

Instructions for online registration and payment

1. How to register

Click on the course registration link and open the 4-step online registration process.

2. Registration form

Complete the online registration form by carefully including all your personal details and answering the other questions. Once completed, click 'Proceed'.

3. Checkout

Click individual option at the top. Enter your relevant billing information. Add a promotional code if relevant. Check the box to agree to the terms and conditions, then click 'Review and Confirm'.

4. Review and Confirm

Review all the information that has been entered. If a mistake has been made, click 'Back' and resolve the error. If all is correct, click 'Confirm'.

5. Online payment

A PayPal log in screen will appear. If you have a PayPal account, please log in and complete the course payment. If you do not have a PayPal account, then please select the grey box at the bottom of the screen to enter card details and pay using a Debit or Credit Card.

PayPal

Pay with PayPal

With a PayPal account, you're eligible for free return shipping, Purchase Protection, and more.

[Forgot password?](#)
 Stay logged in to pay faster [?](#)

6. Email confirmation

Once payment is completed you will receive an immediate email confirmation. Shortly after you will receive an email notification providing your personal course access details. Please allow up to 15 minutes for these emails to arrive. It is possible that your email filter may re-direct these to your junk mail folder, so please check there too.