



## 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](http://www.tapseries.com).
3. Go to "Administration."
4. Enter in User Name and Password. Then click "Submit."

A screenshot of the 'Administration Login' page. The page has a light gray background. At the top, it says 'Administration Login' in a large, bold font. Below that, it says 'All administration accounts will login here. There is no need to select your account type.' On the left side, there is a blue box with white text that says 'You need to login to access this area of the site. Usernames and passwords are case sensitive.' Below this box, it says 'This page is for administration only. To login to your online course, click here.' On the right side, there is a login form. It has a 'Username:' label followed by a text input field with the placeholder 'Enter Username'. Below that is a 'Password:' label with the text '(Click the eye to show password)' followed by a text input field with the placeholder 'Enter Password' and an eye icon. At the bottom of the form, there is a checkbox labeled 'I agree to the Terms of Use' and a 'Submit' button. Next to the 'Submit' button is a link that says 'Forgot Password'.

5. After clicking on "Submit" you will see the page as shown below. Click on "Place Orders".

A screenshot of the 'Administration Main Menu' page. The page has a dark blue header with the text 'TAP SERIES' on the left and 'Courses Administration Support Test Centers Español' on the right. Below the header, it says 'Administration Main Menu - Please select from options below.' and 'Welcome, mmskip'. There is a list of options in a table-like format: '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', and 'Delete Students'. The 'Place Orders' option is circled in red. At the bottom left, there is a 'Log Out' button.

6. On this page click on the course you want to purchase.

TAP Series Courses Account Logon Retrieve Password Test Centers Español

Place Orders

Food Handler Training Buy Now

HACCP Managers Certificate Course \$99.00

Food Service Food Safety Manager Certification Training \$40.00

Retail Food Safety Manager Certification Training \$85.00

Ohio Level 2 Food Service Food Safety Manager Certification Training \$40.00

Ohio Level 2 Retail Food Safety Manager Certification Training \$85.00

7. On the page below click "Buy Now" to proceed.

TAP Series Courses Account Logon Retrieve Password Test Centers Español

Retail Food Safety Manager Certification Training

Price: \$85.00  
Certificate Valid for: No Expiration  
Approximate Time: 12 hours  
Compatible: Computers, tablets and smartphones


Buy Now

Description -



8. After clicking on "Buy Now", 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 "Proceed to Checkout" after you are done updating your cart.

**Shopping Cart**

Product	Qty	Price	Remove
 Retail Food Safety Manager Certification Training	<input type="text" value="4"/> <a href="#">update</a>	\$85.00	<a href="#">X</a>

**Total: \$340.00**

I accept the Terms of Purchase ☐

[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 888-826-5222.

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.

© Copyright 2016 TAP Series, LLC  
[Privacy Policy](#)

9. On the page below, 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". Enter your information if it is not in the boxes already. After you fill up the form, select whether the credit/debit card is your then click "Continue".



**Administrator Information**

Shopping Cart: \$340.00

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 "Continue", make sure the quantity and total price are correct, then click on "Confirm Order".

**ORDER SUMMARY**

Shopping Cart: \$340.00


Product	Qty	Price
 Retail Food Safety Manager Certification Training	4	\$85.00
Subtotal		\$340.00
Total		\$340.00

**Confirm Order**

© Copyright 2016 TAP Series, LLC  
[Privacy Policy](#)





11. 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 "Pay".

 Card Number *	Exp. Date *	Card Code
<hr/>		
<b>Billing Address</b>		
First Name Dan	Last Name P	
Billing Country USA ▼	Zip 91362	
Street Address 5655 Lindero Canyon	City Westlake Village	
State CA	Phone Number 999	
<hr/>		
<div><div>Pay</div><div>Cancel</div></div>		

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: 191145
		Total: \$340.00 (USD)
Payment Information		
		
Card Number: *	(enter number without spaces or dashes)	
Expiration Date: *	(mmyy)	
Card Code: *	<a href="#">What's this?</a>	
Billing Information		
Customer ID:		
First Name: *	Last Name: *	
Company:		
Address:		
City:		
State/Province:	Zip/Postal Code: *	
Country: U.S.A.		
Email:		
Phone:		
		
<div>Pay Now</div>		

