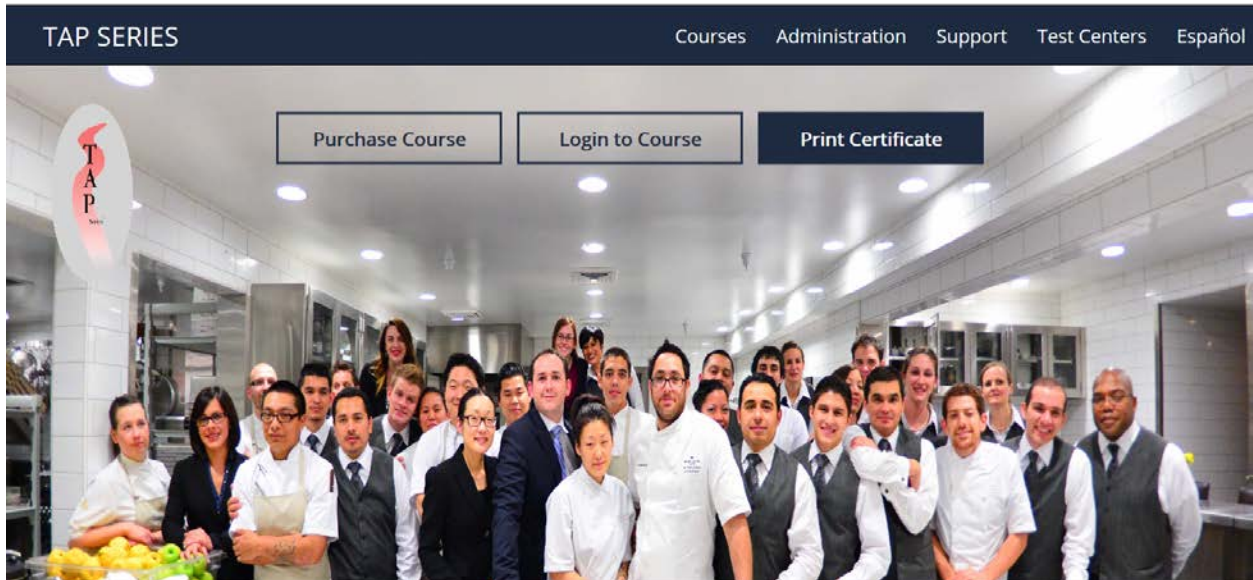


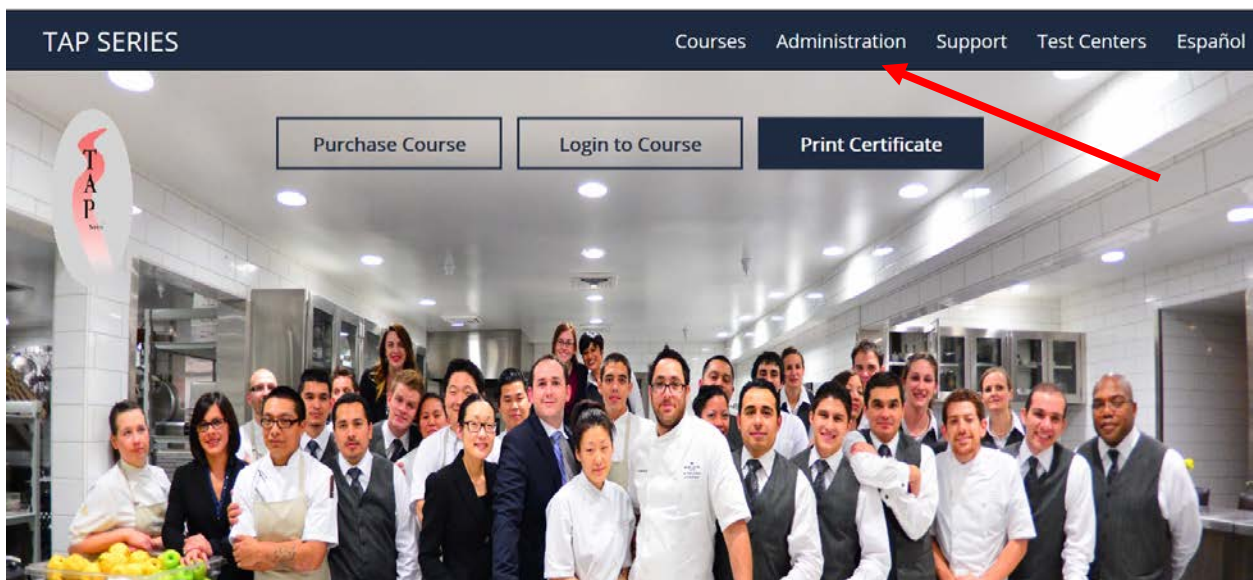
TAP Series

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.

The screenshot shows the TAP SERIES website's login page. At the top, a dark blue navigation bar contains the text "TAP SERIES" on the left and "Courses", "Administration", "Support", "Test Centers", and "Español" on the right. Below the navigation bar, the page title "Login" is displayed. On the left side, there is a light blue notice box that reads: "NOTICE: Corporate Accounts have been renamed to Multi-Accounts." Below this, a message states: "You need to login to access this area of the site. User names and passwords are case sensitive." Further down, it says: "This page is for administration only. To login to your online course, click here." In the center, there are input fields for "User Name" and "Password", followed by a "Submit" button and a link for "Forgot Password". On the right side, there is a dropdown menu with the following options: "Individual Accounts", "Class Accounts", "Business Accounts", and "Multi Accounts". The "Multi Accounts" dropdown is open, showing a list of options: "Corporate Account", "Region Administrator", and "Unit/Class Administrator". A red arrow points to the "Multi Accounts" dropdown, and another red arrow points to the "Corporate Account" option in the dropdown list.

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

This screenshot shows the same TAP SERIES login page as the previous one, but with red arrows pointing to the "User Name" and "Password" input fields, and the "Submit" button. The navigation bar and the "Multi Accounts" dropdown menu are still visible at the top. The "User Name" and "Password" fields are empty, and the "Submit" button is highlighted with a red arrow.

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

TAP SERIES

CoursesAdministration

Multi-Unit Menu - Please select from options below.

Welcome, [REDACTED]

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

CoursesAdministration

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.

TAP SERIES

CoursesAdministration

Food Service Food Safety Manager Certification Training



Price: \$85.00

Certificate Valid for: No Expiration

Approximate Time: 12 hours


Compatible: Computers, tablets and smartphones

Buy Now

Description ▾

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	<div><input type="text"/></div> <div>update</div>	\$85.00	<div>x</div>

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.

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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".

Administrator Information

\$85.00

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**

Continue

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

ORDER SUMMARY

 \$85.00



Product	Qty	Price
 Food Service Food Safety Manager Certification Training	1	\$85.00
Subtotal		\$85.00
Total		\$85.00

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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
Description: Food Service Food Safety Manager Certification Training		Invoice Number: 191175
		Total: \$85.00 (USD)
Payment Information		
		
Card Number:	<input type="text"/>	* (enter number without spaces or dashes)
Expiration Date:	<input type="text"/>	* (mm/yy)
Card Code:	<input type="text"/>	* What's this?
Billing Information		
Customer ID:		
First Name:	<input type="text"/>	Last Name: <input type="text"/>
Company:	<input type="text"/>	
Address:	<input type="text"/>	
City:	<input type="text"/>	
State/Province:	<input type="text"/>	Zip/Postal Code: <input type="text"/>
Country:	<input type="text"/>	
Email:	<input type="text"/>	
Phone:	<input type="text"/>	
		
<input type="button" value="Pay Now"/>		