

# Purchasing Through the ORACCA Website

Step 1. Go to [www.oracca.org](http://www.oracca.org) 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 bar.

**ACCA OREGON**

# OREGON

**AIR CONDITIONING CONTRACTORS OF AMERICA**

The Oregon Chapter of the Air Conditioning Contractors of America (ACCA) is committed to assisting members to be licensed, quality contractors who are recognized for their professionalism, excellence and superior customer service in their communities.

ORACCA is made up of independent contractors working for contractor independence through a program of education and service. It represents the industry by working together through the Association to present a strong voice for all contractors.

*Click here to pay your 2004*  
**Membership Dues**  
*online!*

**LOG IN**  
HOME  
WHAT IS ORACCA  
LEADERSHIP  
SPECIAL SECTION  
JOIN US  
MEMBERSHIP DIRECTORY  
CALENDAR OF EVENTS  
CONSUMER INFO  
CONTRACTOR LOCATOR  
HVAC/R CAREERS  
EDUCATION/TRAINING  
LEGISLATIVE  
NEWSROOM

**AIREFCO Inc.**  
**NORAIR**  
**ALBINA WHOLESALE**  
**Johnstone Supply**  
**Keller Supply**  
**LaPorte & Associates, Inc.**

Figure 1 Website Home page

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.

ACCA  
OREGON

OREGON  
AIR CONDITIONING CONTRACTORS OF AMERICA

---

### Please Login

If this is your first time to log in, please use your  
FIRST NAME and LAST NAME (without a space) as the username  
and ORACCA as the password.

**EXAMPLE:**  
*First Name - John, Last Name - Smith*  
Username would be: JohnSmith

You will be prompted to change your password after you log in.

Forget your [Password?](#)

Username:

Password:

Remember Password:

Login

**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 oracca. At this point you are encouraged to change the password to one of your own preference. Your profile 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,
- Baby
- Books
- 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.

Figure 3 Left Navigation



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.

**ACCA OREGON** **OREGON**  
AIR CONDITIONING CONTRACTORS OF AMERICA

MY INFO | MY LINKS | MY STORES | MEMBER EXCLUSIVES | ASSOCIATION MALL | ASSOCIATION LINKS | HELP

Monday, December 15, 2003

**ORACCA**

Association Mall  
[Apparel](#)  
[Baby](#)  
[Books](#)  
[Computers](#)  
[Electronics](#)  
[Flowers & Gifts](#)  
[Food & Beverages](#)  
[Health & Beauty](#)  
[Hobbies & Collectibles](#)  
[Home & Garden](#)  
[Music, Videos & DVDs](#)  
[Office Supplies](#)  
[Pets](#)  
[Sports & Outdoors](#)  
[Toys & Games](#)  
[Travel & Luggage](#)

**Member Portal**

**ORACCA MEMBER MALL**

Thank you for visiting the Association Mall.

Your ORACCA will receive a percentage of sales generated from purchases made from these sites.

	<b><a href="#">Apparel</a></b> Children   Men   Women   Teen   Jewelry   Fragrances   Sportswear   Baby   more...		<b><a href="#">Baby</a></b> more...
	<b><a href="#">Books</a></b> more...		<b><a href="#">Computers</a></b> Hardware   Software   Games   Peripherals   more...
	<b><a href="#">Electronics</a></b> more...		<b><a href="#">Flowers &amp; Gifts</a></b> Gift Certificates   Flowers   more...

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 percentage is listed for the individual vendors.

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

The screenshot shows the ORACCA Member Mall website. At the top left is the ACCA OREGON logo. The main header reads "OREGON AIR CONDITIONING CONTRACTORS OF AMERICA". A navigation bar contains links: MY INFO, MY LINKS, MY STORES, MEMBER EXCLUSIVES, ASSOCIATION MALL, ASSOCIATION LINKS, and HELP. The date "Monday, December 15, 2003" is displayed on the right. A left sidebar lists various categories, with "Office Supplies" selected. The main content area is titled "ORACCA MEMBER MALL" and "Office Supplies". It features a "Select a Merchant" dropdown menu. Below this, two vendor options are listed:

- Buy.com** (2-3% to ORACCA): You can find almost anything at Buy.com. Check out the Deal of the Day!!
- Office Depot** (1.5% to ORACCA): Make sure you check your prices at Office Depot. Free Overnight Shipping on orders over \$50.

Each vendor listing includes an "Add to MyStores" button and a logo for the respective vendor.

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 it has the ORACCA's header across the top.

Log in as you normally would on the vendor site and place your order (*this is not the ORACCA log-in but your own profile. You may have to set up a new profile if you have never ordered on line with this vendor before*). Once completed, log off the vendor site and press the return to ORACCA button at the top of the screen. This will return you to the ORACCA 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 ORACCA 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.

The screenshot shows the Office Depot website interface. At the top, the ACCA OREGON logo is on the left, and the text "OREGON AIR CONDITIONING CONTRACTORS OF AMERICA" is centered. A "RETURN TO MY PAGE" button is on the right. Below this is the Office DEPOT logo with the tagline "What you need. What you need to know." and navigation links for "Home", "En Español", "Tech Depot", and "Ink Depot". A search bar and login fields are visible. The main content area features "Supervalues" with a grid of products including a chairmat, folders, a message book, and a corrugated carton.





Supervalues	
Quantities are limited, and orders are subject to availability of product (indicated when items are added to cart).	
This Week's SuperValues! <span style="float: right;">Last updated: Dec 15, 2003</span>	
 <p><b>Tenex® Foldable Basix® Chairmat For Low-Pile Carpets, 46" x 60", Rectangular</b></p> <p>Was \$35.99 Now \$27.99</p> <p><a href="#">Details</a> <a href="#">Add To Cart</a></p>	 <p><b>Smead® Manila 2-Ply Folders, 1/3 Cut, Legal Size, Box Of 50</b></p> <p>Was \$24.97 Now \$19.98</p> <p><a href="#">Details</a> <a href="#">Add To Cart</a></p>
 <p><b>Office Depot Phone Message Book, 11" x 5 1/2", Set Of 400 Messages</b></p> <p>Was \$3.80 Now \$3.05</p>	 <p><b>Office Depot Multipurpose Corrugated Carton, 18" x 18" x 18"</b></p> <p>\$3.14</p>

Figure 6 Vendor screen

*Let us know if you would like a profile set up in ORACCA for YOUR purchaser.*