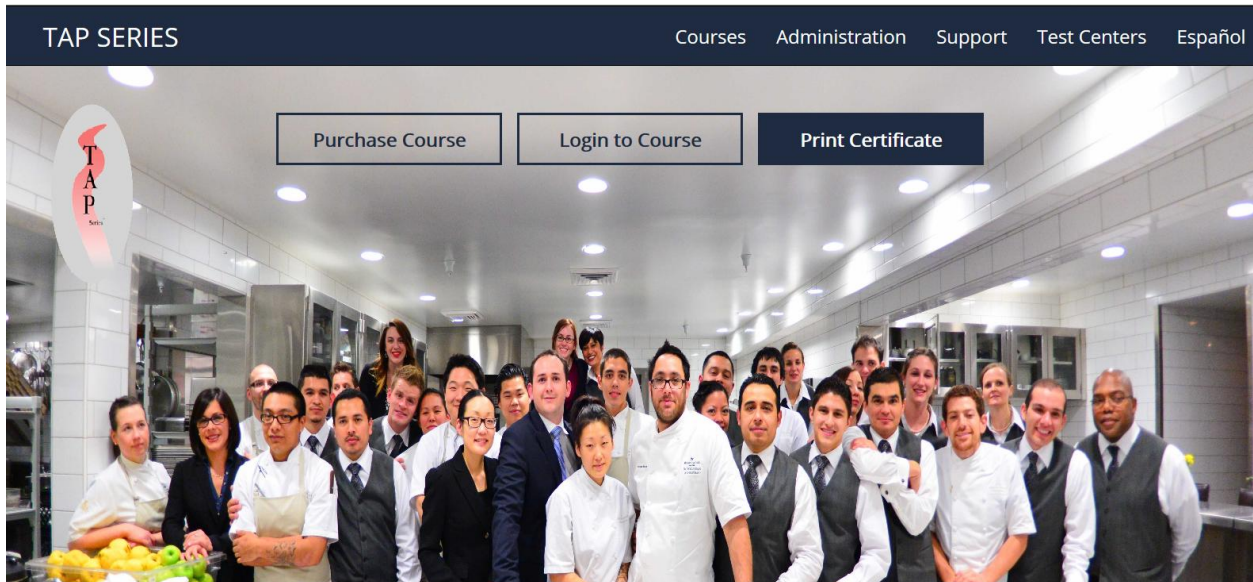


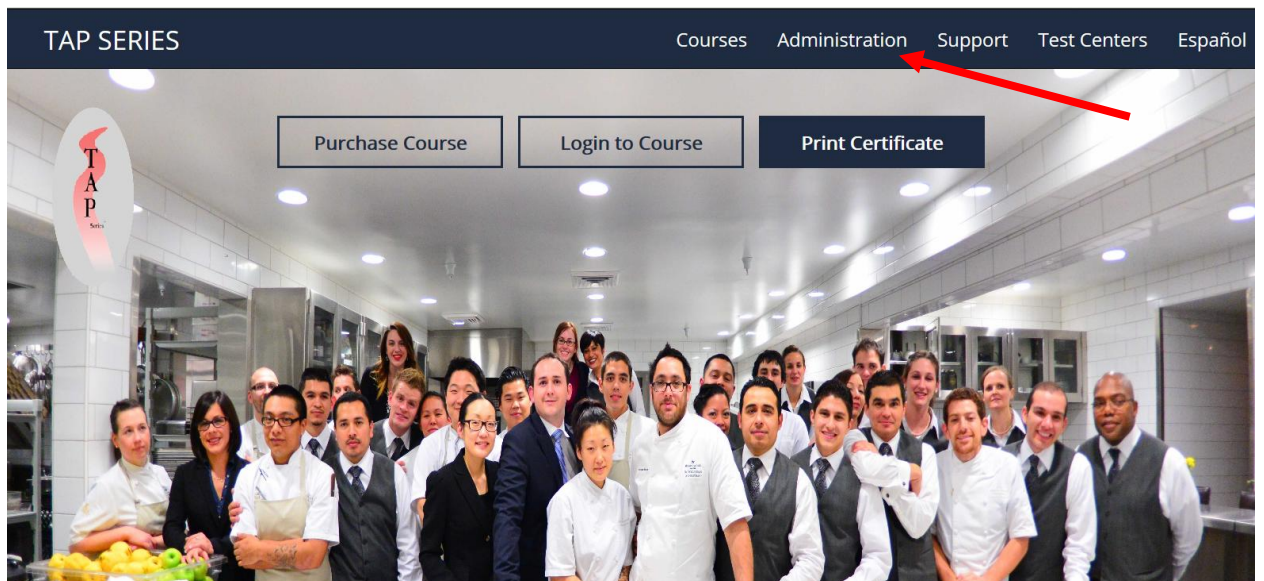
TAP Series

How to Place an Order (Food Safety Manager)

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".

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".

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 "Retail Food Safety Manager Certification Training."

Place Orders





7. After clicking on the course, you will be directed to a page as shown below. Click "Buy Now" to proceed on purchasing the course.



8. On the page below enter the number of courses you would like to purchase then click "update." Then check box to accept the Terms of Purchase and click "Proceed to Checkout." If you would

like to remove the Food Service Food Safety Manager Certification Training, click the "X" box next to it.

Shopping Cart

Product	Qty	Price	Remove
 Food Service Food Safety Manager Certification Training	<input type="text" value="1"/> update	\$40.00	X
 Retail Food Safety Manager Certification Training	<input type="text" value="1"/> update	\$85.00	X

Total: \$125.00

I accept the Terms of Purchase [\(1\)](#)


[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 888-826-5220.
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](#)

- 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

 \$85.00

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

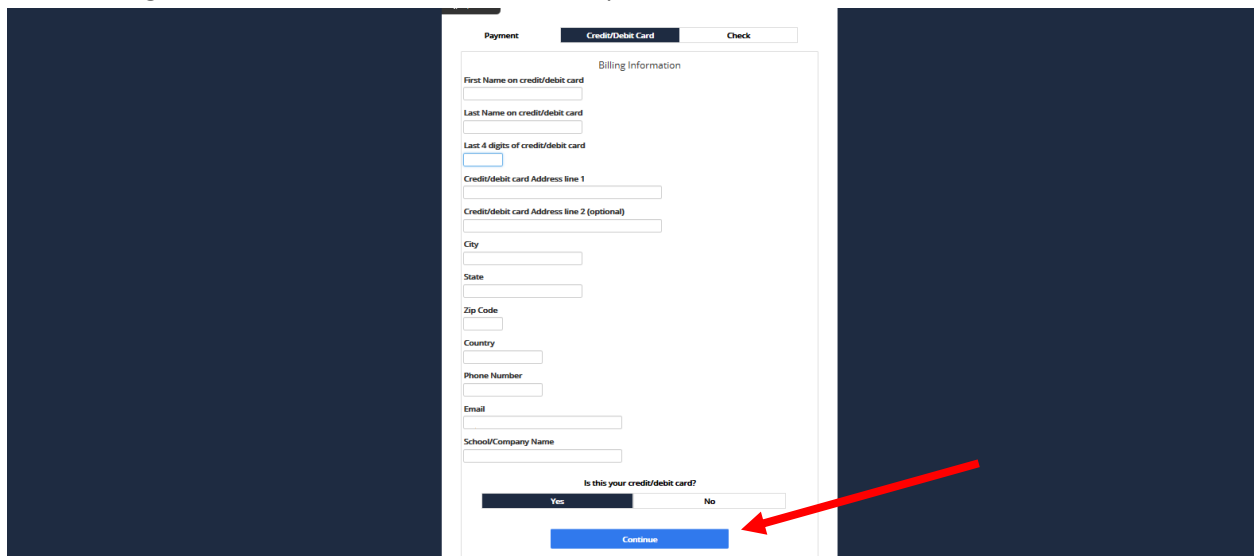
Phone Number

Email

School/Company Name

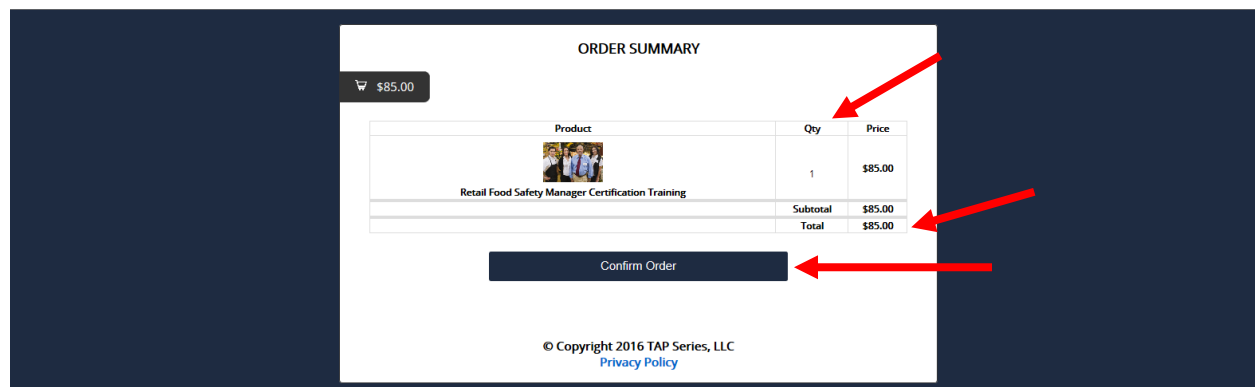
Is this your credit/debit card?
[Yes](#) [No](#)

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




The screenshot shows a "Billing Information" form with 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, and School/Company Name. Below these 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.

11. 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 the text "\$85.00". Below this is a table with the following data:

Product	Qty	Price
 Retail Food Safety Manager Certification Training	1	\$85.00
Subtotal		\$85.00
Total		\$85.00

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

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.

Order Information		* Required Fields
Description: Retail Food Safety Manager Certification Training		Invoice Number: 101144
		Total: \$85.00 (USD)
Payment Information		
		
Card Number:	* (enter number without spaces or dashes)	
Expiration Date:	* (mm/yy)	
Card Code:	* VISA Info?	
Billing Information		
Customer ID:		
First Name:	Last Name:	
Company:		
Address:		
City:		
State/Province:	Zip/Postal Code:	
Country:		
Email:		
Phone:		
		
<input type="button" value="Pay Now"/>		