00

Please enter any notes you would like to appear on your receipt

[NEXT -> BILLING DETAILS](#)

Analysis & Grading GamKids Report Concern

To finish click on the 'Next – Billing Details' button to enter your credit card information.