

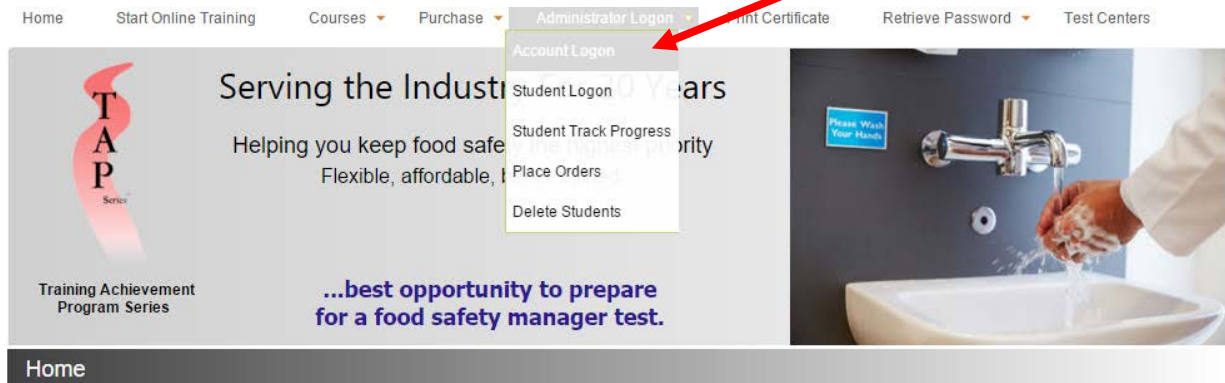
# TAP Series

## 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](http://www.tapseries.com). The page looks as follows.



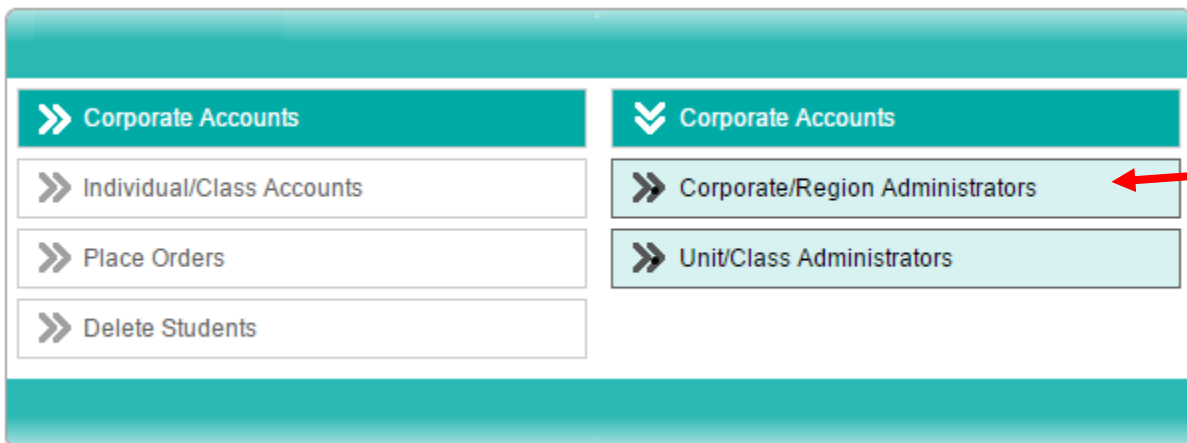
3. Go to "Administrator Logon" and click where it says "Account Logon" on the top center of the page, as it shows below.



4. After clicking on “Account Logon” click on “Corporate Accounts” as shown below.



5. After clicking on “Corporate Accounts” click “Corporate/Region Administrators” as shown below.



6. Enter your username and password as shown below, and then click “Login”.

The screenshot shows a login interface with a teal header and footer. On the left, a sidebar menu under 'Corporate Accounts' includes 'Individual/Class Accounts', 'Place Orders', and 'Delete Students'. The main content area on the right has a 'Corporate Accounts' section with a dropdown arrow, followed by 'Corporate/Region Administrators'. Below this, there are input fields for 'User Name' and 'Password', and a 'Login' button. A third section, 'Unit/Class Administrators', is at the bottom. Three red arrows point to the 'User Name' field, the 'Password' field, and the 'Login' button.

7. After clicking on “Login” you will see the page as shown below. Click on “Place Orders”.

#### Corporate Administrator Menu

This is the main menu.  
Please select from options below.

##### Administration

[Edit Corporate Administrator](#)

[Single Region Administration](#)

[Multiple Region Administration](#)

[Place Orders](#)

8. After clicking on “Place Orders” you will be directed to the page below. On this page you will click on the course you want to purchase.



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**Purchase Training Vouchers**

Please select a category from the list below

[Allergen Ready](#)

[Food Handler Training](#)

[Food Safety Manager](#)


[Other courses](#)

 **YOUR CART**

contains 0 item(s)  
subtotal: \$0.00




9. On the page below select the quantity of licenses you want to buy and click "Continue".



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**Purchase Training Vouchers**

Please enter the quantity next to the courses you want to purchase and click Continue.

Quantity	Course Name	Price
<input type="text" value="4"/>	Food Safety Manager Certification Training	\$85
<input type="text" value="0"/>	Retail Food Safety Manager Certification Training	\$85

 **YOUR CART**


contains 0 item(s)  
subtotal: \$0.00



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

For more information, please  
contact: [info@tapseries.com](mailto:info@tapseries.com)


10. After clicking on "Continue", 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".



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

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:

Address Line 1:

Address Line 2:

City:


State/Province/Region:

Zip Code:

Country:

Daytime Phone Number:

e-mail:



[Continue](#)

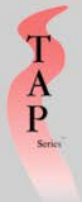
**YOUR CART**  
contains 1 item(s)  
subtotal: \$340.00

**digicert**  
Trusted  
**SECURE**  
SSL Certificate

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



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**ORDER CONFIRMATION**  
Please review your order confirm below:

Items	Qty.	Price
Food Safety Manager Certification Training	4	\$85.00
<b>Subtotal:</b>		<b>\$340.00</b>
<b>Total:</b>		<b>\$340.00</b>

**ON NEXT PAGE, CLICK ONLY ONE TIME AND WAIT. EACH CLICK PAYS AGAIN!**

[confirm your order](#)

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



**digicert**  
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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 .

<b>Order Information</b>		* Required Fields
Description: Food Safety Manager Certification Training		Invoice Number: 177847
		<b>Total: \$340.00 (USD)</b>
<b>Payment Information</b>		
		
Card Number:	<input type="text"/>	* (enter number without spaces or dashes)
Expiration Date:	<input type="text"/>	* (mmyy)
Card Code:	<input type="text"/>	* <a href="#">What's this?</a>
<b>Billing Information</b>		
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"/> 