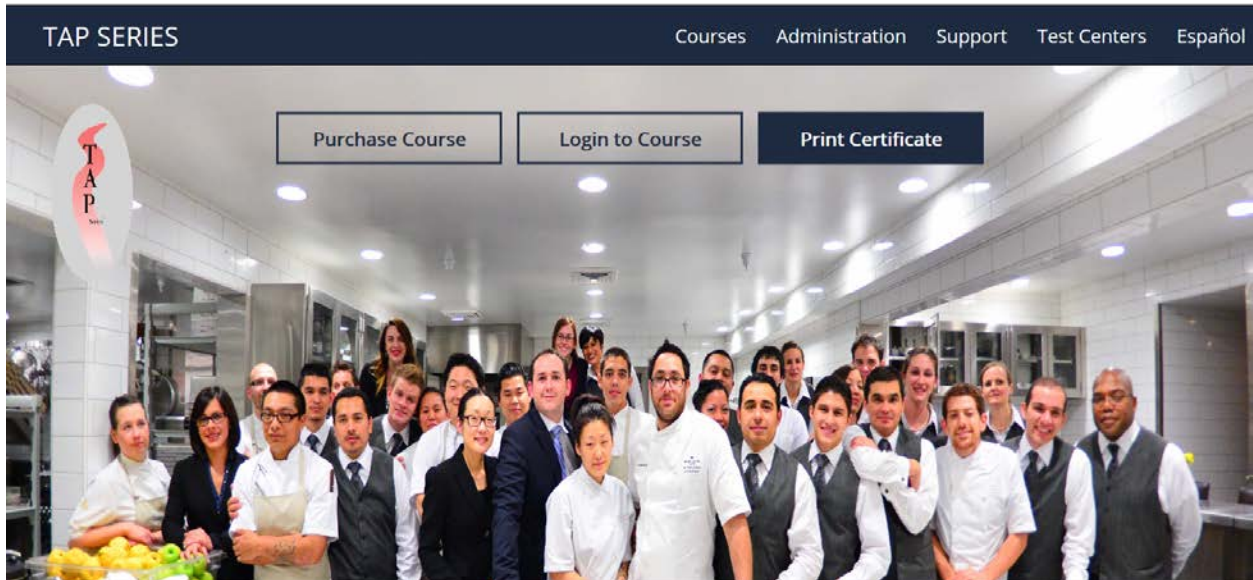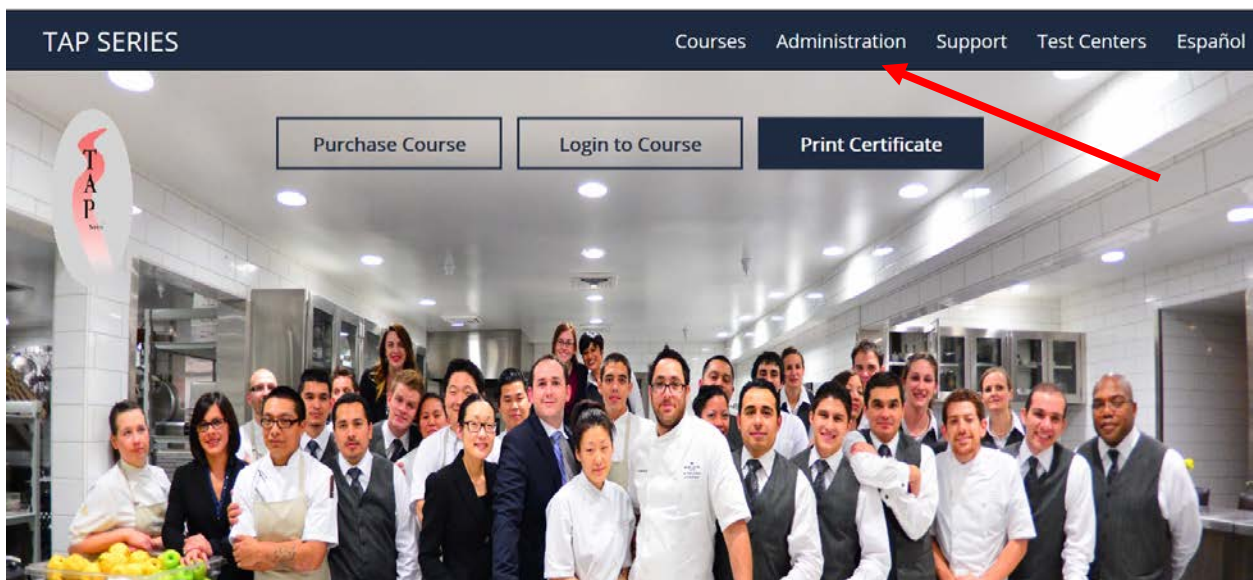# How to Purchase Corporate Licenses

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
2. Go to the page www.tapseries.com. The page looks as follows.

3. Go to "Administration."

4. After clicking on "Administration" go to Multi Accounts and click "Corporate Account" as shown below.

5. After clicking on "Corporate Accounts" enter in User Name and Password then lick "Submit."

6. After clicking "Submit" you will see the page as shown below. Click on "Place Orders."

TAP SERIES   Courses   Administration

Multi-Unit Menu - Please select from options below.

Welcome, ▮▮▮▮▮▮

Edit Corporate Administrator

Single Region Administration

Multiple Region Administration

Place Orders

Reports

Global Score Report

Global Progress Report

School Color Coded Progress Report

Business Color Coded Progress Report

Student Management

Correct Answers are *not* enabled. Click to Enable

Log Out

7. After clicking on "Place Orders" you will see the page as shown below. Click on the course you would like to purchase (Allergen Friendly, Food Handler Training, Food Safety Manager, etc.)

TAP SERIES   Courses   Administration

Purchase Courses
Please select a category from the list below

Allergen Friendly

Food Handler Training

Food Safety Manager

Other Courses

8. After clicking on the selected course, you will be directed to the page below. Click on "Buy Now" to begin purchasing process.

9. On the page below select the quantity of licenses you want to buy then click "update". Accept the Terms of Purchase and click "Proceed to Checkout".

Shopping Cart

Product	Qty	Price	Remove
Food Service Food Safety Manager Certification Training	update	$85.00	x

Total: $85.00

I accept the Terms of Purchase ☐

Proceed to Checkout

Terms of Purchase
100% money back of the purchase price, or credit to your corporate account, if returned within 30 days of enrollment, and if no more than lesson 1 has been studied. If you have any questions or comments on our return policy/terms of purchase, please feel free to contact us at 888-826-5222.

Courses are purchased as single use enrollments. Each lesson allows up to 5 reviews. After 5 reviews the lesson is closed. Courses are active for 6 months from date of enrollment and will stop functioning on the 6 month anniversary date of the enrollment. Within the 6 month active period, the name of the student can be changed for a $20 fee for all courses except Food Handler, if a TAP Certificate of Achievement has NOT been awarded. Changing of the name will not re-activate any inactive, closed or ended functions.

10. After clicking on "Proceed to Checkout", you will have to enter the name and address where the credit card statements go to. If you are paying with a check, change the payment option by clicking on "Check". If you are paying with someone else's credit card click "No" at the bottom of the page. After you enter the information click on "Continue".

11. After clicking on "Continue", make sure the quantity and total price are correct, then click on "confirm your order".

12. On the page below enter your credit card information and click on "Pay Now" to submit your payment.

    Note: The "Card Code" is a three digit number that most cards have on the back. "American Express Cards" have a four digit number and can be found on the front of the card.

Order Information   * Required Fields

                                                              Invoice Number: 191175

Description: Food Service Food Safety Manager Certification Training

                                                    Total: $85.00 (USD)

Payment Information

Card Number: _____ * (enter number without spaces or dashes)

Expiration Date: _____ * (mmyy)

Card Code: ____ * What's this?

Billing Information

Customer ID:

First Name: _____ *   Last Name: _____ *

Company: _____

Address: _____ *

City: _____ *

State/Province: ____   Zip/Postal Code: _____ *

Country: _____

Email: _____

Phone: _____

Authorize.Net
Click ▶

VERIFIED MERCHANT

Pay Now