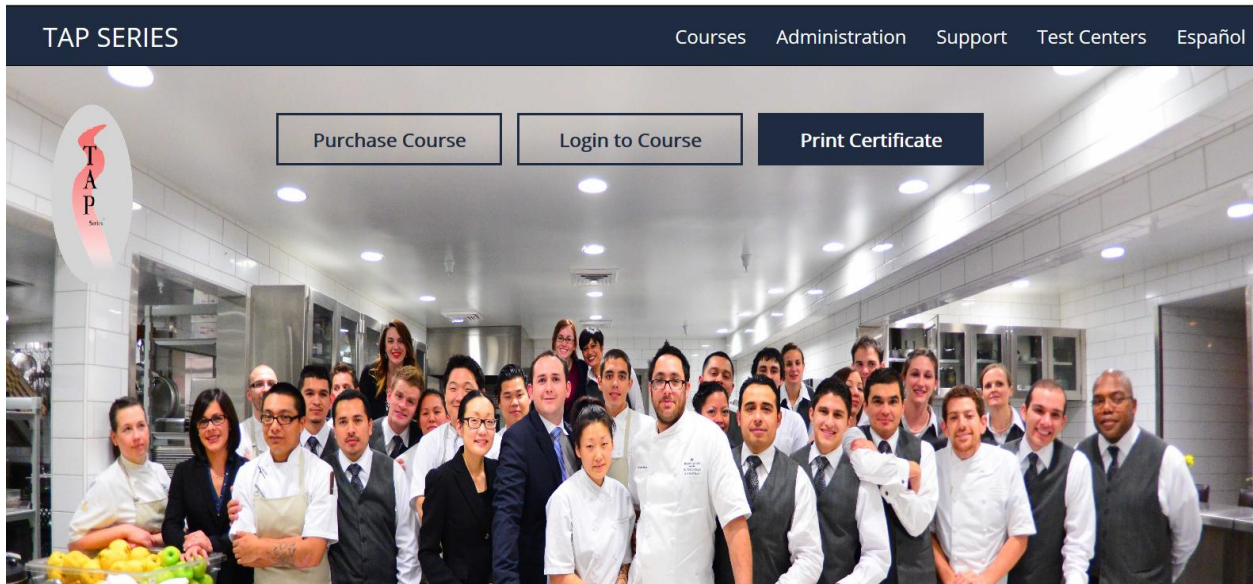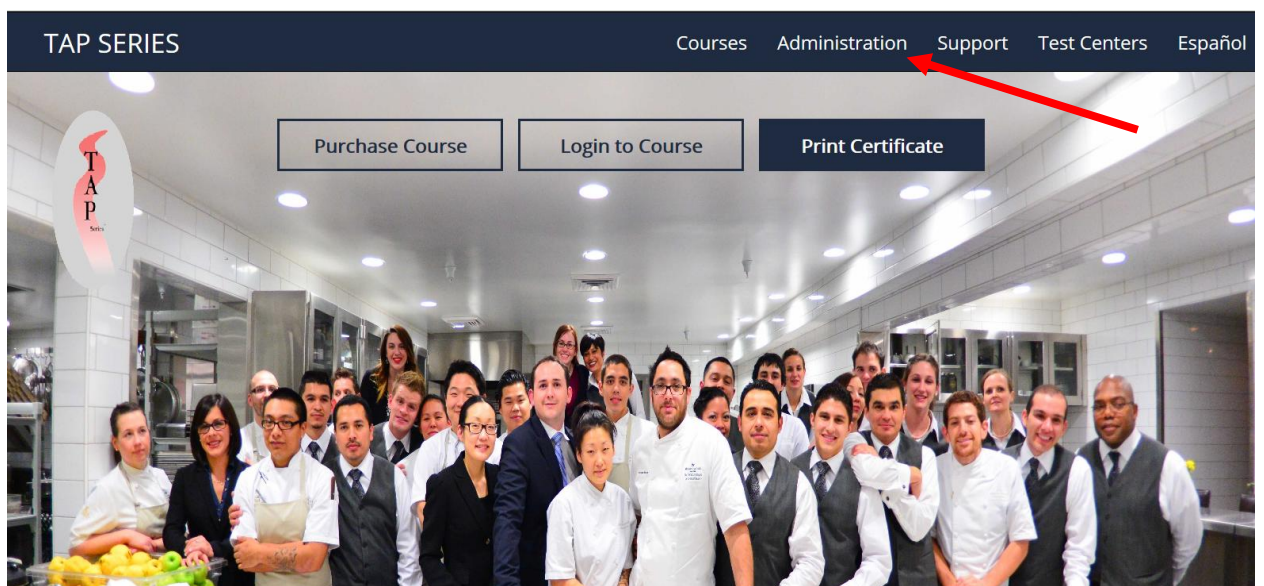**TAP Series**

How to Purchase License Keys

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", if you have an individual account, click on "Individual Accounts" and enter in User Name and Password. Then click "Submit."

TAP SERIES   Courses   Administration   Support   Test Centers   Español

Login

NOTICE: Corporate Accounts have been renamed to Multi-Accounts. ×

You need to login to access this area of the site.
User names and passwords are case sensitive.

This page is for administration only.
To login to your online course, click here.

Individual Accounts   Class Accounts ▾   Business Accounts ▾   Multi Accounts ▾

User Name

Password

Submit   Forgot Password

Information   FAQ's   Policy

5. If you have a class account, go to "Class Accounts" click "Students are enrolled by admin/instructor" as shown below.

TAP SERIES   Courses   Administration   Support   Test Centers   Español

Login

NOTICE: Corporate Accounts have been renamed to Multi-Accounts. ×

You need to login to access this area of the site.
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To login to your online course, click here.

Individual Accounts   Class Accounts ▾   Business Accounts ▾   Multi Accounts ▾

Students are self-enrolled
Students are enrolled by admin/instructor

User Name

Password

Submit   Forgot Password

Information   FAQ's   Policy

www.tapseries.com

6. Enter your username and password as shown below, and then click "Submit".

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

8. On this page click on the course you want to purchase.

9. On the page below click "Buy Now" to proceed.

10. After clicking on "Buy Now", you will have to select the quantity of license keys you want to buy, every time you change the quantity click on "update" and make sure the subtotal is correct. Click "Proceed to Checkout" after you are done updating your cart.

Shopping Cart

Product	Qty	Price	Remove
Retail Food Safety Manager Certification Training	4 update	$85.00	x

Total: $340.00

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.

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11. On the page below, select the payment method you want to use, you can pay with a credit/debit card or by check. If you want to pay with your credit or debit card select "Credit/Debit card". Enter your information if it is not in the boxes already. After you fill up the form, select whether the credit/debit card is your then click "Continue".

Administrator Information

🛒 $340.00

| Payment | Credit/Debit Card | Check |

Billing Information

First Name on credit/debit card

Last Name on credit/debit card

Last 4 digits of credit/debit card

Credit/debit card Address line 1

Credit/debit card Address line 2 (optional)

City

State

Zip Code

Country

Phone Number

Email

School/Company Name

Is this your credit/debit card?

| Yes | No |

12. After clicking on "Continue", make sure the quantity and total price are correct, then click on "Confirm Order".

ORDER SUMMARY

🛒 $340.00

Product	Qty	Price
Retail Food Safety Manager Certification Training	4	$85.00
	Subtotal	$340.00
	Total	$340.00

Confirm Order

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Privacy Policy

13. After clicking on "Credit/Debit card", you will have to enter the name and address where the credit card statements go to. If you are paying with someone else's credit card click on "click here" to clear the form and enter in the correct address. After you enter the information click on "Continue".

Serving the Industry For 20 Years

Helping you keep food safety the highest priority
Flexible, affordable, better trained.

Please Wash Your Hands

Training Achievement Program Series

Billing Address
This is the name and address where the credit card statements go to.

🛒 YOUR CART
contains 1 item(s)
subtotal:$340.00

If you are purchasing with someone else's credit card, click here to clear this form and enter in the correct address.

First Name on credit card:
Last Name on credit card:
School/Company Name:
Address Line 1:
Address Line 2:
City:
State/Province/Region:
Zip Code:
Country:
Daytime Phone Number:
e-mail:

Bank Name
1234 5678 9876 5432
1234   12/99
CARDHOLDER

digicert
Trusted
🔒 SECURE
SSL Certificate

For tech support or questions, contact:
techsupport@tapseries.com
(888) 826-5222

For more information, please contact:
info@tapseries.com

Continue

14. 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.