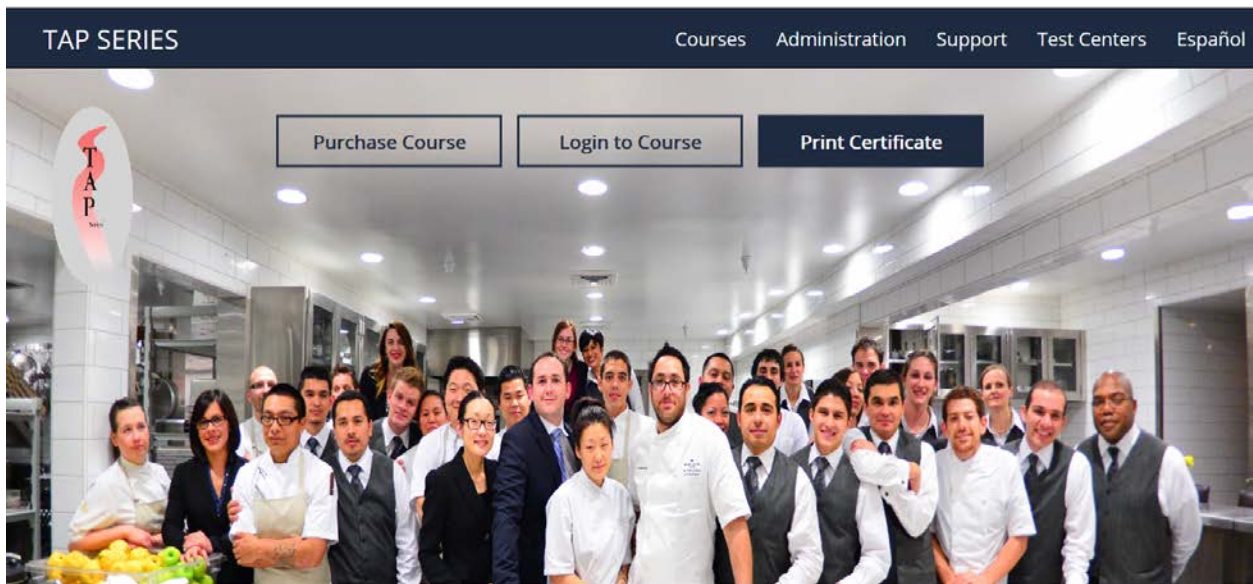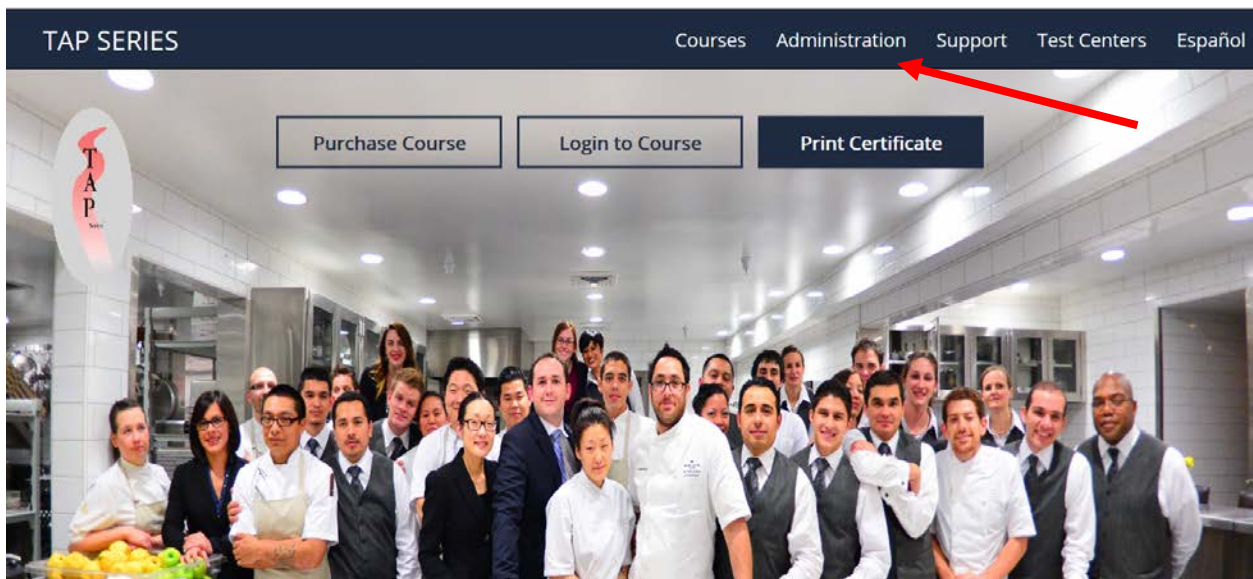# <u>How to Place an Order (Food Handler)</u>

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 "Administration."

4. Enter your username and password as shown below, and then click "Submit".
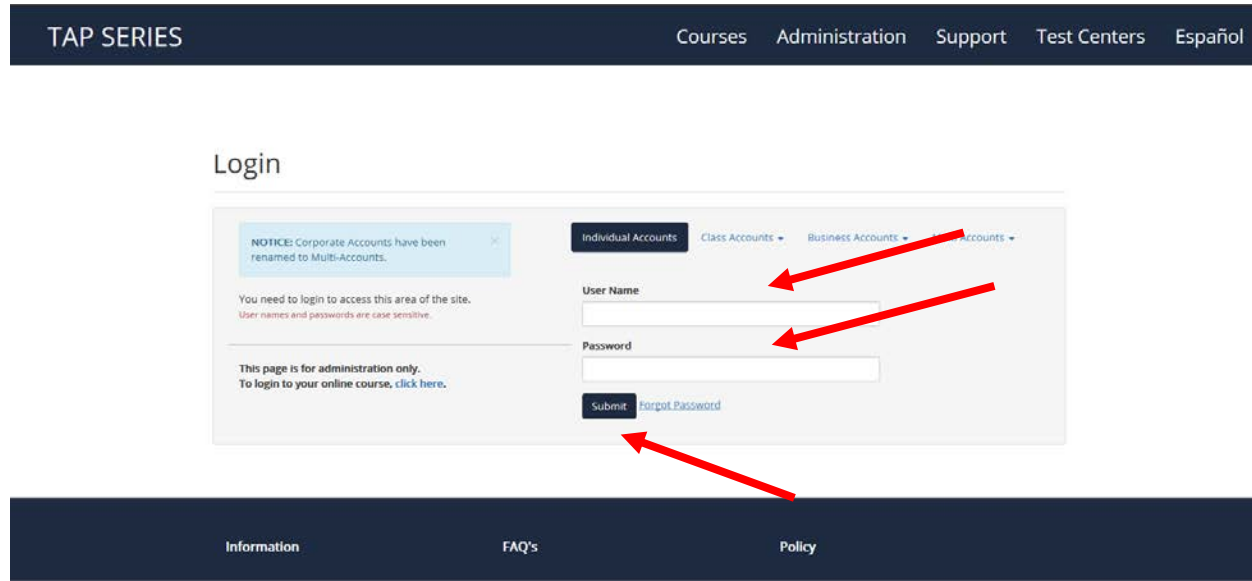
5. After clicking on "Submit" you will be directed to the page below, on this page click on "Place Orders".
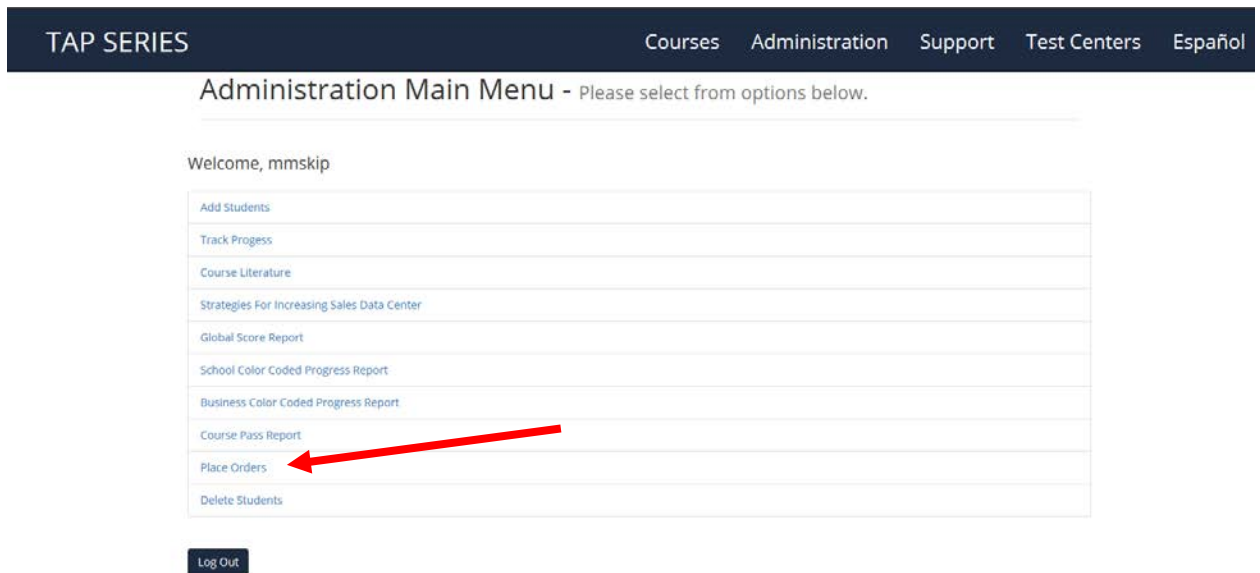
6. On the page below click on "Food Handler Training."

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

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

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."

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.
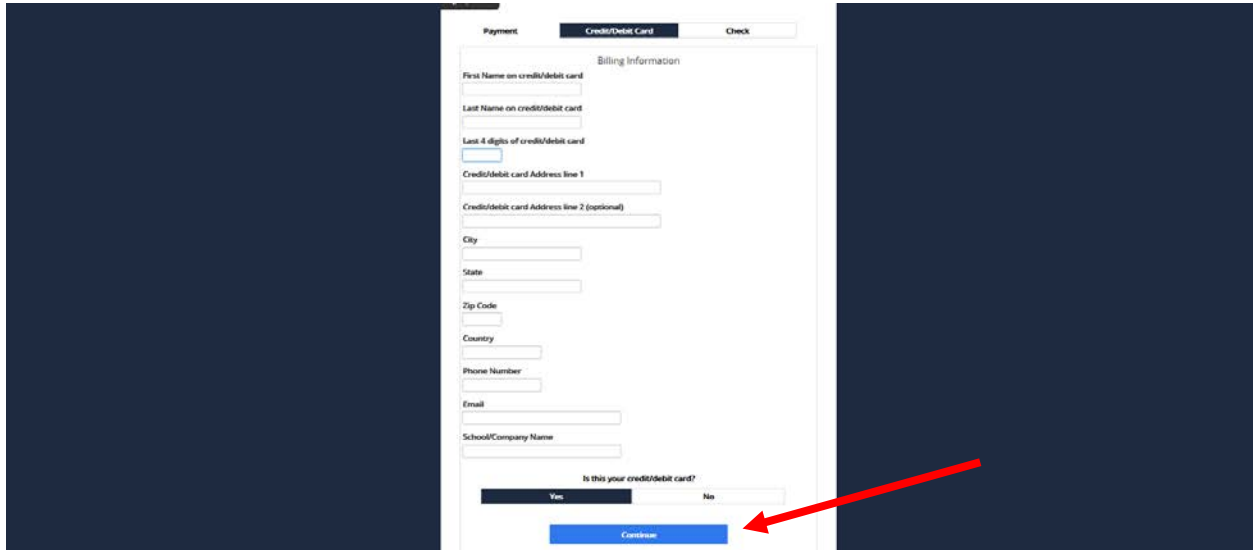
11. After clicking on "Yes" or "No," click "Continue" to proceed.
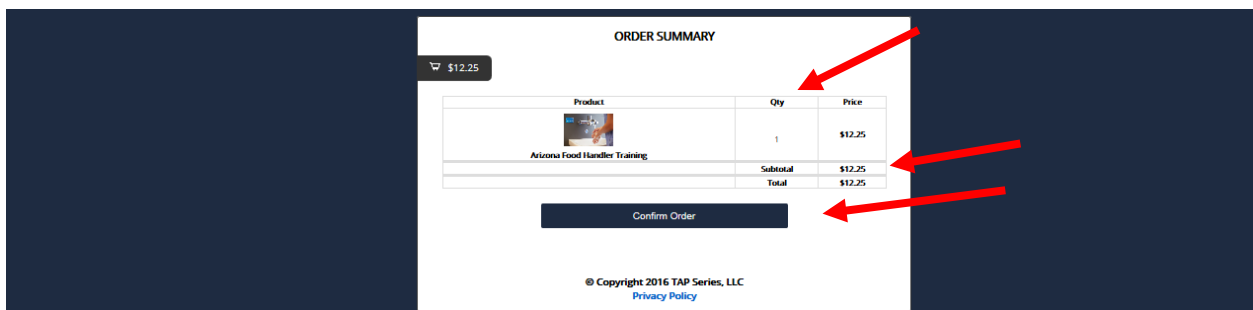
12. After clicking on "Continue", make sure the quantity and total price are correct, then click on "Confirm Order".

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

Invoice Number: 175610

Description: Food Handler Training Course

Total: $12.25 (USD)

Payment Information

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: [   ]

Pay Now