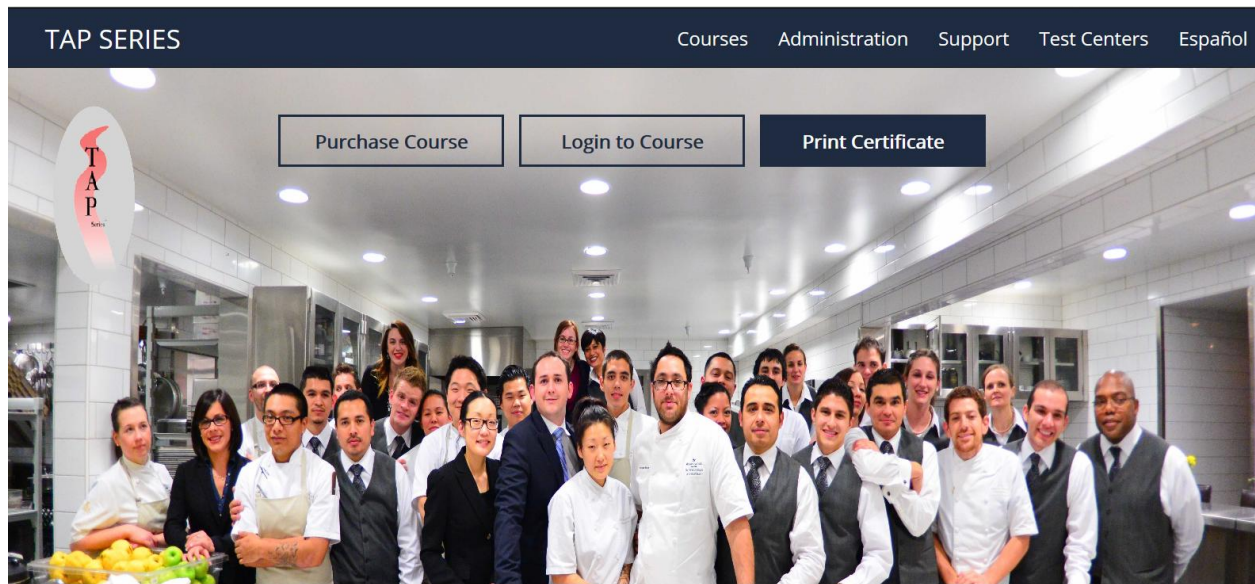


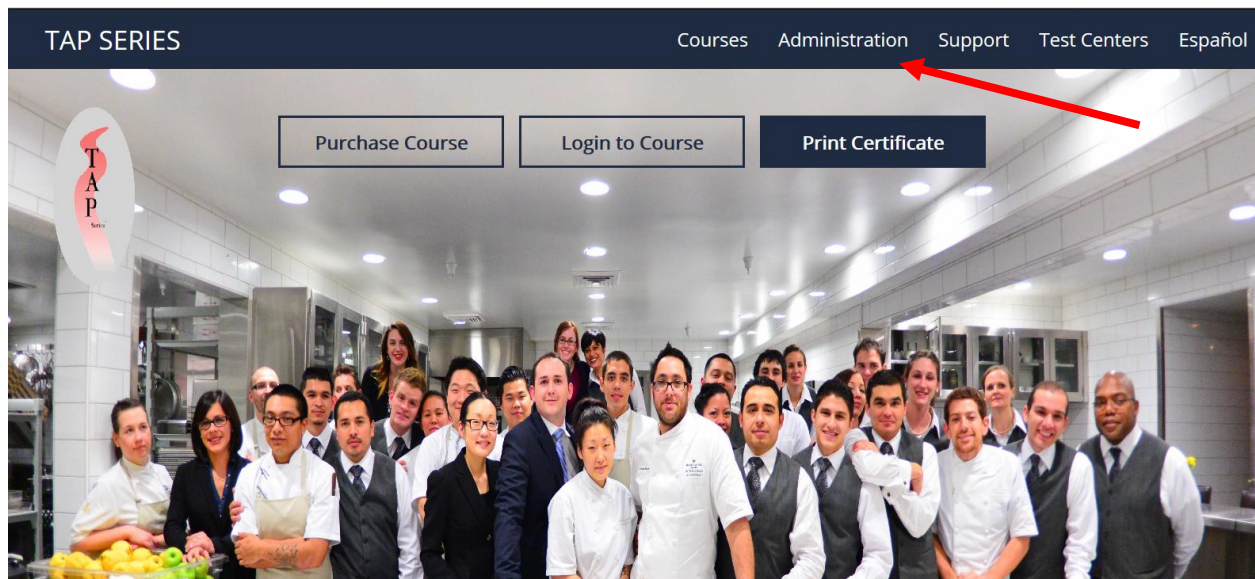
TAP Series

How to Place an Order (Food Handler)

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

TAP SERIES Courses Administration Support Test Centers Español

Login

Individual Accounts School Accounts Business Accounts Multi Level Accounts

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 Account Login

User Name

Password

[Forgot Password](#)

5. After clicking on "Submit" you will be directed to the page below, on this page click on "Place Orders".

TAP SERIES Courses Administration Support Test Centers Español

Administration Main Menu - Please select from options below.

Welcome, mmskip

Add Students
Track Progress
Course Literature
Strategies For Increasing Sales Data Center
Global Score Report
School Color Coded Progress Report
Business Color Coded Progress Report
Course Pass Report
Place Orders
Delete Students

6. On the page below click on "Food Handler Training."

TAP Series Courses Account Logon Retrieve Password Test Centers Español

Place Orders

Food Handler Training **Buy Now**

HACCP Managers Certificate Course **\$99.00**

Food Service Food Safety Manager Certification Training **\$40.00**

Retail Food Safety Manager Certification Training **\$85.00**

Ohio Level 2 Food Service Food Safety Manager Certification Training **\$40.00**

Ohio Level 2 Retail Food Safety Manager Certification Training **\$85.00**

7. On the page below click on select the where you work.

TAP Series Courses Account Logon Retrieve Password Test Centers Español

Select the state where you work

Already paid for the course? [Login to Course](#)

Alaska	Alabama	Arkansas	Arizona	California
Colorado	Connecticut	District of Columbia	Delaware	Florida
Georgia	Hawaii	Iowa	Idaho	Illinois
Indiana	Kansas	Kentucky	Louisiana	Massachusetts
Maryland	Maine	Michigan	Minnesota	Missouri
Mississippi	Montana	North Carolina	North Dakota	Nebraska
New Hampshire	New Jersey	New Mexico	Nevada	New York
Ohio	Oklahoma	Oregon	Pennsylvania	Rhode Island
South Carolina	South Dakota	Tennessee	Texas	Utah
Virginia	Vermont	Washington	Wisconsin	West Virginia
Wyoming				

8. After selecting the state you will be directed to the page shown below. Click "Buy Now" to proceed.

TAP Series Courses Account Logon Retrieve Password Test Centers Español


Arizona Food Handler Training

 Price: \$12.25
Certificate Valid for: 3 years
Approximate Time: 1.5 - 2 hours
Compatible: Computers, tablets and smartphones

Buy Now

9. On the page below enter the number of Food Handler Training courses then click "update."
After accept the Terms of Purchase by checking the box then click "Proceed to Checkout."

Shopping Cart

Product	Qty	Price	Remove
 Arizona Food Handler Training	<input type="text" value="1"/> update	\$12.25	X

Total: \$12.25

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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[Privacy Policy](#)

10. On this page 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". Then enter the information if it is not in the boxes already. After you fill out the form, select whether this credit/debit card is yours.

Administrator Information

▼ \$12.25

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

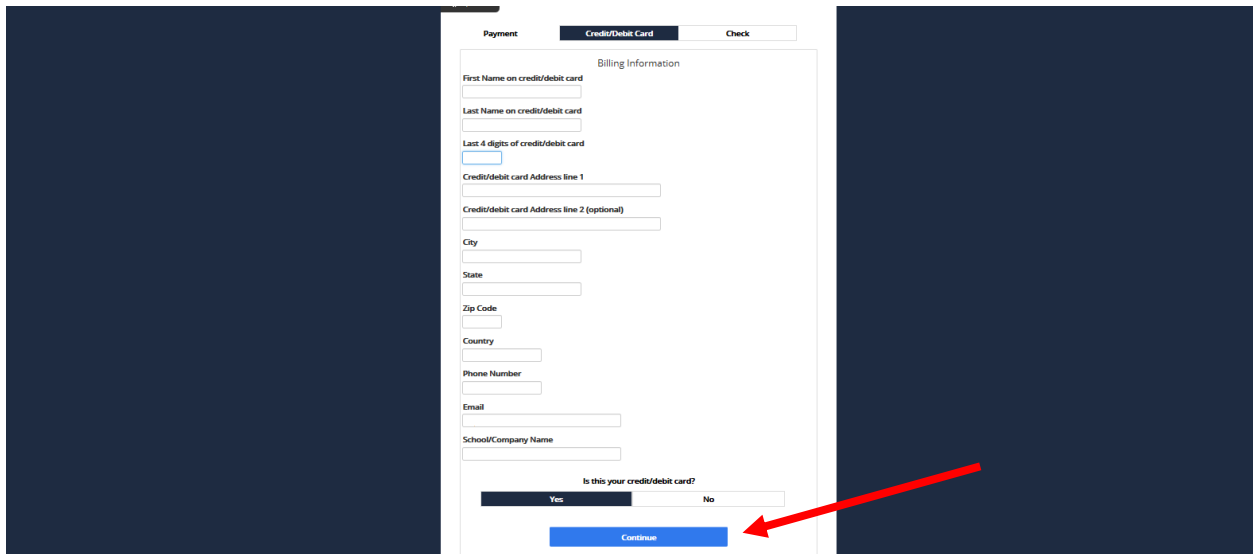
Email

School/Company Name

Is this your credit/debit card?

[Yes](#) [No](#)

11. After clicking on "Yes" or "No," click "Continue" to proceed.

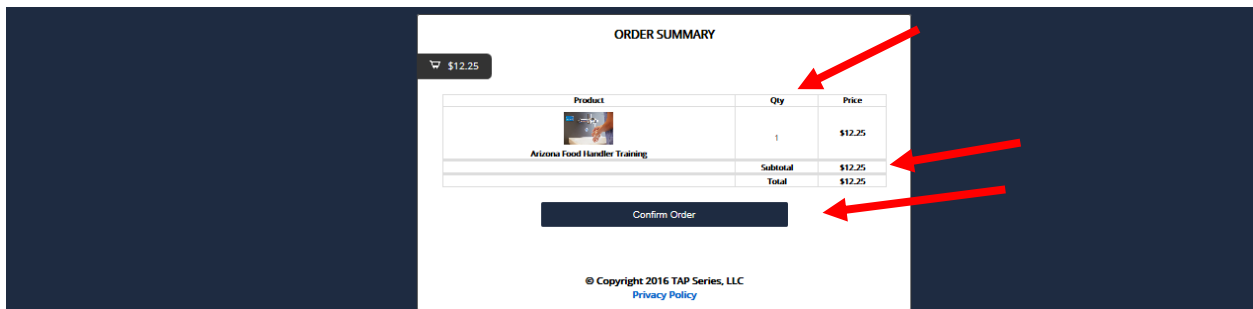


The screenshot shows a payment form with a tabbed interface. The 'Credit/Debit Card' tab is selected. The form contains the following fields:


- 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

Below the fields is a question: "Is this your credit/debit card?" with "Yes" and "No" radio buttons. A red arrow points to the "Continue" button at the bottom of the form.

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





The screenshot shows the "ORDER SUMMARY" page. At the top left, there is a shopping cart icon and a total price of \$12.25. The main content is a table with the following data:

Product	Qty	Price
 Arizona Food Handler Training	1	\$12.25
Subtotal		\$12.25
Total		\$12.25

Below the table is a "Confirm Order" button. A red arrow points to the "Confirm Order" button. Another red arrow points to the "Total" row of the table. A third red arrow points to the "Qty" column of the table. At the bottom of the page, there is a copyright notice: "© Copyright 2016 TAP Series, LLC" and a link to the "Privacy Policy".

13. 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 Handler Training Course		Invoice Number: 175610
		Total: \$12.25 (USD)
Payment Information		
		
Card Number:	<input type="text"/>	* (enter number without spaces or dashes)
Expiration Date:	<input type="text"/>	* (mmyy)
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"/>		