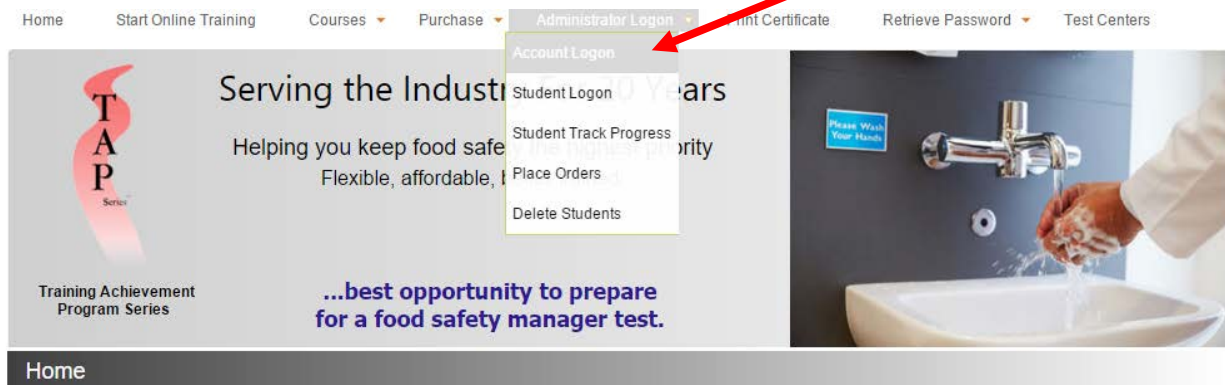# TAP Series

<u>How to Purchase License Keys</u>

1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
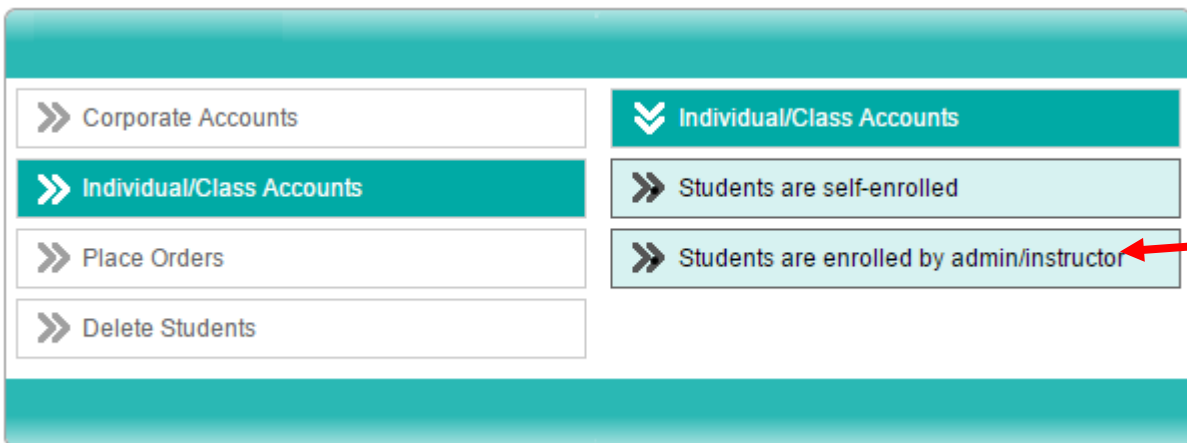2. Go to the page www.tapseries.com. The page looks as follows.

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".

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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Flexible, affordable, better trained.

Training Achievement
Program Series

Purchase Training Vouchers

Please select a category from the list below
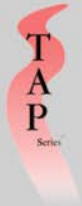Allergen Ready

Food Handler Training

Food Safety Manager

Other courses

YOUR CART
contains 0 item(s)
subtotal: $0.00

digicert
Trusted
🔒 SECURE
SSL Certificate

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
☑	Food Safety Manager Certification Training	$85
☐	Retail Food Safety Manager Certification Training	$85

Continue

Go Back

YOUR CART
contains 0 item(s)
subtotal: $0.00

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SSL Certificate

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.

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

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".

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".

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

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

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

digicert
Trusted
SECURE
SSL Certificate

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

confirm your order ▸

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

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

Invoice Number: 177863
Description: Food Safety Manager Certification Training Voucher(s)

Total: $340.00 (USD)

Payment Information

VISA MasterCard American Express DISCOVER

Card Number: _____ * (enter number without spaces or dashes)

Expiration Date: _____ * (mmyy)

Card Code: ____ * What's this?

Billing Information

Customer ID:

First Name: _____ *   Last Name: _____ *

Company: _____

Address: _____ *

City: _____ *

State/Province: ____   Zip/Postal Code: _____ *

Country: _____

Email: _____

Phone: _____

Authorize.Net
Click▸

Pay Now