



Certified Commissioning Firm Application

Congratulations! You are starting the process of becoming a Certified Commissioning Firm (CCF).

Before completing this application, please go to our website and download the Candidate Handbook. This Handbook provides a comprehensive explanation of the application process, eligibility requirements, examination content, development information and much more.

Applicants **MUST** review the CCF Candidate Handbook in order to complete this application properly. The application contains 14 sections:

Section I: Application Status

Section II: Self-Determination of Eligibility

Section III: General Applicant Information

Section IV: CCP on Staff

Section V: Continuing Education

Section VI: Adherence to BCxA Essential Attributes

Section VII: Professional Credentials

Section VIII: Professional Memberships

Section IX: Building Commissioning and Related Experience

Section X: Project Experience and References

Section XI: Best Practices

Section XII: Affirmations of Firm

Section XIII: Affirmations of CCP

Section XIV: Application Fee

Section XV: Submission Checklist

Please ensure all sections of your application are complete. Please call 844.881.8601 with questions.

The application information is held in strict confidence according to the BCCB Privacy/ Confidentiality Policy as stated in the Candidate Handbook.



The BCCB does not discriminate in the participation in the CCF Certification Program and prohibits discrimination against its applicants, candidates, certified persons, employees, and volunteers on the bases of race, color, national origin, age, disability, sex, gender identity, religion, and where applicable, political beliefs, marital status, or sexual orientation.

Application Instructions

Applicants for the CCF must meet the minimum eligibility requirements described in Section II. CCF Firm candidates must also meet the experience requirements described in Section IX and X.

The address and contact information you provide on this application will be used for all BCCB correspondence, including provision of the CCF certificate.

The instructions and requirements on this application should be read in their entirety prior to submittal. Applicants will be notified in writing one time of deficiencies in their application and will have 30 days from the date to fix any deficiencies. Failure to provide all required information may result in a rejection of the application. If an application is denied, you will receive a refund of 50% of your application fee. Applicants requesting Special Testing Accommodations must provide documentation of the disability and a description of the requested accommodation. Please see the CCF Candidate Handbook for complete information.

Completed applications should be saved in a PDF format, using the following naming convention: [Last_First_CCF_App.pdf](#).

Completed Applications may be submitted via email to certification@bcxa.org, or by mail to the BCCB offices by a traceable source. Applicants are responsible for saving a completed copy of the application.

Please direct communications to:

Building Commissioning Certification Board

ATTN: Certification Manager
1600 NE Compton Drive, Suite 200
Hillsboro, OR 97006

844.881.8601 MAIN

503.747.2903 FAX

Certification@bcxa.org

www.bccbonline.org

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CCF_Application-V6.0-09.2019

SECTION I: Application Status

APPLICATION STATUS

Date of application submission: _____

Please click on the appropriate checkbox(s) in one of the two statements below:

- This is the firm's first application for the Certified Commissioning Firm (CCF) credential.
- The firm has previously applied for this credential.

Date of last application: (mm/yyyy) _____

Reason you are reapplying:

- Firm submitted an incomplete application or did not pay the full application fee.
- The BCCB determined the firm was ineligible when it reviewed the application.

Explain briefly why you feel the firm will now be found eligible for certification:

- The firm previously earned this credential but did not renew the certification.

Explain briefly why the credential was allowed to lapse:

SECTION II: Self-Determination of Eligibility

SELF-DETERMINATION OF ELIGIBILITY

Before completing the rest of this application, please answer the questions in this section, which are designed to assist the firm with determining whether the minimum requirements have been met to be eligible for certification. Please complete Parts A, and B below to find out if you meet the requirements of the Certified Commissioning Firm (CCF) Program.

This section is included for the sole purpose of helping to make a reasonable determination of whether you should proceed with this application. The firm is not guaranteed admission to candidacy solely on the basis of the answers to the questions in this section. The BCCB will evaluate your entire application and make a final determination of your eligibility. **The decision of the BCCB will be final.**

Part A. General Qualifying Criteria

1. Does the firm employ a minimum of one full-time Certified Commissioning Professional (CCP)?
 Yes No
2. Has the firm been providing commissioning services for a minimum of 24 months with no current bankruptcy filings or commissioning contract terminations for cause? Yes No
3. Has the firm completed a minimum of 3 qualified commissioning projects? (See below for details on project qualifications.) Yes No
4. Does the firm adhere to the Best Practices? (Section XI) Yes No

Part B. Commissioning Project Experience and References

Has your firm completed—as the lead commissioning firm—three or more qualifying commissioning projects for new construction, existing building, or major renovations of buildings? Yes No

If you answered “no” to any question above, your firm is not currently eligible for certification. Please do not submit an application at this time.

QUALIFYING COMMISSIONING PROJECTS:

The Firm must select at least three (3) projects from their commissioning work in either new construction, existing building, or major renovations on which the firm served as the lead commissioning firm. The projects cannot include one and two family residential buildings. At least one of the projects must have been completed in the last 24 months. Across all three projects the firm must have performed each activity from the Essential Work Scope Activities at least once.

Essential Work Scope Activities:

1. Development of an Owner's Project Requirements/Current Facility Requirements (OPR/CFR)
2. Develop commissioning plan
3. Review of a building design
4. Perform field verification
5. Oversee performance testing
6. Correction of deficiencies
7. Training
8. Prepare commissioning report

Projects Submitted by CCP: A Firm's CCP may use projects from their CCP application for the Firm application as long as those projects were complete while employed with the Firm. A minimum of one project submitted by the Firm must have been completed within the last 24 months. For example if the CCP was certified more than two years ago, two of the projects from that application can be used and one recent project and reference must be submitted. The project names and all additional information requested in this CCF application should be provided on the submitted projects.

Definition of Major Renovation: A major renovation may include, but is not limited to, the replacement of the building envelope, lighting system, HVAC system, and other systems that have substantial impact on energy usage. It is a renovation that costs more than 25% of the building's replacement value.

Client References

Provide client reference information for **each** of the qualifying projects. If the firm worked on more than one qualifying project for the same client, you must obtain a reference from a different person for each project. At least one of the client references must be a direct representative of the facility owner.

You must provide complete contact information for project references.

Verification of Applicant Eligibility by BCCB

The BCCB reserves the right to verify the experience attested to by the applicant. This may be accomplished by phone interviews with client references or other means of verification.

SECTION III: General Applicant Information

GENERAL APPLICANT INFORMATION

Firm Name: _____

Former Name (if applicable): _____

Principle Business of Company: _____

Year Incorporated: _____ Year Commissioning Services 1st Offered: _____

Number of Employees: _____

Number of Employees Providing Cx Services: _____

Number of Branch Offices: _____

Does the Company Provide Commissioning Services Internationally? Yes No

Headquarters Mailing Address: _____

Telephone number: _____

Website Address: _____

Is the firm a BCxA Corporate Member? Yes No

Preferred name as it should be printed on the CCF certificate: _____

Primary Contact Name*: _____

Primary Contact Position/Title: _____

Primary Contact Email: _____

Primary Contact Phone: _____

*Please note that it is the responsibility of the firm to notify the BCCB of a change in contact information. Notifications regarding the application status will be sent to the contact provided unless otherwise notified. Additionally, future reminders of renewal deadlines will be sent to the contact provided.

SECTION IV: CCP On Staff

CCP ON STAFF

Please provide the name and contact information for the designated CCP on staff and a brief description of their role in evaluating commissioning work completed by the firm. A minimum of one CCP is required to be on staff to earn this designation.

CCP Name: _____

Title: _____

Phone: _____ Email: _____

Description of CCP's duties and role in evaluating the Firm's commissioning work: _____

Are projects and references from the CCP's individual application being used as project submissions for this application?

Yes No

If "Yes," please provide the project name(s): _____

If the firm has additional CCPs on staff, please provide below.:

1. CCP Name: _____

Title: _____

Phone: _____ Email: _____

2. CCP Name: _____

Title: _____

Phone: _____ Email: _____

3. CCP Name: _____

Title: _____

Phone: _____ Email: _____

4. CCP Name: _____

Title: _____

Phone: _____ Email: _____

SECTION IV: CCP ON STAFF

5. CCP Name: _____

Title: _____

Phone: _____ Email: _____

6. CCP Name: _____

Title: _____

Phone: _____ Email: _____

7. CCP Name: _____

Title: _____

Phone: _____ Email: _____

8. CCP Name: _____

Title: _____

Phone: _____ Email: _____

9. CCP Name: _____

Title: _____

Phone: _____ Email: _____

10. CCP Name: _____

Title: _____

Phone: _____ Email: _____

It is the firm's responsibility to notify the BCCB if the designated CCP on staff has left and provide details of how another CCP will be found (e.g. hiring a CCP or having an existing staff member earn the CCP). An active CCP must be on staff at time of renewal or the CCF designation will be suspended.

SECTION V: Continuing Education

CONTINUING EDUCATION

Please describe the company's policy toward providing employees in the commissioning sector with continuing education opportunities. You may provide high level sample materials.

SECTION VI: Adherence to BCxA Essential Attributes

ADHERENCE TO BCxA ESSENTIAL ATTRIBUTES

Please describe the company's strategy for distributing and implementing the BCxA Essential Attributes (see Section XI), specifically among staff at remote offices (if applicable). You may submit applicable supporting documentation such as a quality control policy, staff checklist or sample proposal.

SECTION VII: Professional Credentials

PROFESSIONAL CREDENTIALS

List all professional credentials employees hold that are relevant to the firm's work in building commissioning. Include licenses, certifications, accreditations, and other programs for which you were awarded a credential.

Designation	Awarding Jurisdiction, Agency, Association, or Organization	Earliest Year Awarded	# of Employees Holding this Designation

SECTION VIII: Professional Memberships

PROFESSIONAL MEMBERSHIPS

List professional associations, trade associations, and other organizations in which the firm or employees currently hold membership and which are relevant to the firm's work in building commissioning. Do not include organizations with which you are no longer affiliated.

Organization	Member Since

SECTION IX: Building Commissioning and Related Experience

BUILDING COMMISSIONING AND RELATED EXPERIENCE

Tell us about the firm's commissioning-related professional experience.

A. Approximate number of buildings commissioned per year

- | | |
|--------------------------------|--------------------------------------|
| <input type="checkbox"/> 1-5 | <input type="checkbox"/> 31-50 |
| <input type="checkbox"/> 6-15 | <input type="checkbox"/> 51-100 |
| <input type="checkbox"/> 16-30 | <input type="checkbox"/> 201 or more |

B. Within the past 24 months, what approximate percentage of the firm's commissioning work can be attributed to the following category (should equal 100%)?

- _____ % Public sector
_____ % Private sector
_____ % Other (Specify) _____

C. Within the past 24 months, what approximate percentage of the firm's commissioning work can be attributed to the following category (should equal 100%)?

- _____ % Small buildings (0-50,000 square feet)
_____ % Medium buildings (50,000-100,000 square feet)
_____ % Large buildings (100,000+ square feet)

D. Within the past 24 months, what approximate percentage of the firm's commissioning work can be attributed to the following category (should equal 100%)

- _____ % New building commissioning
_____ % Major building renovation
_____ % Existing building commissioning
_____ % Other (Specify) _____

E. Technical specialty area(s) (Check all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Design | <input type="checkbox"/> Building Enclosure |
| <input type="checkbox"/> Mechanical Systems | <input type="checkbox"/> Information Systems |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Fire and Life Safety |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Security Systems |
| <input type="checkbox"/> Energy Efficiency | <input type="checkbox"/> A/V Systems |
| <input type="checkbox"/> Other (Specify) _____ | |

SECTION X: Project Experience and References

PROJECT EXPERIENCE AND REFERENCES

To be considered for CCF certification, the firm must have acted as the lead commissioning firm on three projects. One of the projects must have been completed in the last 24 months. Over the scope of services provided on the projects, the firm must have participated in all of the eight (8) activities.

Project #1

If this project is to be combined with another project to meet the Essential Work Scope items, provide the name of that project: _____

Project Type: New Construction Existing Building Major Renovations

This project was undertaken in the: Private Public

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Client Reference Status: Owner Architect Design Engineer Construction Manager

Contractor Other (Specify) _____

Size of building (square feet): _____

Was the firm the lead commissioning provider on this project? Yes No

Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Development of an OPR/CFR	<input type="checkbox"/> Oversee performance testing
<input type="checkbox"/> Develop a commissioning plan	<input type="checkbox"/> Correction of deficiencies
<input type="checkbox"/> Review of a design	<input type="checkbox"/> Training
<input type="checkbox"/> Perform field verification	<input type="checkbox"/> Prepare commissioning report

Use the space below to describe in detail the project and the firm's role. Note that the description must include a discussion of the firm's role on each of the required work scope items listed above (2 pages max). Do not submit materials beyond the narrative description of your role.

SECTION X: PROJECT EXPERIENCE AND REFERENCES

Project #2

If this project is to be combined with another project to meet the Essential Work Scope items, provide the name of that project: _____

Project Type: New Construction Existing Building Major Renovations

This project was undertaken in the: Private Public

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Client Reference Status: Owner Architect Design Engineer Construction Manager

Contractor Other (Specify) _____

Size of building (square feet): _____

Was the firm the lead commissioning provider on this project? Yes No

Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Development of an OPR/CFR	<input type="checkbox"/> Oversee performance testing
<input type="checkbox"/> Develop a commissioning plan	<input type="checkbox"/> Correction of deficiencies
<input type="checkbox"/> Review of a design	<input type="checkbox"/> Training
<input type="checkbox"/> Perform field verification	<input type="checkbox"/> Prepare commissioning report

Use the space below to describe in detail the project and the firm's role. Note that the description must include a discussion of the firm's role on each of the required work scope items listed above (2 pages max). Do not submit materials beyond the narrative description of your role.

SECTION X: PROJECT EXPERIENCE AND REFERENCES

Project #3

If this project is to be combined with another project to meet the Essential Work Scope items, provide the name of that project: _____

Project Type: New Construction Existing Building Major Renovations

This project was undertaken in the: Private Public

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Client Reference Status: Owner Architect Design Engineer Construction Manager

Contractor Other (Specify) _____

Size of building (square feet): _____

Was the firm the lead commissioning provider on this project? Yes No

Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Development of an OPR/CFR	<input type="checkbox"/> Oversee performance testing
<input type="checkbox"/> Develop a commissioning plan	<input type="checkbox"/> Correction of deficiencies
<input type="checkbox"/> Review of a design	<input type="checkbox"/> Training
<input type="checkbox"/> Perform field verification	<input type="checkbox"/> Prepare commissioning report

Use the space below to describe in detail the project and the firm’s role. Note that the description must include a discussion of the firm’s role on each of the required work scope items listed above (2 pages max). Do not submit materials beyond the narrative description of your role.

SECTION X: PROJECT EXPERIENCE AND REFERENCES

Project #4 (If needed)

If this project is to be combined with another project to meet the Essential Work Scope items, provide the name of that project: _____

Project Type: New Construction Existing Building Major Renovations

This project was undertaken in the: Private Public

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Client Reference Status: Owner Architect Design Engineer Construction Manager

Contractor Other (Specify) _____

Size of building (square feet): _____

Was the firm the lead commissioning provider on this project? Yes No

Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Development of an OPR/CFR	<input type="checkbox"/> Oversee performance testing
<input type="checkbox"/> Develop a commissioning plan	<input type="checkbox"/> Correction of deficiencies
<input type="checkbox"/> Review of a design	<input type="checkbox"/> Training
<input type="checkbox"/> Perform field verification	<input type="checkbox"/> Prepare commissioning report

Use the space below to describe in detail the project and the firm's role. Note that the description must include a discussion of the firm's role on each of the required work scope items listed above (2 pages max). Do not submit materials beyond the narrative description of your role.

SECTION X: PROJECT EXPERIENCE AND REFERENCES

Project #5 (If needed)

If this project is to be combined with another project to meet the Essential Work Scope items, provide the name of that project: _____

Project Type: New Construction Existing Building Major Renovations

This project was undertaken in the: Private Public

Building Name: _____

City/ State/ County of Building Site: _____

Dates of Service: _____

Name/ Title of Reference: _____

Reference Phone: _____ Email: _____

Company/ Organization: _____

Address/ City/ State/ Zip: _____

Client Reference Status: Owner Architect Design Engineer Construction Manager

Contractor Other (Specify) _____

Size of building (square feet): _____

Was the firm the lead commissioning provider on this project? Yes No

Work Scope Activities performed during project (check all that apply):

Activity	
<input type="checkbox"/> Development of an OPR/CFR	<input type="checkbox"/> Oversee performance testing
<input type="checkbox"/> Develop a commissioning plan	<input type="checkbox"/> Correction of deficiencies
<input type="checkbox"/> Review of a design	<input type="checkbox"/> Training
<input type="checkbox"/> Perform field verification	<input type="checkbox"/> Prepare commissioning report

Use the space below to describe in detail the project and the firm's role. Note that the description must include a discussion of the firm's role on each of the required work scope items listed above (2 pages max). Do not submit materials beyond the narrative description of your role.

SECTION XI: Best Practices

BEST PRACTICES

The BCxA Best Practices for New Construction and Existing Buildings have been adopted by the BCCB, and as a condition of candidacy and certification as a CCF, the CCF candidate must affirm their willingness to abide by the BCxA Best Practices.

BCxA

The BCxA is committed to defining Best Practices in the delivery of building commissioning. The term Best Practice generally refers to the best possible methodology, taking the most successful elements from many different sources and combining them to create the ultimate process or approach. This document details these elements, helping readers to understand and discuss why they are Best Practices for continuous quality improvement across the commissioning industry.

To meet our commitment to be the advocate and trusted authority for the commissioning profession, the BCxA has implemented a strategy to ensure appropriate and effective evaluation and recommendations for all commissioning standards and guidelines at all levels. Recognizing that each project may require a different approach depending on circumstances, the BCxA emphasizes that Best Practice procedures show the way, but should not be considered mandates.

New Construction Building Commissioning Best Practices :

<https://www.bcxa.org/wp-content/uploads/2018/11/BCA-New-Const-Best-Practices-2018-05-14-V2.0.pdf>

Existing Building Commissioning Best Practices

<https://www.bcxa.org/wp-content/pdf/BCA-Best-Practices-Commissioning-Existing-Construction.pdf>

SECTION XII: Affirmations of Firm

AFFIRMATIONS OF FIRM

Read each of the following statements carefully and have a firm principal or another individual with authority sign and date. By signing and dating below, you are affirming, on behalf of your firm, that each statement is true. If you cannot truthfully attest to all of the statements, your firm is not eligible to be certified. Please note that, should the BCCB determine that you have falsified any attestation, your application may be rejected or your certification may be revoked.

- A. I certify that the information provided in this application is true, accurate, and verifiable to the best of my knowledge. Further, I agree to notify BCCB of any material change in the information provided in this application.
- B. I affirm the firm has provided building commissioning professional services for a minimum period of twenty-four (24) months with no bankruptcy filings or commissioning contract terminations for cause.
- C. I affirm that the firm currently employs, full-time, a minimum of one Certified Commissioning Professional (CCP) and understand that a CCP must be held on staff to maintain this certification. If the CCP leaves the organization, I understand it is the firm's responsibility to notify the BCCB and provide information about how the firm will obtain a new CCP. The firm will not be eligible to renew the certification if a CCP is not on staff at time of renewal and if a CCP is not identified within one (1) year of the renewal date the certification will be revoked.
- D. I certify that the firm has not been convicted by any court, licensing board, or registration board of violating the law in conjunction with the performance of the firm's professional work.
- E. I understand that, once the BCCB processes this application, the fee for this certification program is non-refundable.
- F. I understand that I have twenty four (24) months from the date the BCCB receives this application to fulfill all application requirements, after that time a new application and fee will have to be submitted.
- G. I understand that BCCB certification is valid for a period of one (1) year. Should the firm be granted certification, I understand that if the firm seeks recertification, it is the firm's responsibility to demonstrate evidence of continued competence in the field of building commissioning.
- H. I understand that BCCB reserves the right to verify any or all information on this application and that any incorrect or misleading information may constitute grounds for rejection of the firm's application, revocation of the firm's CCF certification, or other disciplinary action. I authorize BCCB and their officers, directors, employees, agents, and assigned examiners to review this application to determine whether the firm has met BCCB's standards for certification.
- I. The firm indemnifies and holds harmless BCCB and their officers, directors, employees, agents, and assigned examiners from the decision made on my application as long as such decision was made in good faith and does not constitute gross negligence by BCCB or their officers, directors, employees, agents and/or assigned examiners.

SECTION XII: AFFIRMATIONS OF FIRM

- J. I affirm that the firm adheres to the Essential Attributes of Building Commissioning (as detailed in section XI) whenever providing commissioning services.
- K. I acknowledge that I have read this application and BCCB's certification standards, and I understand that it will be the firm's responsibility to remain in compliance with all of BCCB's certification standards.

Signature _____ Date _____

Printed Name _____ Title _____

SECTION XIII: Affirmations of CCP

AFFIRMATIONS OF CCP

Read each of the following statements carefully and have the CCP on staff sign and date. If the firm employs multiple CCPs please select one. By signing and dating below, you are affirming, on behalf of your firm, that each statement is true. **If you cannot truthfully attest to all of the statements, your firm is not eligible to be certified.** Please note that, should the BCCB determine that you have falsified any attestation, your application may be rejected or your certification may be revoked.

- A. I acknowledge that I am the designated CCP as required for firm certification for the certification period, provided I remain employed at this firm. It is the firm's responsibility to notify the BCCB if my employment with the firm ends prior to the end of the certification period. I affirm the firm has provided building commissioning professional services for a minimum period of twenty-four (24) months with no bankruptcy filings or commissioning contract terminations for cause.
- B. I affirm that the firm has a program in place to ensure that all commissioning services executed by the firm, including services executed by remote offices of the firm, adhere to the Essential Attributes of Building Commissioning (as detailed in section X).
- C. I have reviewed this application and affirm that, to the best of my knowledge, the information provided is true and accurate.
- D. I recognize that my CCP designation, including my CCP renewal process, is independent of my firm's CCF certification. I understand that I have twenty four (24) months from the date the BCCB receives this application to fulfill all application requirements, after that time a new application and fee will have to be submitted.

Signature _____ Date _____

Printed Name _____

SECTION XIV: Application Fee

APPLICATION FEE

The following application fees are in effect:

Check One	Category	Fee
<input type="checkbox"/>	Current corporate members of the Building Commissioning Association:	\$1,000
<input type="checkbox"/>	Not corporate members of the Building Commissioning Association (Nonrefundable)	\$1,250

The BCCB must receive the fee in full before your application is processed. We accept money orders, cashier's checks, checks drawn on a company account, personal checks, and credit card payments. We **do not** accept cash. Payment by check is preferred.

If you are paying by check or money order, please enclose it with this application. **Check Number:** _____

If you wish to pay by credit card, please enter the information below.

Credit Card

If you wish to pay by credit card, please enter the information below.

Payment Method Visa MasterCard

Name as it appears on the card: _____

Card Number: _____ Expires (mm/yyyy): _____

Billing Address: _____

Billing City/ State/ Zip: _____

Signature of Cardholder: _____ Date: _____

Your handwritten or electronic signature authorizes the BCCB to charge the application fee to your credit card.

SECTION XV: Submission Checklist

SUBMISSION CHECKLIST

Use this checklist before sending your application to verify that you have completed the required steps and are submitting all required documentation.

- Completed all sections of the application form.
- Completed Project Experience and Reference Section, including reference contact information.
- Signed the applicant affirmations.
- Included payment or filled out the information for payment by credit card.