GMAC[™] GradSelect User Guide

June 2023



Graduate Management Admission Council[™]



Recruit from the world's largest pool of qualified GME talent

Table of Contents

Overview	3
What Is GradSelect?	
GradSelect Pricing	
GradSelect Customer Care	3
GradSelect Do's and Don'ts	4
Your Workspace	5
Your Subscription	5
Your GradSelect Workspace	5
Manage Groups	6
Manage Delegates	
Add Delegate Subscribers	7
Remove Delegate Subscribers	7
Create and Manage Searches	8
Create a New Search	8
Access Saved Searches	19
Edit a Search	19
Copy a Search	20
Delete a Search	
Assign Search to Group	22
Remove Group Assignment for a Search	
View Search Properties	23
Print Search Properties	
Add Search to Shopping Cart	
View Preview of Shopping Cart	
Remove Searches from Shopping Cart	
Purchase and Manage Searches	
Purchase Searches	
Manage Downloads	
Access Purchase History	41
View, Print, or Download an Invoice or Receipt	42
View Download Details	43
Manage Recurring Searches	44
Change Occurrence	
Edit the Criteria of Recurring	
Search Cancel Recurring Search	
Appendix I: Search Categories List	50
Appendix II: Download File	53 53
Appendix III: GradSelect Terms of Use Agreement	55

What Is GradSelect?

The GMAC[™] GradSelect database is available to all schools that accept the GMAT[™] exam. It provides easy access to over 550,000 qualified GME candidates who have opted in to hear from graduate schools and selective partner organizations. These potential candidates are made available through GMAC family sites and engagement with GMAC products and services and are specifically interested in graduate management education.

GradSelect Pricing

GradSelect is available to any school or organization that supports GMAC's mission to connect business schools and candidates. Those schools that accept the GMAT exam, receive 10 or more score reports in the last calendar year, and are GMAC members, will gain access at a preferred rate. If your school or organization does not meet these criteria, you may still access GradSelect, the world's largest database of qualified GME candidates, at the standard price.

For more details on this, please reach out to your assigned GMAC market development manager or send us an email at gradselect@gmac.com

GradSelect Customer Care

If you have any questions about the GradSelect service, please contact GradSelect Customer Care, available Monday through Friday, 8 am to 4:30 pm US Eastern Time. Your call or email will be answered within one business day. You can reach GradSelect Customer Care at any of the following:

Phone: +1 (703) 668-9606

FAX: +1 (703) 668-9686

EMAIL: gradselect@gmac.com

GradSelect Do's and Don'ts

General Subscription

Do

- Use GradSelect names to contact prospective candidates about your graduate business programs
- Inform GMAC of subscriber changes by emailing gradselect@gmac.com
- · Notify GMAC immediately of any unauthorized use, breach, loss, or disclosure of the GradSelect Data
- Comply with applicable laws regarding data privacy and security
- · Adhere to ethical standards in the recruitment of potential applicants
- Abide by the GradSelect Terms of Use Agreement

Don't

- Disclose or allow access to GradSelect data to anyone other than authorized licensees unless you receive GMAC's consent in writing first
- Use GradSelect data to discriminate against potential candidates on the basis of race, color, national origin, religion, physical or mental disability, age, gender, or other criteria protected by law

Correspondence to Candidates

Do

- List valid contact information for your institution on all communications, including:
- Postal address
- Telephone number
- Email address
- Inform GradSelect contacts that you are contacting them as a result of their previous opt-in to the GradSelect service
- Provide an internet-based means for candidates to opt-out or unsubscribe
- Remove GradSelect contacts who have opted out within the time prescribed by law

Don't

- Use spamming or other means to interfere with the GradSelect service or any GradSelect names' user, host, or any network
- Send GradSelect contacts anything other than information about graduate management education (graduate management education may include relevant educational opportunities, surveys, and financial programs and related information)
- Merge data obtained through the GradSelect service with data obtained through any other source
- Send correspondence to GradSelect names purchased more than 12 months earlier
- Remove the GradSelect seed name from mailings
- Text or call candidates via phone using an automatic telephone dialing system, unless the Auto field is Yes
- Send message content to candidates that include or suggests that they may apply to the program without having to take the GMAT exam

Your subscription

There are two types of GradSelect subscribers: primary subscribers and delegate subscribers. The primary subscriber establishes the GradSelect subscription. Delegate subscribers are authorized by the primary subscriber to share access to the subscription. There is no limit to the number of authorized delegate subscribers for a GradSelect subscription. All GradSelect subscribers, primary or delegate, must have a gmac.com account. Delegate subscribers can do everything the primary subscriber can, except:

Delete searches

- Add other delegate subscribers
- · Edit other subscribers' searches

NOTE: As the primary subscriber, you are agreeing to the Terms of Use Agreement on behalf of yourself, your institution, and for all delegate subscribers, who may be added to the subscription at any time. Each delegate subscriber is also required to agree to the GradSelect Terms of Use Agreement at the time of registration. Please read the Terms of Use Agreement carefully because you and your institution will be contractually bound by it.

Your GradSelect workspace

Your GradSelect Workspace is where you:

- Create, save, and purchase searches
- Download searches
- Manage your recurring searches
- View search and invoice history

The tabs in your Workspace keep your searches organized for easy access and navigation through the GradSelect service.

- **New Search:** You can create a search using the New Search tab.
- **Saved Searches:** You can locate searches that have not been saved but not yet purchased in the Saved Searches tab. These searches are available to view, edit, delete, copy, and purchase.
- **Recurring Searches:** All searches that have been set up as recurring searches can be viewed in the Recurring Searches tab. Here you can edit, cancel, or change the occurrence of your recurring searches.
- Downloads: All purchased searches available for download are located in the Downloads tab.
- Purchase History: All searches that have been previously purchased are located in the Purchase History tab. Here you can download copies of your invoices and receipts, copy searches, and view your download history.



The header navigation (at the top right of the page) provides additional features such as:

- Group management
- Delegate management
- Additional help
- Access to your GMAC profile

Your workspace

Manage Groups

Group names can be helpful in organizing and locating your searches. To manage groups, click the **Manage Groups** link in the top navigation.

Add New Group

To add a group:

- 1. In the **Manage Groups** pop-up window, enter the name of the new group you want to add in the text box to the left of the **[Add New Group]** button.
- 2. Click the [Add New Group] button.

The pop-up window will close automatically, and the

group will be	added.
---------------	--------

Manage Groups

NOTE: You can create a the Saved Searches area when saving a new searc	group and assign , the Purchase His .h.	searches to it tory area, Se	t at any time from arch Properties, or
	Group 2		Cancel
	Crown 2		Rename Group
Select Group	Group 1	*	Delete Group

- 1. In the **Manage Groups** pop-up window, select the group you want to rename from the **Select Group** drop-down box.
- 2. Enter the new group name in the text box to the left of the **[Rename Group]** button.
- 3. Click the [Rename Group] button.

The pop-up window will close automatically, and the existing group will be renamed.

Select Group	Group 1	•	Delete Group
	Group 3		Rename Group
			Add New Group
			Cancel
Delete Grou	ıp		
o delete an	existing grou	p:	au coloct the
in the Manag	e Groups pop	D-up wind	ow, select the
in the Manag group you wa lown box.	e Groups pop ant to delete	from the S	Select Group di
In the Manag group you wa down box.	le Groups pop ant to delete	from the S	Select Group di
in the Manag group you wa down box. Manage G	e Groups pop ant to delete s Groups	from the S	Select Group di
In the Manag group you wa down box. Manage G Select Grou	ant to delete for ant to delet	from the S	Delete Group
In the Manag group you wa down box. Manage G Select Grou	Groups pop ant to delete to Groups Group 2	from the S	Delete Group Rename Grou
In the Manag group you wa down box. Manage G Select Grou	Groups	from the S	Delete Group Rename Grou Add New Grou
n the Manag group you wa down box. Manage G Select Grou	Groups pop ant to delete to Groups	from the S	Delete Group Rename Grou Add New Grou
In the Manag group you wa down box. Manage G Select Grou	Groups 2	from the S	Delete Group Rename Grou Add New Grou
n the Manag roup you wa lown box. Manage G Select Grou	Groups pop ant to delete to Groups	from the S	Delete Group Rename Grou Add New Grou

Your workspace

Manage Delegates

To manage delegates, click the **Manage Delegates** link in the top navigation. All individuals who have registered on gmac.com with your institution and school will appear in the **Non-Delegate Subscribers** or **Delegate Subscribers** multi-select box. If you would like to authorize individuals who are not listed, please have them register on gmac.com with your institution and school. You can then add them as delegate subscribers.

NOTE: Only primary subscribers are able to manage delegates.

Add Delegate Subscribers

From the **Non-Delegate Subscribers** multi-select box, click on the delegate subscriber you wish to add.

- A. To select multiple delegates, <CTRL> and click on each delegate.
- B. Click the blue right arrow button. The selected subscribers' names will be moved to the **Delegate Subscribers** multi-select box.
- C. Click the **[Save]** button. Each delegate you added will receive an email notification that he or she has been added as a delegate subscriber to your subscription.

TIP: Delegate Subscriber for Accounting Functions

GradSelect Invoices

GMAC does not mail or email invoices. As the primary subscriber, you can add a colleague from your school office or accounting office as a delegate subscriber to manage the invoices for your GradSelect subscription. This authorized user would have access to all invoices and receipts generated by purchases through your subscription under the Purchase History tab.

Set a Subscription Spending Limit

Remove Delegate Subscribers

- A. From the **Delegate Subscribers** multi-select box, click on the delegate subscriber you wish to remove.
 - a. To select multiple delegates, select press <CTRL> and click on each delegateyou wish to remove.
- B. Click the gray left arrow button.
- C. The select subscribers' names will be moved to the **Non-Delegate Subscribers** multi-select box.
- D. Click the **[Save]** button. Each delegate you removed will receive an email notification that he or she has been removed as a delegate subscriber to your GradSelect subscription.

NOTE: Delegate subscribers who have been removed lose access to the entire GradSelect subscription and no longer have access to their searches. The primary subscriber can still access the searches created by these delegate subscribers.

Delegate Sub	scribers			
delegate subs	nuviouals are currently registered on gmac.cor cribers.	n and anniated with your i	institution and school. Select those you would like to o	iesiyna(ê as
Delegate subs	cribers can do everything the primary subscribe	er can, EXCEPT:		
 Delete : Add oth Edit oth 	searches ier delegate subscribers ier subscribers' searches			
There is no lim	it to the number of authorized delegate subscri	bers you can add.		
f you do not s Manage Deleg	ee an individual listed, please have them regist gates in the header navigation in your GradSele	er on gmac.com. Once th ect Workspace.	ey have done so, you can add them as a delegate by	clicking
Primary Sul	bscriber: John Doe (gradselect.testinge	gmac.com)		
	Non-Delegate Subscribers		Delegate Subscribers	
	Alex Chisholm	*		
	AnneMary Daughertyx			
	Barbara F Kalman			
	Cathy Owens			
	Christian Chopitea			
	duc minh			
	Elizabeth E Forwood			
	Greg Oden			
	Jason Cambensy			
	Jennifer Garfinkel			
	Keith Deaven	-		

To set a ceiling on the amount you wish to spend in a given time frame, enter the **Amount**, **Start Date**, and **End Date**. You will receive an email notification when your total GradSelect spend nears this limit. This limit only applies to recurring searches.

Amount	Date Range	START	END (Optional)	Remove Limit

Create a New Search

To create a new search, click the green **New Search** tab in the upper-left corner of your workspace.



Step 1: Select Candidate Pool

1A. Select the Candidate Pool you want to search from.

- **Early Profile**: Candidates who have come through any GMAC family website and opted in to GradSelect but have not completed their profile. You'll have access to their first name, email, and current location.
- Full Profile: Candidates who have opted in to GradSelect and completed at least some of their profile, but do not have reportable test scores.
- Full Profile with Score: GMAT test takers who have opted in to GradSelect. These candidates have reportable GMAT scores in addition to other profile data.
- You may also search by both Full Profile & Full Profile with Score. This allows you to search for opted in candidates both with a full profile and a full profile with scores.

				Total Mat	tching Names: 8	9,520
Expand All Collapse All				Candi	date Pool Previe	w Report 🕨
- Step 1: Select Candidate Pool						
Candidate Pool	Candidate Date Range			START	END	0
 Full Profile Full Profile with Score Full Profile & Full Profile with Score 	Select A Date Range	2 Years	v-10-	6-Oct-20	6-Oct-22	e Counts

Tip: View Candidate Pool Preview Report

Candidate Pool Preview Report

You can download a brief report that provides the total number of Early Profile, Full Profile, and Full Profile with Score candidates broken down by:

- Age Range
- Degree Objectives
- Desired School Characteristics
- Educational Background
- Gender
- Undergraduate GPA (Grade Point Average)
- Work Experience
- World Region (Current Location)

To view the Candidate Pool Preview Report: 1. In your GradSelect workspace, click the New Search tab.

2. In **Step 1: Candidate Pool,** click the New Search tab or simply look at your GradSelect dashboard on the righthand side.

3. The Candidate Pool Preview Report will open in a new window.

Step 1: Select Candidate Pool

Total Matching Names: 89,520

1B: Select the Candidate Date Range by either:

- · Selecting a predefined date range using the Select a Date Range drop-down list
- · Selecting a custom date range using the calendar entry box in Start and End date boxes

The Candidate Date Range is the most recent date a candidate opted in to the GradSelect service by doing one of the following:

- · Registering on a GMAC family site, including mba.com and businessbecause.com
- Registering for or taking the GMAT exam
- · Updating his or her profile information on GMAC family sites
- · Ordering additional score reports

					Total Mat	ching Names:	89,520
Expand All Collapse All					Candi	date Pool Pro	eview Repo
✓ Step 1: Select Candidate Pool							
Candidate Pool	Candidate Date Range	2					(
○ Early Profile					START	END	
O Full Profile	Select A Date Range	2 Years	-	-or-	6-Oct-20	6-Oct-2	2
O Full Profile with Score							
Full Profile & Full Profile with Score						U	odate Counts

NOTE: You may set the date range to begin up to 5 years before the day you create your search. Your search results will contain only candidates who opted in to the GradSelect service during that time period.

Step 2: Select Standard Criteria

You can refine your search by adding standard criteria from the left navigation menu based on categories and subcategories, such as: Age Range, Degree Objectives, and Preferred Study Region. Note, outside of GMAT, these are the top 3 searched for fields. For a full list of categories, see <u>Appendix I: Search Categories List</u>.

- 2A: Click a category from the left navigation in the **Select Standard Criteria** section.
- 2B: Select the criteria you wish to add from the right selection box.

2C: Click Update Counts.

GMAT® Scores	
GMAT® Scores	Preferred Region of Study (0)
Demographics	To make multiple selections, hold down the Ctrl key while clicking your choices.
Citizenship or Language	Preferred Region Of Study
Gender	Criteria not selected
Ethnicity (U.S. Only)	Africa Eastern Africa (e.g. Kenya, Rwanda United Republic of Tanzania, Zimbabwe)
Age Range	Middle/North Africa (e.g. Cameroon, Congo, Egypt)
Desired Characteristics	Western Africa (e.g. Ghana, Liberia, Senegal)
Desired Degree Characteristics	Eastern Asia (e.g. China, Hong Kong, Japan)
Desired School Characteristics	South-Eastern Asia (e.g. Indonesia, Philippines, Singapore) South-Central Asia (e.g. India, Nepal, Uzbekistan)
Preferred Region of Study	Middle East/West Asia (e.g. Israel, Lebanon, Turkey, United Arab Emirates) Europe (All Regions)
Location	Eastern Europe (e.g. Hungary, Poland, Russian Federation) Northern Europe (e.g. Denmark, Finland)
Current	Southern Europe (e.g. Croatia, Greece, Italy, Spain) Western Europe (e.g. Austria, France, Germany, Ireland, Switzerland, United Kingdom)
Area Map / Radius	Oceania (e.g. Australia, New Zealand, Guam) Latin America & Caribbean
Permanent U.S. State	Caribbean (e.g. Bahamas, Jamaica, Puerto Rico)
Other	South America (e.g. Argentina, Brazil, Chile, Peru)
Educational Background	Canada
Intended School Plans	
Undergraduate/First Degree Institution	Charles
Work Experience	Clear Chena

Step 3: Select Premium Criteria

You can also refine or enhance your search by adding Premium Insights from the left navigation menu. Premium Criteria has the following two Premium Insights. Additional fee applies to each name that has premium insight.

i. GMAC Recommendations

After you've identified candidates from the standard criteria, this premium insight allows you to select your school's program(s) that GMAC has recommended to candidates in GradSelect.

ii. Scores Sent to My Competitors

After you've identified candidates from the standard criteria, this premium insight allows you to identify candidates who have sent their GMAT score to at least one similar (or competitive) program to yours. Select your program(s)' competitive group, which includes up to 10 similar programs, and see which candidates have sent their scores to the group.

NOTE: Premium Insights are optional. You do not need to purchase these insights to purchase GradSelect names. In this case, select your standard criteria and skip the Premium Insight section to check out.

- 3A: Click a category from the left navigation in the Select Premium Criteria section.
- 3B: Select your school programs you wish to add from the right selection box.
- 3C: Select the radio button for your candidate pool with premium insights only or both with and without premium insights.

remium Insights	
GMAC® Recommendations	GMAC Recommendations (0)
Scores Sent to My Competitors	Based on their GMAT performance, GME preferences, and MBA.com profile, GMAC offers program recommendations tailored to prospective students. These recommendations made on behalf of your program are available as part of your search results. To include these insights in your download file, simply select the program(s) of interest from the choices below, which include all programs in your school that have been recommended to candidates. There is an added fee of \$1.00 per candidate for these enriched results. Note that beyond your chosen program(s) of interest, your search may return multiple recommendations. In this case, all insights are made available at no additional cost. To make multiple selections, hold down the Ctrl key (or Command key for Mac users) while clicking your choices. Criteria not selected Global Executive MBA MBA for Executives MBA, Full Time PhD Program
	Select your candidate pool. Candidates with premium insight only Candidates both with and without premium insight



Select your candidate pool:

Candidates with premium insight only: Purchase <u>only</u> candidates that meet your standard criteria <u>and</u> have your selected premium insight.

OR

Candidates both with and without premium insight:

Purchase <u>all</u> candidates that meet your standard criteria, including those that have your selected premium insight.

Select your candidate pool.

- Candidates with premium insight only
- Candidates both with and without premium insight

NOTE: Don't search for both premium insights in the same search. Separate them into two unique searches as your messaging should be different. For more best practices, visit <u>here</u>.

Step 4: Review Results

4A: Each criterion is immediately added to the bottom of the Review Results grid as you select it. If you have selected a Premium Insight, the last row will be green, highlighting your selected insight and candidate pool.

▼ Step 4: Review Results		
Candidate Pool: Full Profile & Full Profile with Score		102,948
Candidate Date Range: 27-Oct-17 - 27-Oct-22		102,084
GMAT® Scores GMAT® Total Score: 360 - 800	×	102,035
Demographics, Age Range Age Range: 24 - 55+	×	36,614
Desired Characteristics, Desired Degree Characteristics Degree Objectives: Executive MBA (EMBA); Joint Degree - MBA/Engineering; Joint Degree - MBA/Law; Master of Business Administration (MBA); 🗙	4,175
Desired Characteristics, Desired School Characteristics Part-Time vs. Full-Time: Full-time student; Part-time student; Undecided;	×	2,681
Desired Characteristics, Desired School Characteristics Teaching Format: Distance/Online; On-Campus; Some combination of the above; Undecided;	×	2,662
Premium Insight, Scores Sent to My Competitors MBA, Full Time [23 names out of 2,662 names will confain this premium insight]	×	2,662
Total Cost Preview:	Standard Name Premium Insigh Tota	s Cost: \$2,772.00 it Cost: \$23.00 il Cost: \$2,795.00
	Up	date Counts

To narrow your search, add standard criteria by following Steps 2A-2B, above.

NOTE: You can add categories in any order, but you cannot put them in a different order once they have been added. If you wish to reorder the categories, you must delete them and then add them in the desired order. Reordering the same categories with the same criteria selections will not change the final result, but it will change the ongoing number count during the search set-up. Subcategories within a category cannot be reordered.

Tip: View Tip 🔞

	Desired Degree Character	Questions? X	
	To make multiple selections, hold	Desired Degree Characteristics	
	Degree Objectives	Candidates have the option to choose up to 3 desired degree types.	
	Criteria not selected Doctorate in Business (Ph.D. or DB/ Executive MBA (EMBA)	Concentrations	*
	Joint Degree - MBA/Engineering Joint Degree - MBA/Law	Candidates may only choose 1 concentration.	
Þ	Master in Management or Business Master of Accountancy (MA) Master of Business Administration (I Master of Business Information Tech Master of Data Accounting	* You can increase your search results by including those candidates who did not respond to these questions. "Did Not Respond" and "Undecided" are near the bottom of each list. You may also choose to leave this field blank. When this information is	
	Intended Concentration	provided, you'll receive the updated information at no additional charge. This is a great audience to message why your program is a good fit for them	
	Criteria not selected Accounting Actuarial Science Arts Administration	** Candidates' intentions may change; you may miss good candidates if your search is too narrow.	*
	Banking Biotechnology Business Analytics/Decision Science Communications and Public Relation Consulting	s	•

Click the help icon in each right selection box to view tips for each category.

Tip: Converting GPAs to the 4.0 Scale

Students whose grades were not originally reported on a 4.0 scale may have converted them to a 4.0 scale using the **GPA Conversion Table** below.

GMAC provides the GPA Conversion table to candidates during the GMAT registration process.

	GPA Conversion Table					
4.0 Scale	A-F	0-100	1-5	Four Passing Grades	Three Passing Grades	
4.0	А	90-100	1	Highest Passing Grade	Highest Passing Grade	
3.0-3.9	В	80-89	2	Second-Highest Passing Grade	Middle Passing Grade	
2.0-2.9	С	70-79	3	Third-Highest Passing Grade	Lowest Passing Grade	
1.0-1.9	D	60-69	4	Lowest Passing Grade	Fail	
0.0-0.9	F	Below 60	5	Fail	Fail	

You can view the total number of names matching your selected criteria as you add each category, or you can update your counts once you have finished building your search. Updating your counts in the end will enable faster search creation.

4B. To update your counts and view the total of names matching your criteria, click the **[Update Counts]** button.

▼ Step 4: Review Results		
Candidate Pool: Full Profile & Full Profile with Score		102,948
Candidate Date Range: 27-Oct-17 - 27-Oct-22		102,084
GMAT® Scores GMAT® Total Score: 360 - 800	×	102,035
Demographics, Age Range Age Range: 24 - 55+	×	36,614
Desired Characteristics, Desired Degree Characteristics Degree Objectives: Executive MBA (EMBA); Joint Degree - MBA/Engineering; Joint Degree - MBA/Law; Master of Business Administration (MBA)); 🗶	4,175
Desired Characteristics, Desired School Characteristics Part-Time vs. Full-Time: Full-time student; Part-time student; Undecided;	×	2,681
Desired Characteristics, Desired School Characteristics Teaching Format: Distance/Online; On-Campus; Some combination of the above; Undecided;	×	2,662
Premium Insight, Scores Sent to My Competitors MBA, Full Time [23 names out of 2,662 names will contain this premium insight]	×	2,662
Total Cost Preview:	Standard Names Premium Insigh Tota	s Cost: \$2,772.00 t Cost: \$23.00 I Cost: \$2,795.00 date Counts

The total matching names will be displayed in the Total Matching Names preview box.



Step 5: Refine Results

You can filter names identified through your search criteria by excluding candidates who have sent a GMAT Score Report to your school.

5A. To exclude candidates who have already sent a GMAT Score Report to your school, select **No** from the **Include Sent Score Reports** section.

Additionally, you can filter your search by selecting your purchase options. You can choose to buy all names, both new names and those you have purchased within the past 12 months, or a combination:

nclude Sent Score Reports	Purchase Options		0
Yes 2,662	Save search with the following names:		
O No 2,660	New names (previously unpurchased)		2,662
l	Purchased names with unpurchased Premium Insight(s)		0
	Previously purchased names with updated:		0
	GMAT scores	0	
	Contact info	0	
	Other profile info including Premium Insight(s)	0	

nclude Sent Score Reports	Purchase Options		0
Yes 2,662	Save search with the following names:		
O No 2,660	New names (previously unpurchased)		2,662
	Purchased names with unpurchased Premium Insight(s)		0
	Previously purchased names with updated:		0
	GMAT scores	0	
	Contact info	0	
	Other profile info including Premium Insight(s)	0	

Purchase Options Section

- New names (previously unpurchased): Includes only new names and filters out any previously purchased name from any previous search. These names would be charged at their respective price by lead type.
- Purchased names with unpurchased Premium Insight(s): Includes any previously purchased names for whom you previously didn't buy premium insights. You will only be charged for the price of the premium insight, not the name.
- Previously purchased names with updated:
 - GMAT scores: the previously purchased candidate now has a new or updated GMAT score. GMAC only shares the highest valid score a candidate receives.
 - Contact info: the previously purchased candidate has updated their address phone number, or other contact information.
 - Other profile info including Premium insights: the previously purchased candidate has updated their GME preferences or background information. They may also have received updated Premium Insights which are available for free if they have already been purchased on this candidate.

If you select any type of updated information, you will receive this information at no added charge.

Tip: View Total Cost of Search

To view the total cost for your	r search, place your
mouse over the Total Match	ing Names text box.
The Total Cost will appear. M	ove your mouse away
from the box to hide the To	tal Cost .
Total Cost \$2,795.00 Total Matching Names: 2,662	

Step 6: Save Search Results

To save your search results, click the [Save] button. The Save Search dialog box willopen.

clude Sent Score Reports	Purchase Options	0
Yes 2,662	Save search with the following names:	
○ No 2,660	New names (previously unpurchased)	2,662
	Purchased names with unpurchased Premium Insight(s)	0
	Previously purchased names with updated:	0
	GMAT scores	0
	Contact info	n
	Other profile info including Premium Insight(s)	Total Cost \$2,795.00
	Total Matching Nan	nes: 2,662
		Update Counts

Search Name	Sample Search		
Assign to Group		Existin	ng Group
Purchase Reason	Select	•	0

6A. Enter a name for your search in the **Search Name** field.

Search Name	enter a search name	

6B. You can assign your search to a group, but it is not required.

ssign to Group	enter a group name	Existing Group
----------------	--------------------	----------------

- To assign a search to a new group, enter the group name in the **Assign to Group** text box.
- To assign a search to an existing group:
 - 1. Click the [Existing Group] button



2. From the **Assign to Group** drop-down list, select the group you want to assign your search to.

6C. From the **Purchase Reason** drop down, select the main reason you are performing this search.

ave Search			
Search Name	enter a search name		
Assign to Group	enter a group name	Exis	ting Group
Purchase Reason	Select	•	0
	Select		
	Email/Social Marketing		
	Recruiting Events Ad Campaigns Market Research Other	re a	nd Add to Cart

NOTE: You can assign searches to a group at any time from the Saved Searches tab. To assign a search to a group, see: **Assign Search to Group**

6D. To save your search to the **Saved Searches** tab, click the **[Save]** button.

6E. To purchase your search, click the **[Save and Add to Cart]** button. Your search will be added to your shopping cart, and a copy of it will be available in the **Saved Searches** tab in your Workspace. Once you complete the checkout process, your search will be available in the **Purchase History** tab in your GradSelect workspace. For instructions on how to buy a search, see: <u>Purchase Searches</u>.

Save Search	
Search Name	enter a search name
Assign to Group	enter a group name Existing Group
Purchase Reason	Select 👻
	Cancel Save Save and Add to Car

Access Saved Searches

The **Saved Searches** tab of your Workspace displays all saved searches associated with a subscription that have not yet been purchased by any subscriber (primary or delegate).

Any subscriber will be able to view all searches in the **Saved Searches** tab, but some actions are restricted by subscriber type.

Primary subscribers can:

- · Delete any search
- Assign any search to a group
- Edit and save any search
- Copy any search
- Add any search to the shopping cart

Delegate subscribers can:

- Delete their own searches
- Assign their own searches to a group
- Edit and save their own searches
- Copy any search
- Add any search to the shopping cart

Edit a Search

Editing a search will overwrite previous search criteria; only the most recent modification will be available for future reference. To edit a search:

- 1. Click the Edit icon for the search you wish to edit. The search will open up in Edit mode.
- 2. Edit the search criteria.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	Z 🗙 🖻	<u>In</u>

- 3. Click [Save] at the bottom right of the page. The Save Search dialog box will open.
- 4. Your existing search name and group assignment will appear.

a. To rename the search, enter a new name for this search in the Search Name text box.

b. If you would like to assign this search to a new or existing group:

- Enter the new group name in the Assign to Group text box
- Click the [Existing Group] button and select the existing group from the Assign to Group dropdown list
- 3. To save your search, click the **[Save]** button. Your search will be saved to the **Saved Searches** tab.

NOTE: Only the search owner and the primary subscriber can edit a search. Other users can copy a search and edit the copy.

or

GradSe	Welco Manage Groups He Shopping Cart "P NAMES 0	cost \$0.00					
New Search Saved Searche	s Re	curring Searches	Downloads	Purc	hase History	VIEW CART C	нескоить
3 of 3 searches displayed. Filter by Select a Group		Select an Owner	Ŧ		View	15 💌 per page	
Search Name	 Count 	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	Z 🗙 🖻	₩
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	2 × 👔	14
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	Z 🗙 🖻	ΪΨ.
					View	15 👻 per page	1 CD

Copy a Search

Copying a search is useful when you want to create a new search that is similar to an existing search and want to access both searches in the future. To copy a search:

1. Click the **Copy** icon for the search you wish to copy.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	Z 🗙 🖻	W

- 2. The search will open up in Copy mode. Edit the search criteria.
- 3. Click the **[Save]** button at the bottom right of the page to save you changes. The **Save Search** dialog box will open.
- 4. Copy of [Existing Search Name] will appear in the **Search Name** text box.
 - a. To rename the search, enter a new name for this search in the Search Name text box.

or

- b. If you would like to assign this search to a new or existing group:
 - Enter the new group name in the Assign to Group text box
 - Click the **[Existing Group]** button and select the existing group from the **Assign to Group** drop-down list

Search Name	Rename your search here
Assign to Group	High Scoring – Rest of World
Purchase Reason	Email/Social Marketing

5. To save your search, click the [Save] button. Your search will be saved to the Saved Searches tab.

Delete a Search

To delete a search:

1. Click the **Delete** icon for the search you wish to delete.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	z 🗙 🖻	À

2. A pop-up dialog box will request con rmation of this action. Click the [Delete] button.

Are you sure you search?	u want to dele	te this
	Cancel	Delete

3. The deleted search will be removed from the **Saved Searches** tab. Once deleted, this search cannot be restored.

NOTE: As a primary subscriber, you can delete any search from the Saved Searches area of the Workspace. Delegate subscribers can delete only their own searches.

Assign Search to Group

To assign a search to a group, click on the **Assign Group** icon in the **Group** column for the search you wish to assign to a group.

5	Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit D	elete	Сору	Add to Cart
	GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	2	×		W
	GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	Z	×	ß	jā
	GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	2	×	<u></u>	

To Assign to an Existing Group

- 1. In the **Existing Group** down-down box, select the group you want to assign the search to.
- 2. Click the [Save] button. The pop-up window will close automatically.
- 3. The assigned group will appear in the **Group** column for the selected search.

Existing Group	High Scoring-Rest of world	Ŧ
⊖ New Group ⊖ No Group Assignme	Early Stage - East Coast Full-time MBA High Scoring-Rest of world	

To Assign to a New Group

- 1. Enter the name of the new group you want to add in the text box to the right of the **New Group** text box.
- 2. Click the **[Save]** button. The pop-up window will close automatically.
- 3. The new group will appear in the **Group** column for the selected search.

New Group Enter New Group Here	O Existing Group	High Scoring-Rest of world	
O No Cours Andrews	New Group	Enter New Group Here	
	🔿 No Group Assign	ment	

Remove Group Assignment for a Search

To remove the group assignment for a selected search, click on the group name in the Group column:

- 1. Select No Group Assignment.
- 2. Click the [Save] button. The pop-up window will close automatically.

O New Group	
No Group Assignment	
1. 35W (1. 11 1. 11 1. 15 1. 11 1. 11	

3. The group name will no longer appear in the **Group** column for the selected search.

TIP: Naming of Groups



View Search Properties

You can review and print your search summary and search criteria. To view search properties:

1. In the **Search Name** column, click on the **Search Name**. A pop-up window displaying the properties of the search will appear.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit Delete Copy	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	Z 🗙 🖻)

Print Search Properties

To print the search properties:

- 1. In the **Search Properties** pop-up window, click the **[Print]** button. A new window displaying a printer-friendly version of the search properties page will appear.
- 2. In the new window, click the [Print] button.
- 3. In the printer dialog box, click the **[Print]** button.
- 4. Click the **[Close]** button when finished.

		Edit	Copy Group Assignment	Print
- Searc		- Search Criteria		
Search Name	GradSelect Search 1	Candidate Pool	Full Profile & Full Profile with	
Group Name Owner	Full-Time MBA	Candidate Date Range	17-Nov-22	- 1
Date First Saved	18-May-23	Candidate Date Range To	17-May-23	- 1
Date Last Updated		Premium Insight	No	- 1
Current Status	Saved	Include Sent Score	Yes	- 1
Recurring Options		Save All Names	No	- 1
Last Purchase		New Names	Yes	- 1
Purchase Reason	Ad Campaigns	With Updated GMAT Score	es Yes	- 1
		With Updated Contact Info	Yes	
		With Updated Other Info	Yes	
		Without Updated Profiles	No	-

Add Search to Shopping Cart

Saved Searches that have not been added to your shopping cart will have a shopping cart icon in the **Add to Cart** column. To add searches to your shopping cart:

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit D	elete	Сору	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	2	×		~
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	2	×	P	~
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	2	×	P	Ä

- 1. In the **Add to Cart** column, click the shopping cart icon for each search you wish to add to your cart.
- 2. Each search will automatically be added to the mini shopping cart at the top right of your workspace. As each search is added, the **Name** and **Cost** values will be updated accordingly.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit D	elete	Сору	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	2	×	<u>P</u>	
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	2	×	ß	~
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	2	×	ß	<u>)</u>

Searches that are currently in your cart will have a green check box in the Add to Cart column.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit D	elete	Сору	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	2	×	<u>P</u>	<u>)</u>
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	2	×	ß	~
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	2	×	ß	Ŀ

NOTE: You should limit the number of searches in your shopping cart to 10 or fewer. See <u>Purchase Searches</u> for complete purchase instructions.

View Preview of Shopping Cart

To view the searches in your shopping cart without actually going to the shopping cart:

- 1. From any tab, click the [View Cart] button. The shopping cart preview window will be displayed.
- 2. Click the **X** at the top right of the shopping cart preview window to close the window.

New Search Saved	d Searches Recurring Search	ies D	ownloads Purchas	e History	Shopping (NAMES 3,44 VIEW CAI	Cart 🧐 H co RT C)ST \$3, 4 HECK(
3 of 3 searches displayed. Filter by Select a Group	Total Names: 3,441 Tota	al Cost: \$3,4	75.00	CHE	CKOUT •	je	1
Search Name	Search Name	Count	Candidate Date Range	Cost	Remove	ру	Add Ca
GradSelect Search 1	GradSelect Search 1	2667	17-Nov-22 - 17-May-23	\$2,683.00	×	7	•
GradSelect Search 2	GradSelect Search 2	774	17-Feb-23 - 17-May-23	\$792.00	×	9	•
GradSelect Search 3						3	Ţ
						je	1 0
						Gra Var Adr	duate nager

Remove Searches from Shopping Cart

Searches that are currently in your cart will have a green check box in the **Add to Cart** column. There are three ways to remove a search from the shopping cart:

1. Saved Searches Grid

- In the **Saved Searches** grid, click the check box icon in the **Add to Cart** column for each search you wish to remove from your cart.
- Each search will automatically be removed from the mini shopping cart at the top right of your workspace.
- As each search is removed, the Name and Cost values will be updated accordingly and the search will be removed from your shopping cart.

Search Name	Count	Candidate Date Range	Updated	Owner	Group	Edit D	elete	Сору	Add to Cart
GradSelect Search 1	2667	17-Nov-22 - 17-May-23	18-May-23	John Doe	Full-Time MBA	2	×	<u>P</u>	₩
GradSelect Search 2	774	17-Feb-23 - 17-May-23	18-May-23	John Doe	High Scoring - Rest of World	1	×	P	~
GradSelect Search 3	8979	17-May-21 - 17-May-23	18-May-23	John Doe	Early-Stage East Coast	2	×		12

2. Shopping Cart

• In your shopping cart, click the **Remove** icon in the **Remove** column for each search you wish to remove from your cart.

New Search Save	d Searches Recurring Searche	es Downloads	Purchase History	VIEW CART	CHECKOL
3 of 3 searches displayed. Filter by Select a Group	Total Names: 3,441 Total	Cost: \$3,475.00	СНЕ	скоит.	1 90
Search Name	Search Name	Count Candidate	Date Range Cost	Remove	Add to Cart
GradSelect Search 1	GradSelect Search 1	2667 17-Nov-22	17-May-23 \$2,683.00	×	
GradSelect Search 2	GradSelect Search 2	774 17-Feb-23	17-May-23 \$792.00	×	~
GradSelect Search 3				P)ų
				je	1

3. During Checkout

							Shopping Cart 📜 NAMES 3,441 COST			
New Search	Saved Searches	Recurring Searc	thes D	ownloads	Purchas	se History	VIEW		СНЕСКО	
Shopping	Cart 🗑		1. Review Ite	ems in Cart	2. Select Paym	ent Options	3. Orde	r Confirma	tion	
Denningen	10									
Name counts may ch	mil automatically run at a s nange. You must first click	set frequency in whice Refresh Counts be	ch you specify an fore clicking Nex	id will provide se	earch results th ue the purchas	at match you e process. P	ir selected o lease refer	criteria.		
Recurring searches (Name counts may ch to the GradSelect Us	ange. You must first click	set frequency in whice Refresh Counts be n of why name cour	ch you specify an fore clicking Nex its may change.	id will provide si	earch results th ue the purchas	at match you e process. P	ir selected o	criteria.		
Name counts may ch to the GradSelect Us	Mil automatically run at a s lange. You must first click er Guide for an explanatio Make All One-T	set frequency in white Refresh Counts be In of why name cour ime Recurring	ch you specify an fore clicking Nex tts may change.	id will provide si	earch results th	at match you e process. P	ir selected o	riteria. Refresh	Counts	
Name counts may ch to the GradSelect Us Search Name	Mil automatically run at a s nange. You must first click er Guide for an explanatio Make All One-T Purchas	et frequency in which Refresh Counts be in of why name cour inte <u>Recurring</u> e Type <u>Candida</u>	ch you specify an fore clicking Nex its may change.	Id will provide so t Step to contin Frequency	earch results th ue the purchas End Date	iat match you re process. P Count	r selected o lease refer Cost	Refresh Remove	Reord	
Name counts may of to the GradSelect Us Search Name GradSelect Search 1	Mil automatically run at a s nange. You must first click er Guide for an explanatio Make All One-Ti Purchas One-Tir	et frequency in white Refresh Counts be in of why name court inne Recurring ie Type Candida ne + 17-Nov-:	ch you specify an fore clicking Nex Its may change. Ite Date Range 22 - 17-May-23	Id will provide so t Step to contin	earch results the purchas	Count 2,667	r selected o lease refer Cost \$2,683.00	Refresh Remove	Reorc	
Name counts may ch to the GradSelect Us Search Name GradSelect Search 1 GradSelect Search 2	Mil automatically run at a s nange. You must first click er Guide for an explanatio Make All One-Ti One-Tir One-Tir	et frequency in white Refresh Counts be in of why name court intermed to the second refresh Counts of the second refresh	ch you specify an fore clicking Nex its may change. Ite Date Range 22 - 17-May-23 23 - 17-May-23	d will provide so t Step to contin	End Date	e process. P Count 2,667 774	Cost \$2,683.00 \$792.00	Refresh Remove	Reord	

A dialog box confirming your wish to remove the search from your shopping cart will appear. Click the remove button.

Are you sure you search?	want to remo	ove this
	Cancel	Remove

The search will be removed from your shopping cart.

NOTE: Removing searches from your shopping cart does not delete them. They will remain in the Saved Searches tab of your Workspace until they have been deleted or purchased.

Purchase Searches

You can purchase one search or multiple searches at any time. For information on how to add searches to your shopping cart, see <u>Add Search to Shopping Cart</u>.

Step 1: Access Shopping Cart

In the Saved Searches tab, click the **[Checkout]** button in the mini shopping cart at the top right of your workspace.



Step 2: Review Your Shopping Cart

Review your shopping cart to make sure your cart contains only those searches you want to buy. It is best to restrict the number of searches in your shopping cart at one time to 10 or fewer.

Shopping Cart	<u></u>	1. Review	ltems in Cart	2. Select Paym	ent Options	3. Orde	r Confirma	tion
Recurring searches will automa	atically run at a set freque	ency in which you specify	and will provide	search results th	at match you	ur selected o	criteria.	
Name counts may change. You to the GradSelect User Guide f	u must first click Refresh for an explanation of why	Counts before clicking I name counts may chang	Next Step to con ge.	tinue the purchas	e process. P	lease refer		
	Make All							
	One-Time	Recurring					Refresh	Counts
Search Name	Purchase Type	Candidate Date Range	e Frequency	y End Date	Count	Cost	Remove	Reord
GradSelect Search 1	One-Time 👻	17-Nov-22 - 17-May-2	23		2,667	\$2,683.00	×	=
GradSelect Search 2	One-Time 💌	17-Feb-23 - 17-May-2	23		774	\$792.00	×	_
				Cart Total:	3,441	\$3,475.00		

Step 3: Select Purchase Types

You can purchase a **One-Time** or a **Recurring** search.

- **One-Time** is a single purchase of search results that match your selected criteria. One-Time searches are best for unique events like webinars or coffee chats, or before any big promotion like a program launch.
- **Recurring Search** is a search that is set up to automatically run at a set frequency and provide search results that match your selected criteria. Recurring searches are best for ongoing recruitment, ensuring you always get the freshest leads ahead of your competitors by setting up weekly, biweekly, or monthly searches.

All searches in your shopping cart will default to one-time.

From the **Purchase Type** column, select either **One-Time** or **Recurring Order** from the Purchase Type drop-down list for each search in your cart.

• To set up a one-time search, in the Purchase Type column, select One-Time from the Purchase Type drop-down list.

	Make All One-Time	Recurring					Refresh	Counts »
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time 💌	17-Nov-22 - 17-May-23			2,667	\$2,683.00	×	=
GradSelect Search 2	One-Time 💌	17-Feb-23 - 17-May-23			774	\$792.00	×	
	One-Time Recurring			Cart Total:	3,441	\$3,475.00		
Some counts have changed since they were add marked with an * have been updated since they that these counts reflected your intended purchas	ed to the cart. The cou were first added. Please se.	nts above e verify					Refresh	Counts »

To set up a recurring search, in the Purchase Type column, select Recurring from the Purchase Type drop-down list

	Make All One-Time	Recurring					Refresh	Counts »
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time 👻	17-Nov-22 - 17-May-23			2,667	\$2,683.00	×	
GradSelect Search 2	One-Time 💌	17-Feb-23 - 17-May-23			774	\$792.00	×	-
	One-Time Recurring			Cart Total:	3,441	\$3,475.00		
Some counts have changed since they were add marked with an * have been updated since they v that these counts reflected your intended purchas	ed to the cart. The cou vere first added. Please se.	nts above e verify					Refresh	Counts »
· · ·								

- In the Frequency column, select the frequency you would like your search to run:
 - Weekly once a week
 - **Biweekly** once every two weeks
 - Monthly once a month
 - **Bimonthly** once every two months
 - Quarterly once every three months

	Make All One-Time	Recurring					Refresh	Counts »
Search Name	Purchase Type	Candidate Date Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time 💌	17-Nov-22 - 17-May-23			2,667	\$2,683.00	×	=
GradSelect Search 2	Recurring -	17-Feb-23 - 17-May-23	Biweekly 👻		774	\$792.00	×	=
			Weekly Biweekly Monthly	Cart Total:	3,441	\$3,475.00		
some counts have changed since they were add marked with an * have been updated since they that these counts reflected your intended purcha	ied to the cart. The col were first added. Pleas se.	ints above e verify	Bimonthly Quarterly				Refresh	Counts »

 In the End Date column, select the end date for your search. If you do not want to set an end date, click No End Date from the Calendar pop-up box, or leave the End Date box empty.

	Make All One-Time	Recurring									Refresh	Counts »				
Search Name	Purchase Type	Candidate Date Range	Frequency	End	Date	C	Count		Cost	F	emove	Reorder				
GradSelect Search 1	One-Time 👻	17-Nov-22 - 17-May-23					2,66	67 \$2	,683.0	00	×	=				
GradSelect Search 2	Recurring -	17-Feb-23 - 17-May-23	Biweekly -		I		77	74 :	\$792.0	00	×	=				
	Weekly					M	lay 20	23		•	•					
Some counts have changed since they were as	ided to the cart. The cou	ints above	Biweekly Monthly	Su	Мо	Tu	We	Th	Fr	Sa						
narked with an * have been updated since the	v were first added. Pleas	e verify	Bimonthly		1	2	3	4	5	6	Refresh	Counts				
hat these counts reflected your intended purch	850.		Quarterly	7	8	9	10	11	12	13						
				14	15	16	17	18	19	20						
	©2005-2023, Grad	luate Management Admission C	ouncil® (GMAC®). All	21	22	23	24	25	26	27	Gra	duata				
	Help N	ews Center gmac.com Terms a	nd Conditions Trade	28	29	30	31				Mar	nageme				
Priva	rivacy Policy GradSelect Terms of Use Agreement GradSelect Dos and Don'ts						Adr Cou	nission Incil®								

You may set end date(s), change end date(s), or cancel recurrence after purchase. (See <u>Manage Recurring Searches</u> for more information.)

NOTE: All schedules begin on the day of purchase, and recurring searches will run for the first time on the day of the first purchase.

Step 4: Refresh Search Results

To ensure you have the most up-to-date list of available names identified in your searches, you will need to refresh the counts in your shopping cart during the checkout process.

To refresh your counts, click the [Refresh Counts] button

NOTE: From the time the search was created or placed in the shopping cart and checkout, the total number of names found through a search may change.

	Make All One-Time	Recurring						Refresh	Counts »
Search Name	Purchase Type	Candidate Date R	Range	Frequency	End Date	Count	Cost	Remove	Reorder
GradSelect Search 1	One-Time 💌	17-Nov-22 - 17-M	/lay-23			2,667	\$2,683.00	×	=
GradSelect Search 2	Recurring -	17-Feb-23 - 17-M	/lay-23	Biweekly 💌		774	\$792.00	×	=
		Weekly Biweekly	Cart Total:	3,441	\$3,475.00		,		
Some counts have changed since they were add marked with an * have been updated since they that these counts reflected your intended purcha		Monthly Bimonthly Quarterly				Refresh	Counts »		

TIP: Why Name Counts May Change

When you refresh your search, the name counts may change for the following reasons, among others: • Registrant Opt-out

- If between the time a search is placed in the shopping cart and the resulting search is purchased, GMAC receives information that a registrant has elected not to participate in the GradSelect service, the name will be excluded from the file.
- **Registrant Information Change**
 - If between the time a search is placed in the shopping cart and the resulting search is purchased, GMAC receives information that a registrant no longer meets the search criteria or new-ly does meet them, the registrant will be added or deleted from the file accordingly.
- **Duplicate Records**
 - The searches are run in the order in which they were placed in the shopping cart. If you have chosen not
 to receive duplicate records, later searches will be compared with earlier ones in the shopping cart to avoid
 duplication so that you only pay once for a lead. You can also re-arrange the searches in any order by
 clicking and holding the reorder button in the last column.

Once the name counts have been refreshed, click the [Next>>] button

Step 5: Select Payment Options

You can pay for **One-Time** and **Recurring** searches with a credit card, check, or wire transfer.

	Make All One-Time	Recurring						Next »		
Search Name	Purchase Type	Candidate Date Range	e Frequency	End Date	Count	Cost	Remove	Reorder		
GradSelect Search 1	One-Time 👻	17-Nov-22 - 17-May-2	23		2,665	\$2,681.00	×	=		
GradSelect Search 2	Recurring -	17-Feb-23 - 17-May-2	23 Biweekly -		12	\$24.00	×			
				Cart Total:	2,677	\$2,705.00				
Some counts have changed since they were added to the cart. The counts above marked with an * have been updated since they were first added. Please verify										
unar unese counts renected your intended purchas	э с .									

The GMAC[™] GradSelect User Guide

Pay by Credit Card

You are able to save your credit card information so that future purchases can use either your saved credit card or a new credit card.

Select your saved card from the Saved Card drop-down list

OR

Select **New Card** and enter the required information in the corresponding fields:

hopping Cart	ļņ.			1. Review Items in Cart 2. Select Payment Options 3.	Order Confirmation
Purchasing List(s)				Purchase Method	
GradSelect Search 1				✓ Credit Card	
Standard Names	Name Count	Per Name Cost	Cost	Saved Card	0
Full Profile with Score Subtotal	16 2,665	\$2.00	\$32.00 \$2,681.00	New Card Name of Cardholder * Card Type American Express	® 🗸
Search Total GradSelect Search 2	2,665 Name	Por Namo	\$2,681.00	Card Number * Expiration Date *	Year
Standard Names Full Profile with Score Subtotal	12 12	Cost \$2.00	Cost \$24.00 \$24.00	Zip/Postal Code * Credit Card Nickna	ame
Search Total	12 Tot Premiun	tal Names: n Insights:	\$24.00 2,677 0	Remember this ca	ard
	-	Total Cost:	\$2,705.00	 Pay Later Voucher Code 	0
				Apply	
Previous				Cancel	Submit Order

- Name of cardholder
- Card type (American Express, MasterCard or VISA)
- Card number (no spaces)
- Expiration date (month and year)
- ZIP/postal code of credit card billing address.

NOTE: The ZIP/postal code field does not appear for purchases from non-US subscribers.

To save your credit card information:

- 1. Click the Remember this card checkbox
- 2. Enter a nickname for the card in the Credit Card Nickname field.

Purchasing List(s)				Purchase Method
GradSelect Search 1				✓ Credit Card
Standard Names Full Profile	Name Count 2,649	Per Name Cost \$1.00	Cost \$2,649.00	Saved Card
Full Profile with Score Subtotal	16 2,665	\$2.00	\$32.00 \$2,681.00	New Card Name of Cardholder * Card Type John Doe Mastercard® v
GradSelect Search 2 Standard Names	Name Count	Per Name Cost	Cost	Card Number * Expiration Date * XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Full Profile with Score Subtotal	12 12	\$2.00	\$24.00 \$24.00	Zip/Postal Code * Credit Card Nickname 20171 Admissions Credit Card
Search Total	12 Tot Premiun	tal Names: n Insights: Total Cost:	\$24.00 2,677 0 \$2,705.00	Pay Later
				Voucher Code (2)

NOTE: We do not store credit card information in our database but you may create a payment profile that will recall this information from our secure processing vendors. When you submit a credit card number in the GradSelect workspace, your payment profile is created automatically. You may choose to store the payment profile for future use. If you choose not to store the payment profile, you may use it for days after which it will be deleted.

Pay Later by Check

To pay by **Check**, please mail your payment to the following address within 30 days.

Graduate Management Admission Council Attn: Accounts Receivable Mail Code: 64866486 PO Box 724747 Philadelphia, PA 19170-6486 USA Federal Employer ID: 23-7084339

Your file will be available for download shortly after purchase. You may access the file from the **Download** tab in your **Workspace**. You may access your invoice or receipt from the **Purchase History** tab in your **Workspace**.

If you have any questions, please contact us via email (gradselect@gmac.com) or by phone (+1703-668-9606). Our business hours are 8 am- 4:30 pm EST.



Pay Later By Wire Transfer

To pay by **Wire Transfer**, please mail your payment to the following address. This information is also included on your invoice. Please submit your payment within **30 days** of the invoice date.

Bank Name:	Bank of America
Bank Address:	730 15th St. NW, Washington, DC20005
Account number:	0000 1165 0494
Routing number:	026009593
Swift code:	BOFAUS3N
Please add US \$15 f	ee for each wire transfer.

You will be notified by email when the search process is complete, and you are able to download your results. Your results will be available within one (1) business day.

If you have any questions, please contact us at gradselect@gmac.com or at +1 (703) 668-9606. Our business hours are 8 am - 4:30 pm EST.



PLEASE NOTE:

If you selected **check** or **wire transfer** when you submitted your order and you decide to pay by credit card at a later date, please call GradSelect Customer Care at +1 (703) 668-9606. You will be asked to provide the following credit card details:

- Credit card type
- Credit card number
- Expiration date
- Billing zip code (US only)
- Name on the card

The system does not allow you to return to the original GradSelect order to make a payment.

Step 6: Your Order Confirmation

You will receive an order confirmation once you have submitted your order. Click the **View Invoice** link at the right of the **Order Confirmation** page to download a copy of your invoice. You will be notified by email when your search results are ready for download.

You can always download accounting documentation from the Purchase History tab.



Additionally, both invoices and receipts are available in the My GMAC section of gmac.com. (See <u>View, Print, or Download and Invoice</u> for more information.)

NOTE: GMAC DOES NOT MAIL OR EMAIL GradSelect INVOICES OR RECEIPTS. The primary subscriber is ultimately responsible for making sure that all invoices are downloaded, submitted, and paid within 30 days of the date of purchase.

Manage Downloads

All searches available for download are located in the **Downloads** section of your GradSelect workspace.

- Searches expire 30 days after purchase.
- Searches set to expire within ve days are highlighted in yellow.

GradSe	ect	Dashbo	oard MyGN	IAC Profile I	Manage Subscriptio	n Manaj	V ge Groups	Velcome John Doe Help Logout
New Search Saved Searc	hes Recurring Se	arches	Dowr	ıloads	Purchase Histo	si N/	hopping Carl AMES 0 VIEW CART	: ¹ ₽ Cost \$0.00 CHECKOUT►
2 total download(s).				/		Comb	ine and Do	wnload 💿
Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
GradSelect Search 2- 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	÷
GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	÷

Download a GradSelect Search

To download a GradSelect search:

- A. Click the **Downloads** tab in your GradSelect workspace.
- B. Click the download icon for the search you wish to download.

GradSe	ect	Dashbo	oard ∣ MyGN	IAC Profile	Manage Subscription	n Manag Sł	N ge Groups nopping Cart	Help Logout
New Search Saved Searc	hes Recurring Se	arches	Down	loads	Purchase Histo	ory	VIEW CART	CHECKOUT>
2 total download(s).						Comb	ine and Do	wnload 🗿
Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
GradSelect Search 2- 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	+
GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23		*

- C. Select the format for your search results download:
 - Comma Delimited (Codes) Note: Download GradSelect Database Code List at www.qmac.com/GradSelectcodes
 - Comma Delimited (No Codes)
 - Extensible Markup Language (XML)
- C. Click the [Download] button to open the .csv or XML file

Search NameGradSelect Search 1Total Name Count2665Purchased19-May-23Expires18-Jun-23
Purchased 19-May-23 Expires 18-Jun-23
Expires 18-Jun-23

Download Multiple Searches

Multiple GradSelect searches can be combined into one single download file. To combine your searches into one .csv or .xml file:

- A. Click the **Downloads** tab in your GradSelect workspace.
- B. Click the [Combine and Download] button

Gradu Mana Admi Coun	GradSe	ect	Dashbo	oard My GN	IAC Profile 1	Manage Subscriptio	n Manag	V ge Groups	Velcome John Doe Help Logou
	New Search Saved Search	hes Recurring Se	arches	Down	loads	Purchase Histo	ory	nopping Cart AMES 0 VIEW CART	COST \$0.00
2	total download(s).						Comb	ine and Do	wnload 💿
9	Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
(GradSelect Search 2- 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	÷
(GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	÷

- C. Click the searches you wish to download into one file by placing a check in the **Download** column for each search.
- D. Click [Download Selected] button.

01-10	GradSe	ect	Dashbo	oard MyGN	IAC Profile	Manage Subscriptio	n Mana	N Ige Groups	Velcome John Doe Help Logou
	New Search Saved Searc	thes Recurring Se	arches	Down	loads	Purchase Histo	s N Dry	hopping Car Ames 0 VIEW CART	t 🧎 COST \$0.00 CHECKOUT>
	2 total download(s).		Use the ch files to con	eckboxes in the l nbine. Then click	Download column the Download Se	to select the lected button.	ancel	Download S	elected 💿
	Search Name	Candidate Date Range	Count	Purchased	Last Download	Downloaded By	Expires	Invoice	Download
	GradSelect Search 2- 5-19-2023	17-Feb-23 - 17-May-23	12	19-May-23			18-Jun-23	2003685	
	GradSelect Search 1	17-Nov-22 - 17-May-23	2665	19-May-23			18-Jun-23	2003685	۵

- E. In the Name of File to Download field, enter a name for the download file.
- F. Select the format for your search results download:
 - Comma Delimited (Codes) Note: Download GradSelect Database Code List at www.gmac.com/GradSelectcodes
 - Comma Delimited (No Codes)
 - Extensible Markup Language (XML)
- E. Click the [Download] button to open the .csv or .xml file

See TIP: Choosing the Appropriate File Format

Download Purchase	d Names		
Search Name	GradSelect Search 1		
Total Name Count	2665	Name of File to Download	GradSelect_Search
Purchased	19-May-23	Electronic File Format 🔞	Comma Delimited
Expires	18-Jun-23		Comma Delimited (N
			(XML)
			Cancel D

TIP: Choosing the Appropriate FileFormat

- The Electronic Comma-delimited (.csv) format is appropriate for reading the file contents in a spreadsheet database application like Microsoft Excel. A .csv format may also be appropriate for importing into older electronic mailing systems or into a database application such as Microsoft Access.
- Extensible Markup Language (XML) format is appropriate if you are planning to use the data in a web or other custom-built application.

If you are unsure which file format is appropriate, please check with your IT department.

Access Purchase History

All searches that have been purchased through your subscription are listed in the **Purchase History** tab of your workspace. If you are looking for a search that has not yet been purchased, go to the **Saved Searches** tab.

Graduate Manageme Admission Council	Gre	adSe	èle (ct	Dasht	ooard M	ly GMAC Pro	nfile Man	age Subscriptior	Manage	Welco Groups He pping Cart '9 IES 0	me John Doe
N	lew Search	Saved Sea	arches	Recurring	Searches		ownloads	Р	Purchase Histo	ry	EW CART C	НЕСКОИТ►
2 of Filte	3 searches display er by Select a Gi	ved. For your ful roup	l history cli	ck <u>here</u>	Select an (Owner	•]	v	iew 15	• per page	
	Search Nan	ne	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Сору
Gra	dSelect Search 2-	- 5-19-2023	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	2003685	Recruiting Events	ß
Gra	dSelect Search 1		2665	19-May-23	John Doe	Full- Time MBA	\$2,681.00	Paid	Download	2003685	Ad Campaigns	ß
									V	iew 15	• per page	

View, Print, or Download an Invoice or Receipt

You can find your invoices available in the **Purchase History** tab of your workspace.

In the **Invoice & Receipt** column, click on the icon for the search whose invoice/receipt you want to view, print, or download.

ilter by	Select a Group		•	Select an	Owner	*		V	iew 15	 per page 1 	
	Search Name	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Сору
Grad Selec	ct Search 2- 5-19-2023	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	2003685 📄 🖻	Recruiting Events	ß
GradSeled	ct Search 1	2665	19-May-23	John Doe	Full- Time MBA	\$2,681.00	Paid	Download	2003685	Ad Campaigns	(°)

NOTE: **GMAC DOES NOT MAIL OR EMAIL GRADSELECT INVOICES OR RECEIPTS**. The primary subscriber is ultimately responsible for making sure that all invoices are downloaded, submitted, and paid within 30 days of the date of purchase.

View Download Details

You can view download details for a search. To view the download history:

1. In the Purchase History grid, click the **Search Name**. A pop-up window displaying the properties of the search will appear.

ilter by	Select a Group		*	Select an	Owner	*		V	iew 15	 per page 1 	
	Search Name	Count	Purchased	Owner	Group	Cost	Invoice Status	Status	Invoice & Receipt	Purchase Reason	Сору
GradSeleo	ct Search 2- 5-19-2023	12	19-May-23	John Doe	High Scoring - Rest of World	\$24.00	Paid	Download	2003685	Recruiting Events	ß
GradSeleo	ot Search 1	2665	19-May-23	John Doe	Full- Time MBA	\$2,681.00	Paid	Download	2003685	Ad Campaigns	

2. Click on Purchase and Download Details to expand the section.

			Co	Group Assignment	Prin
- Search Summary		🗧 🗧 🗧 Search Cri	iteria		
Castab Nama	CradCalact Caarab 1	Candidate D From	ate Range 1	7-Nov-22	
Group Name	Full-Time MBA	Candidate D	ate Range To 1	7-May-23	
Owner	John Doe	Premium Ins	ight N	10	- 1
Date First Saved	18-May-23	Include Sent	Score	′es	_
Date Last Updated	19-May-23	Save All Nan	nes N	ło	
Current Status	Available For Download	New Names	١	⁄es	_
Recurring Options		With Update	d GMAT Scores	/es	_
Last Purchase	19-May-23	With Update	d Contact Info	/es	
Purchase Reason	Ad Campaigns	With Update	d Other Info	/es	
		Without Upd	ated Profiles	10	
	20/	GMAT® Tota	I Score 6	90 - 800	-
P Download Summa	ary	Age Range	2	1 - 55	

3. Click on the green plus sign next to the **Purchase Date** to display the download details.

Purchase Date	Downloads	Name Count	Cost
+ 19-May-23	1	12	\$24.00

Purchase Date	Downloads	Name Count	Cost
_ 19-May-23	1	12	\$24.00
Downloaded By	: John Doe	Date: 19)-May-23

Manage Recurring Searches

All purchased searches that have been set up as recurring searches are available in the **Recurring Searches** tab in your workspace. Only active recurring searches will be displayed.

Gro	adSelfe	ct	Dashbo	vard MyG	MAC Profile	Manage Subscri	ption Manage (Shop NAME	Welc Groups H ping Cart 'P s 0	ome John Do leip Logou cost \$0.00
New Search	Saved Searches	Recurring	Searches	Dow	nloads	istory	W CART	CHECKOUT	
1 total recurring search	(es).		/				Char	ige Occurre	ence 🔞
Search Name		Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2		19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		×

Change Occurrence

You can change the occurrence of your recurring searches, which includes modifications to frequency, next purchase date, and end date.

To change the occurrence:

1. Click the [Change Occurrence] button

Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23		×

1 total recurring search(es).		Change rec controls, the	urrence options en click the 'Sa	s for these searches usir ve Changes' button.	ng inline	Cancel	Save Chang	jes 🔞
Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly -	19-May-23	2-Jun-23		×

- 2. In the **Frequency** column, select the frequency in which you would like your search to run using the drop-down list:
 - Weekly once a week
 - **Biweekly** once every two weeks
 - Monthly once a month
 - **Bimonthly** once every two months
 - Quarterly once every three months

1 total recurring search(es).	4	Change rec controls, the	urrence options en click the 'Sav	s for these searches usin ve Changes' button.	ng inline	Cancel	Save Chan	ges (
Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly -	19-May-23	2-Jun-23		×
				Biweekly Monthly				
				Bimonthly Quarterly				

3. In the Next Purchase column, change the next purchase date using the calendar pop-up box.

1 total recurring search(es).			Change rec controls, the	urrence options en click the 'Sa	s for these searc ve Changes' butt	hes usir ion.	ng inline	Cance	el		Save	Chan	ges	
Search Name	-	Last Purchase	Last Count	Last Cost	Frequenc	y	Start Date	Next P	urchas	e	End [Date	Ca	ncel
GradSelect Search 2		19-May-23	12	\$24.00	Biweekly	Ŧ	19-May-23	₽-Ju	n-23	[×	
								•		Ju	ne 20	23		•
								Su	Мо	Tu	We	Th	Fr	Sa
												1	2	3
	©2	005-2023, Gradua	ate Managem	ent Admission	Council® (GMA	C®). All	rights reserved.	4	5	6	7	8	9	10
	Privacy Policy	Help New GradSelect Te	/s Center gr rms of Use A	mac.com Terms greement Gra	s and Conditions adSelect Dos an	Trade d Don'ts	emarks s GradSelect Us	er (11	12	13	14	15	16	17
								18	19	20	21	22	23	24

- 4. In the **End Date** column, select the end date for your search.
 - If you do not want to set an end date, click **No End Date** from the calendar pop-up box, or leave the End Date box empty.

•		M	ay 20	23		+
Su	Мо	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	_		
		NO	END D	ATE		

 To add add/change your end date, select the new end date for your search using the calendar pop-up box.

1 total recurring search(es).		Change rec controls, the	urrence options en click the 'Sav	s for these searches usir ve whanges' button.	ng inline	Cancel	Save	Char	iges	0			
Search Name	A Last Purchas	e Last Count	Last Cost	Frequency	Start Date	Next Purchase	End	Date	ancel				
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly -	19-May-23	2-Jun-23				×			
							•		М	ay 20	23		
							Su	Мо	ти	We	Th	Fr	
								1	2	3	4	5	
	©2005-2023, Graduate Management Admission Council® (GMAC®). All rights reserved.						7	8	9	10	11	12	
	Help Ne Privacy Policy GradSelect 1	ws Center g erms of Use A	mac.com Terms greement Gra	s and Conditions Trade adSelect Dos and Don'ts	emarks GradSelect Us	er Guide	14	15	16	17	18	19	
							21	22	23	24	25	26	
							28	29	30	31			
									NO		ATE		

5. Click the [Save Changes] button

1 total recurring search(es).			urrence options in click the 'Sav	s for these searches usin ve Changes' button.	Cancel Save Changes			
Search Name	 Last Purchase 	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly 💌	19-May-23	2-Jun-23	31-Jan-24	×

Edit the Criteria of Recurring Search

You can edit the criteria of a recurring search. To edit the criteria of a recurring search:

1. In the Recurring Searches grid, click the **Search Name**. A pop-up window displaying the properties of the search will appear.

l≩ 1 total recurring search(es).						Ch	ange Occurre	nce
Search Name	 Last Purchase 	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cancel
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23	31-Jan-24	×

2. Click the [Edit] button at the top right to open the search in edit mode.

Properties					
roperties		Edi	t Copy Payment Opt	ions Group Assignment	Print
- Search Summary			- Search Criteria		
Search Name	GradSelect Search 2		Candidate Pool	Full Profile & Full Profile with	A
Group Name	High Scoring - Rest of World			Score	[No litle]
Owner	John Doe		Candidate Date Range From	17-Feb-23	- 1
Date First Saved	18-May-23		Candidate Date Range To	17-May-23	- 1
Date Last Updated	19-May-23		Premium Insight	No	- 1
Current Status	Available For Download		Include Sent Score	Yes	- 1
Recurring Options	Biweekly		Save All Names	No	
Last Purchase	19-May-23		New Names	Yes	
Purchase Reason	Recruiting Events		With Updated GMAT Score	s Yes	
			With Updated Contact Info	Yes	
Download Summar	ry		With Updated Other Info	Yes	
		-	Without Updated Profiles	No	•

- 3. Edit the search criteria.
- 4. Click the **[Save]** button at the bottom right of the page.

Cancel Recurring Search

You can cancel an active recurring search. If you do, you cannot undo the cancellation; you can re-establish the recurring search by following the instructions in **<u>TIP: Re-establish a Recurring Search after Cancellation</u>.**

To cancel a recurring search:

1. In the **Cancel** column, click the Cancel icon of the search you wish to cancel as a recurring order.

total recurring search(es).						Ch	ange Occurre	nce
Search Name	Last Purchase	Last Count	Last Cost	Frequency	Start Date	Next Purchase	End Date	Cance
GradSelect Search 2	19-May-23	12	\$24.00	Biweekly	19-May-23	2-Jun-23	31-Jan-24	×

2. A pop-up warning message asking to confirm this action will appear. Click the **[Yes]** button to cancel your search. The page will automatically refresh, and the canceled recurring search will no longer be displayed in the Recurring Searches tab.



TIP: Re-establish a Recurring Search After Cancellation

To re-establish a recurring search, you will need to purchase a new copy of your search. To do this:

- Copy the search from your Purchase History.
- Place the copy in your shopping cart.
- Select Recurring Search as the Purchase Type.
- Set up your order schedule during the checkout process

Appendix I: Search Categories List

Use the table below to assist you in developing your search criteria. It includes all available topics and subtopics as well as sample data and rules for usage.

Category	Subcategory	Simple Data	Comments
Age Range	Age Range	18-22 23-25 29-35	Specify low and high ends of a range
Citizenship or	Citizenship	China India United States	Multiple selections allowed
Language	Language: Native language Second language Third language	Chinese French Spanish	Multiple selections allowed
Desired Degree	Degree Objectives	Doctorate In Business (Phd Or Dba) Joint Degree – MBA/Law Master's in Business (MS, MSc, MA) Master's in Business Administration (MBA)	Multiple selections allowed
Characteristics	Intended Concentration	Accounting Marketing Information Systems Technology	Multiple selections allowed
Desired School Characteristics	Part-Time vs. Full-Time	Executive MBA Student Full-Time Student Part-Time Student	Multiple selections allowed
	Teaching Format (Online vs. On-Campus)	Distance On-Campus Online	Multiple selections allowed
	Undergraduate GPA	2.0–4.0	Specify low and high ends of a range
Educational Background	Undergraduate Major Undergraduate Other Major	Accounting Computer Science Fine Arts	Multiple selections allowed
	Educational Experience	Completed my undergraduate or university degree Have attained a doctoral degree Have attained a master's degree	Multiple selections allowed
	Undergraduate or First Degree Completion Year	20207 2021995 20224	Select low and high ends of a range
Ethnicity (US Only)	Ethnicity	Black or African American H Hispanic,Latino,or Spanish Origin Asian White	Only US citizens respond to this ques- tion Multiple selections allowed
Gender	Gender	Female Male Other	Multiple selections allowed

Appendix I: Search Categories List

Category	Subcategory	Sample Data	Comments
	GMAT Total Score	200-800	
CMAT Conver	GMAT Quantitative Score	0-60	
GMAT Scores	GMAT Verbal Score	0-60	Specify low and high ends of a range
	GMAT AWA Score	0.0-6.0	
	GMAT IR Score	10-10-8	
Intended School Plans	Planned Date of Enrollment	January - April 2024 May - August 2024 September - December 2024 Undecided	Values updated annually Multiple selections allowed
	Work while Pursuing degree	Yes, Full-Time Yes, Part-Time Undecided	Multiple selections allowed
Location, Current	World Region, Country, City, State/Province	Asia China Beijing Western Europe France Paris	Multiple selections allowed
Location, Current (Country = US)	World Region, Country, ZIP Code Or State Or Metropolitan Area	United States, United States, ZIP Code, 221 United States, United States, State, Virginia United States, United States, Metropolitan Area, Washington-Arlington-Alexandria, DC-VA- MD-WV	Multiple selections allowed
Location, Permanent US State	Permanent US State	California Michigan New York	Multiple selections allowed

.

Appendix I: Search Categories List

Category	Subcategory	Sample Data	Comments
Preferred Region of Study	Preferred Region of Study	Asia United States (Middle Atlantic, Midwest, Northeast) Western Europe	Multiple selections allowed
Undergraduate/ First Degree Institution	Undergraduate/First Degree Institution	Boston University George Mason University University of California, Los Angeles	Multiple selections allowed
	Years of Work Experience	0 to 30+ years	Multiple selections allowed
	Functional Experience Prior to MBA Degree	Consulting Finance/Accounting Operations/Logistics	Multiple selections allowed
Work Experience	Industry Experience Prior to MBA Degree	Financial Services Government Technology	Multiple selections allowed
	Military Service, Current or Within Past 3 Years	No Yes	Multiple selections allowed
	Desired Functional Area After Degree	General Management Management Information Systems Marketing/Sales	Multiple selections allowed
Work Desired After Degree	Desired Industry After Degree	Consumer Products Media/Entertainment Real Estate	Multiple selections allowed
GMAC Recommendations	GMAC Recommendations	Your program names	Multiple selections allowed
Scores Sent to My Competitors	Scores Sent to My Competitors	Your program names	Multiple selections allowed

.

The following GradSelect comma-delimited layout refers to the electronic output ordered from the GradSelect service. All data are left-justified, and open spaces are blanks. Each data element is surrounded by double quotes (") and separated by a comma (,). Multiple responses are separated by a semicolon (;). Go to <u>Resources</u> to download the current GradSelect Database Code List and Sample Download File.

Sequence	Field	Maximum Field Length	Sequen
1	FirstName	30	34
2	MiddleName	30	35
3	LastName	50	36
4	Su x	50	37
5	Email	255	38
6	PhoneSMSOptIn	10	39
7	PhoneNumber	52	40
8	MobilePhoneNumber	39	41
9	UndergradGradDate	7	42
10	Address1	100	43
11	Address2	100	44
12	Address3	100	45
13	City	32	46
14	PostalCode	16	47
15	StateProvince	100	48
16	Country	100	49
17	WorldRegion	100	50
18	MetroArea	100	51
19	CountryOfCitizenship	100	52
20	NativeLanguage	100	53
21	Gender	6	54
22	EthnicIdenti cation	100	55
23	Age	2	56
24	UndergraduateCollege	100	57
25	UndergraduateMajor	100	58
26	EducationExperience	100	59
27	DegreeObjective	100	60
28	Concentration	100	61
29	TeachingFormat	50	62
30	PlannedDateEnrollment	50	63
31	Workload	100	64
32	WorkIntention	50	65
33	YearsOfWorkExperience	2	66

Sequence	Field	Maximum Field Length
34	ExpInArmedForces	100
35	GMATScoreRangeTotal	25
36	GPA	25
37	FinancialAid	100
38	RegionValues	100
39	PhoneSMSOptInID	1
40	StateID	7
41	CountryID	3
42	WorldRegionID	2
43	MetroAreaID	5
44	CountryOfCitizenshipID	3
45	NativeLanguageID	3
46	GenderID	1
47	EthnicIdenti cationID	2
48	UndergraduateCollegeID	4
49	UndergraduateMajorID	2
50	EducationExperienceID	2
51	DegreeObjectiveID	2
52	ConcentrationID	2
53	TeachingFormatID	2
54	PlannedDateEnrollmentID	2
55	WorkloadID	2
56	WorkIntentionID	2
57	WorkExperienceID	2
58	ExpInArmedForcesID	2
59	GMATScoreRangeTotalID	2
60	GPAID	4
61	FinancialAidID	2
62	StudyRegionID	2
63	GMATExamDate	10
64	SearchName	100
65	GMACRecommendations	500
66	ScoresSentToMyCompetitors	500

Appendix III: GradSelect Terms of Use Agreement

Updated: June 2023

In order to use the GMAC[™] GradSelect Service, you must agree to the full GradSelect Terms of Use Agreement, which you can find below. Highlights of this Agreement include:

- Only designated subscribers may access the GradSelect Service to perform searches and purchase GradSelect Data.
- Primary Subscribers are responsible for maintaining the accuracy of the Institution's subscriber information.
- Payments may be made by check, wire transfer, or credit card (American Express, Visa, Mastercard). Payment terms for check and wire transfers are 30 days from the date of purchase.
- GradSelect Data may be used for up to 12 months from the date of purchase.
- GradSelect Data may be used only for providing information to Candidates about the Institution or requesting participation in Institution-sponsored studies.
- GradSelect Data may not be combined with other data except for the limited purposes stated below.
- Candidates must be informed that the Institution received their information from GMAC.
- All marketing communications with a Candidate must cease if the Candidate requests to opt-out.
- All written communications must comply with GMAC Trademark and Copyright Guidelines which can be found at <u>GMAC Copyrights</u>, <u>Trademarks</u>, and Logos.
- The Institution is responsible for following all applicable laws and terms of any social media or other technology providers.
- GMAC may monitor the use of the GradSelect Service and GradSelect Data and reserves the right to revoke access to the service.
- The Institution is responsible for securing GradSelect Data and notifying the individuals outlined in this Agreement and
- The required government regulators should there be unintended access or disclosure of GradSelect Data.
- GMAC may change this Agreement at any time without notification as well as the costs associated with the GradSelect Service.

By accepting this Agreement, By accepting this Agreement, I signify that I am an authorized representative of the School named in the Enrollment Form, and I am either the Primary Subscriber or a Delegate Subscriber. If I am the Primary Subscriber, I have the authority to contractually bind the School to this Agreement and agree that the School and its users' access to and use of the GradSelect Service and all information obtained from the service are subject to this Agreement. As a user of the GradSelect Service, I agree to abide by this Agreement and any additional policies set forth in the GradSelect User Guide, and I consent to the Privacy Policy and Terms of Use on **gmac.com**.

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Definitions:

1. Candidate: A prospective graduate management education student who has consented to participate in the GradSelect service

2. Candidate Record: GradSelect Data available for a specific Candidate

3. Delegate Subscriber: For approved subscriptions, employees or third-party service providers of the School that are designated by the Primary Subscriber as individuals who should have access to the GradSelect service

4. Early Profile Candidate: A Candidate whose Candidate Record, as of the date of access to such Candidate Record, includes only such Candidate's first name, email address, and IP address country

5. Full Profile Candidate: A Candidate whose Candidate Record includes such data as Candidate's first name, last name, email address, IP address country, and additional demographic and educational information but who has not taken a GMAC assessment, in each case as of the date of access to such Candidate's Candidate Record

6. Full Profile with Score Candidate: A Candidate who has taken a GMAC assessment, including but not limited to the GMAT exam **7. GradSelect Data:** All information received by the School from the GradSelect service, which may include candidate information such as contact information, background and demographic information, program preferences, and GMAC assessment score ranges, as applicable and available

8. Licensees: The Primary Subscribers, Delegate Subscribers, and other employees and third-party service providers of the School who:

1. Require access to GradSelect Data to provide a service for the School, and

2. Have signed agreements containing confidentiality and other obligations as least as restrictive as those contained herein

9. Primary Subscriber: An employee of the School responsible for completing and managing the Enrollment Form. Primary Subscribers must use their School email address in their GradSelect profile

10. School: A school that offers a graduate certificate or degree in business or management and that has been and continues to be authorized to access the GradSelect service by GMAC

Terms:

 1.License to GradSelect Data: GMAC grants Schools, through their Licensees, a nonexclusive, nontransferable, revocable, limited license to the GradSelect Data for uses and purposes provided in this Agreement. GMAC is the sole owner of and shall retain the entire rights to, any copyrights, trademarks, trade secrets, and any other proprietary rights in the GradSelect Data.
 2.Access to the GradSelect Service: Only Primary Subscribers and Delegate Subscribers shall have access to the GradSelect service. The Primary Subscriber is responsible for reviewing, on a regular basis, access by the School's subscribers and for notifying GMAC of any updates via gradselect@gmac.com.

3.Use: GradSelect Data is limited to use by the School's Licensees. Licensees and Schools shall use GradSelect Data only for identifying and contacting Candidates about the School's graduate management educational opportunities and financial programs, or to request that the Candidate participate in a School-sponsored survey, focus group, or other research study related to graduate management education (the **"Permitted Purpose"**). GradSelect Data may be used for up to 12 months from the date the GradSelect Data was purchased, and at the end of that period, Licensee shall securely delete it. **4.Message Content Restriction:** Licensees may

not send message content to Candidates that includes or suggests that they can apply to the School without having to take a GMAC assessment.

5.Sharing: Licensees may merge, combine, or copy GradSelect Data into other lists or data from other sources only for the Permitted Purpose. Licensees shall not represent that the GradSelect service is the source for any non-GradSelect Data. Licensees shall not copy, modify, publish, distribute, sell, rent, or otherwise disclose the GradSelect Data to a non-Licensee, except such service providers as are reasonably necessary to send messages as provided by this Agreement. If a School offers a joint program with another educational institution and the joint program requires or accepts GMAC assessment scores, the purchasing School may share the GradSelect Data with the other institution solely for the purpose of enabling the other institution to promote the joint program, provided that the purchasing School ensures that the other institution complies with the Licensee obligations in this Agreement. The other institution may not use the GradSelect Data to promote its other programs. If the other institution is an institution approved to purchase GradSelect Data, it may purchase GradSelect Data for the purpose of promoting its own programs that accept GMAC assessments. A third-party service provider Licensee may use the GradSelect Data only for the School for whom the GradSelect Data was purchased; it may not use the GradSelect Data for more than one school. Third-party service provider Licensees must disclose the identity of the School for whom they are acting.

6.Communications: All communications to Candidates must comply with all applicable laws. In addition, Licensees must comply with the following requirements:

- a. Email Communications. If a Candidate's GradSelect Data includes an email address, Licensees may contact the Candidate via email. Such emails must inform the Candidate that they are being contacted as a result of their previous consent to participate in the GradSelect service. Any "commercial" email message being sent to an individual found through the GradSelect service must include a valid return email address and other accurate header and routing information, a valid postal address and telephone number, a clear and conspicuous notice that the message is an advertisement or solicitation, and an Internetbased means for the recipient to "unsubscribe" so he or she will not receive further messages. All email messages must include an opt-out mechanism in compliance with this Agreement.
- b. Postal Mail. If a Candidate's GradSelect Data includes a street address, Licensees may contact the Candidate via postal mail. Such communications must include a valid postal address and telephone number that the Candidate may use to inquire about the Licensee's or School's use of their data and submit an opt-out request.
- Telephone. If the Candidate's GradSelect c. Data column titled "PhoneSMSOptIn" says "Both" or "Phone Only," Licensees may call the Candidate at the telephone number(s) included in the GradSelect download file. Licensees must not use an automatic telephone dialing system (as defined by US Federal law) to call Candidates who are US residents unless the column titled "Auto" contains the designation "Yes." Licensees must not use prerecorded messages when contacting Candidates. Phone calls placed to Candidates must support Candidate requests to opt out of future calls and include any disclosures required by applicable law.
- d. Mobile Messaging. If the Candidate's GradSelect Data column titled "PhoneSMSOptIn" says "Both" or "SMS Only," Licensees may contact the Candidate by mobile messages at the mobile number included in the GradSelect download file. Licensees must not use an automatic telephone dialing system (as defined by US Federal law) to send messages to Candidates who are US residents unless the column titled "Auto" contains the designation "Yes." Licensees must not use prerecorded voice messages when contacting Candidates. Phone calls placed to Candidates must support Candidate requests to opt out of future calls and include any disclosures required by applicable law.

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f. Social Media. If the School uses any social media platform to generate ads, to contact Candidates, or for any other purpose, the School and Licensees must comply with any applicable terms of the provider, including notice requirements. The School must support do-not-track requests, including those expressed via browser settings.

7.Unsubscribe Requests: All messages any Licensee sends or causes to be sent to Candidates must include a mechanism that permits Candidates to opt out of receiving further messages. The "unsubscribe" or opt-out mechanism must comply with applicable law and be effective to terminate all further messages from the School. No matter the communication method, upon receiving an "Unsubscribe" or another opt-out request from a Candidate, the School, and all of its Licensees, shall stop sending any communications to that individual as soon as possible, and in no case later than the time prescribed by applicable law (generally 10 days or less). The opt-out mechanism, and any communication related to unsubscribing, must not state or imply that unsubscribe requests are effective to terminate any communications other than those from or on behalf of the School. The School and Licensees shall comply with any of their own opt-out or unsubscribe lists and any other applicable do-notcall or contact lists.

8.Compliance with Applicable Law: The School agrees that its, and all its Licensees', processing of any GradSelect Data (including access to, storage of, and use of GradSelect Data) and its communication with Candidates (including message or call content, equipment used to deliver messages, and management of opt-ins and optouts) will comply with all applicable laws and regulations, including those concerning privacy, data security, marketing, opt-out requirements, anti-spam, and telecommunications. The School agrees that the GradSelect Data will not be used to discriminate against potential applicants on the basis of race, color, national origin, religion, physical or mental disability, age, gender, or other criteria protected by law; however, nothing in this Agreement shall prevent the School from using the GradSelect Data in connection with a valid and legal affirmative action program that may take such criteria into account to further permissible School goals. The School agrees that it and all Licensees shall adhere to the generally accepted ethical standards in the recruitment of potential applicants found through the GradSelect service. 9.Monitoring: GMAC reserves the right to monitor the access to and use of GradSelect Data. Each GradSelect results download file includes an autogenerated "seed" email address. There is no charge for this email address; it is typically the address in the last row of a search download file. The School shall include the seed address as a recipient of each communication being sent to Candidates.

10.Security: The School agrees to employ reasonable technical and administrative measures to protect the GradSelect Data from unauthorized access, disclosure, or use. Licensees shall not transmit any information to GMAC, including subscription search requests that contain viruses, worms, Trojan horses, or other disabling devices; or use spamming, flooding, or other means to interfere with the GradSelect service or any other GMAC user, host, or network.

11.Pricing and Payment Terms: Pricing is exclusive of any taxes, levies, governmentmandated withholdings, or other similar charges. GMAC may adjust the pricing upon thirty days' notice to the Primary Subscriber. The School may pay by check, wire transfer, or credit card (American Express, Visa, Mastercard). Payment terms for check and wire transfers are 30 days from the date of purchase. If payment is not received when due, GMAC may suspend School's access to GradSelect Service, without notice.

12.Mapping Feature Terms: The mapping feature is not available in all countries. If the School uses the mapping feature for searching, it must also abide by the Google Maps/Earth Additional Terms of Service and other legal notices available at:

https://maps.google.com/help/terms_maps.html; http://maps.google.com/help/terms_maps.html; and

https://www.google.com/work/earthmaps/legal/universal_aup.html.

13.Incidents: In the event of accidental or unauthorized use, breach, loss, access to, or disclosure of GradSelect Data (each, an "Incident"), the School shall notify GMAC's Chief Privacy Official at privacy@gmac.com within 24 hours of the Incident. If further notice is required by applicable law, or advisable to prevent harm to affected individuals, then Licensee shall promptly provide notice to the involved individuals and the proper legal and other applicable authorities, in accordance with applicable law. Licensee shall promptly and fully investigate and remediate any Incidents, provide all such information to GMAC as GMAC may reasonably request, and provide appropriate redress to the affected individuals. 14.Legal Disclosure: The GradSelect Data may be disclosed pursuant to the order of any court or like entity, or pursuant to open records statutory requirements if the School provides GMAC with prompt notice of the order or open records requirements and an opportunity to resist disclosure if possible.

15.No Warranty: GradSelect Data consists of, or is based on, the information provided by Candidates to GMAC. GMAC disclaims all warranties, express or implied, including the implied warranties of merchantability, fitness for a particular purpose, and non-infringement.

16.Limitation of Liability: The School assumes liability for all costs, expenses, and damages arising out of its use or its Licensees' use of the GradSelect Data and/or any breach of this Agreement. GMAC shall not be liable to the School for special, incidental, consequential, or punitive damages of any nature for any reason, whether such liability is asserted on the basis of contract, tort, or otherwise, even if GMAC has been warned of the possibility of such damages.

17.Indemnity: To the extent permitted by state law and without waiving sovereign immunity, the School shall indemnify GMAC against third-party claims, suits, actions, judgments, liabilities, losses, damages, fines, penalties, costs, and expenses (including, without limitation, reasonable fees for attorneys and other professionals) arising out of, resulting from, or based upon its use or any other Licensee's use of any GradSelect Data, communications to Candidates, any security breach or incident, or any violation by Licensee of this Agreement.

18.Enforcement: The School agrees that any use not authorized in this Agreement, or any otherwise inappropriate use of the GradSelect Data is prohibited, and that any violation of this Agreement may, at the discretion of GMAC, result in the termination of the School's license to the GradSelect Data and cancellation of access to any GradSelect Data and may prevent the School from further participation in the GradSelect service.

19.Revisions to Terms of Use Agreement: By using the GradSelect service, you are indicating that you have read, understand, and agree to be bound by these Terms of Use and that GMAC may revise the Terms of Use from time to time without providing any notice to you. You should visit this page periodically to review Terms of Use, because continued use of the GradSelect service or GradSelect Data after a revision to the Terms of Use indicates that you and the School accept the terms as revised.