How to Pay Online for the Social Capital Questionnaire

The Social Capital Questionnaire is commercialized by Nexos Consulting Pte Ltd, a company registered in Singapore. You can buy credits online to use the Social Capital Questionnaire in your corporate training or educational institution. The steps below explain how to proceed.

Paying online for a new group or individual usage

1. Go to www.nexos.com.sg
2. Select Educational Software – Social Capital Questionnaire – Buy Credits for the Social Capital Questionnaire

3. In the window that opens (see image below) follow the instructions to select your client and group type (note the specification on what is and is not considered a “degree” program)

4. Scroll down the page and complete all the required* information. Enter the name of your company or educational institution exactly as it should appear in your receipt to comply with your internal controls. We strongly suggest entering your own reference in the box (such as course/program name or number, etc.) if you want it to appear in your receipt.

5. Click the Submit button and review the information in the page that opens. If all is fine, click Submit. You will be redirected to PayPal for the actual payment.

6. Follow the PayPal instructions to execute the payment using your PayPal account (if you have one) or with a credit card. The Nexos invoice will be in USD.

7. IMPORTANT: Please click “Return to Nexos Consulting Pte Ltd” before leaving the PayPal page so your code can be activated in the Nexos site.
8. Upon successful payment, you will receive a confirmation from PayPal and an email from Nexos Consulting with a purchase (access) code tax receipt for your purchase attached:

Dear Xyz,

Thank you for your using the Social Capital Questionnaire.

Your purchase code is XXXX-9999.

If you are a returning user and already have a valid Group Administrator ID, go directly to the Social Capital web page at https://executive-tools.insead.edu/socialcapital/ and proceed to create and administer your new group (or to upload additional participants to your active group) using the access code listed above.

If you do not have an Administrator ID yet, or if you purchased an individual credit, please wait to receive an email with your credentials to access the system.

If you have purchased additional credits for an existing group, simply proceed to enroll the new participants.

An invoice for your purchase is attached.

With regards,

Prof. Martin Gargiulo
NEXOS CONSULTING PTE LTD
Connecting People and Business
Singapore

9. If you do not have an Administrator ID yet, or if you paid for an individual participant slot, please wait until you receive an email from martin.gargiulo@nexos.com.sg communicating your credentials.

Creating and administering your new group  

Group Administrators only

Use your administrator credentials to log on to https://executive-tools.insead.edu/socialcapital/ and follow these steps to create your new group:

1. Click on **Create New Group** and fill out the details requested. You will need to enter your purchase (access) code, which will be verified online.

2. Your access code allows you to upload up to the number of participants you have paid for. This number is displayed next to the access code in your Group menu, as shown below.
**Adding extra participants to an existing group**  
*Group Administrators only*

If you attempt to upload more participants than what your Access Code authorizes, a group limit message will be displayed. To continue, you may have to buy extra credits at the ongoing rate (i.e., you do not pay an additional group fee). The standard educational institution discount applies. Below you have instructions on how to proceed.

1. Before buying additional credits for an existing group, please note that you can delete participants who have not started the survey (e.g. participants who cancelled their participation), which would liberate slots. If this is not possible or if you still need more slots, you will have to go back to the Nexos Consulting page to buy additional credits.

2. To buy extra credits for your existing Social Capital group, go the Nexos Consulting page and select “Add participants to an existing group.” Please have your group purchase code ready.

3. Enter the number of additional participants you want to enroll in the group, the group active access code (as it appears in the Group menu), and a reference for your record. After clicking on the Submit button, you will be directed to the PayPal page to pay for the extra participants and will receive your confirmation and tax receipt by mail as usual.

**IMPORTANT:** Please remember to click Return to Nexos Consulting Pte Ltd before leaving the PayPal page so your code can be activated in the Nexos site. You will be then able to add the additional participants to your group.

4. Please buy additional credits only when you are sure you will exceed the number of your initial purchase, as we cannot provide refunds for unused credits.

If you face any problems buying credits online or if you wish to inquire about alternative modes of payment for large groups, please send email to martin.gargiulo@nexos.com.sg