

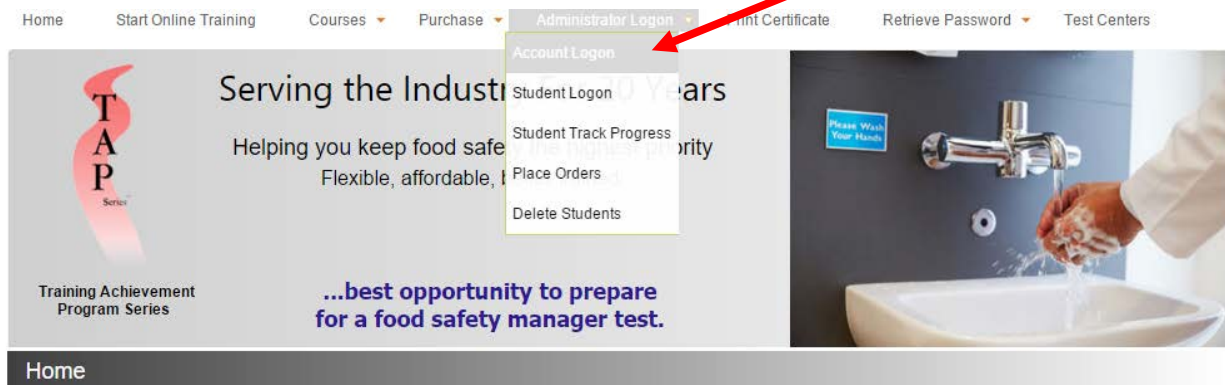
TAP Series

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.



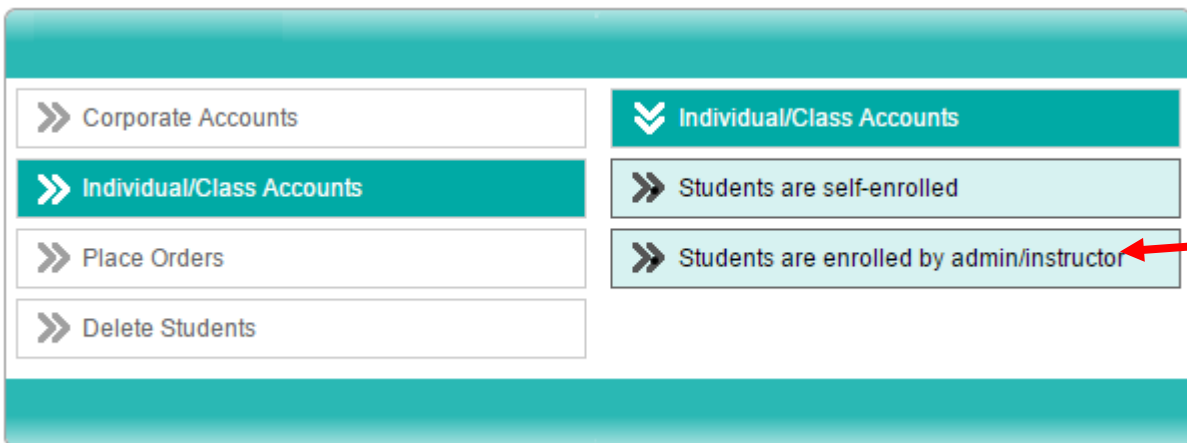
3. Go to "Administrator Logon" and click where it says "Account Logon" on the top center of the page, as it shows below.



4. After clicking on “Account Logon” click on “Individual/Class Accounts” as shown below.



5. After clicking on “Individual/Class Accounts” click “Students are enrolled by admin/instructor” as shown below.



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

The screenshot shows a web application interface with a teal header and footer. On the left, there is a sidebar menu with four items: 'Corporate Accounts', 'Individual/Class Accounts' (highlighted in teal), 'Place Orders', and 'Delete Students'. On the right, there is a main content area. At the top of this area, there is a teal bar with a dropdown arrow and the text 'Individual/Class Accounts'. Below this, there are two options: 'Students are self-enrolled' and 'Students are enrolled by admin/instructor' (highlighted in teal). Below these options, there is a login form with two input fields: 'User Name' and 'Password'. A 'Login' button is located below the password field. 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”.

Administrator Menu

Please select from the following options:

[Add New Student](#)

[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](#)

[Log Out](#)

8. On this page 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](#)

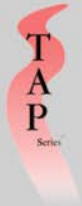
[Other courses](#)

 **YOUR CART**

contains 0 item(s)
subtotal: \$0.00




9. On the page below click the checkbox next to the course you want to purchase and click "Continue".



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Purchase Training Vouchers

Please click the check boxes next to the courses you want to purchase and click Continue.

Select	Course Name	Price
<input checked="" type="checkbox"/>	Food Safety Manager Certification Training	\$85
<input type="checkbox"/>	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
(888) 826-5222

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


10. After clicking on "Continue", 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 "Continue" after you are done updating your cart.



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Shopping Cart

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.

Item	Qty.	Unit Price	SubTotal
Food Safety Manager Certification Training Voucher(s)	4 update	\$85.00	\$340.00 remove item
Total			\$340.00

[Continue Course Selection](#)


[Continue](#)

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


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11. On the page below enter your information if it is not in the boxes already. After you fill up the form click "Continue".



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Administrator Information

Administrator First Name:

Administrator Last Name:

School/Company/Restaurant Name:

Instructor/Contact:

Address Line 1:

Address Line 2 (optional):

City:

State/Province/Region:

Zip Code:

Country:


Daytime Phone Number:

Fax Number (optional):

E-mail (for technical help):


[continue](#)

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


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12. 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".






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Select Payment Method


[Credit/Debit card](#)   

[Send check by mail / International wire transfer](#)

- Wire transfers are for international customers only.
- Wire transfer fees may apply.


Warning: Training cannot be started until we receive your check or wire transfer.

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


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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".



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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:	<input type="text"/>
Last Name on credit card:	<input type="text"/>
School/Company Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Zip Code:	<input type="text"/>
Country:	<input type="text"/>
Daytime Phone Number:	<input type="text"/>
e-mail:	<input type="text"/>




Continue

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


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14. 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 Voucher(s)	4	\$85.00
	Subtotal:	\$340.00
	Total:	\$340.00

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



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

15. 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 Safety Manager Certification Training Voucher(s)		Invoice Number: 177863	
		Total: \$340.00 (USD)	
Payment Information			
			
Card Number:	* (enter number without spaces or dashes)		
Expiration Date:	* (mm/yy)		
Card Code:	* What's this?		
Billing Information			
Customer ID:			
First Name:	*	Last Name:	*
Company:			
Address:	*		
City:	*		
State/Province:		Zip/Postal Code:	*
Country:			
Email:			
Phone:			
		Pay Now →	