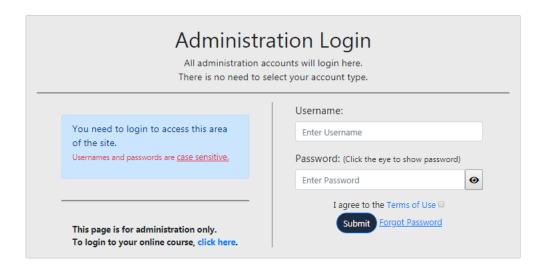
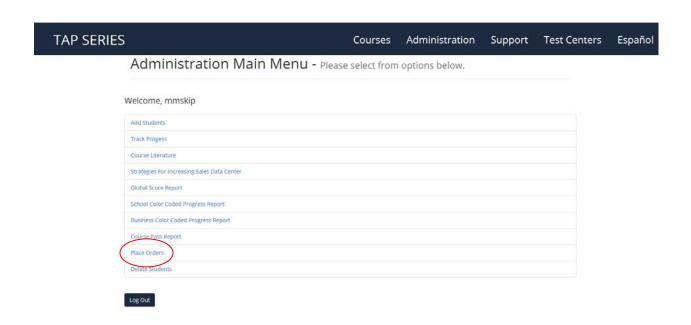


## **How to Purchase License Keys**

- 1. Open up an Internet Browser (Google Chrome, Mozilla Firefox, Microsoft Edge or Safari)
- 2. Go to the page <u>www.tapseries.com</u>.
- 3. Go to "Administration."
- 4. Enter in User Name and Password. Then click "Submit."



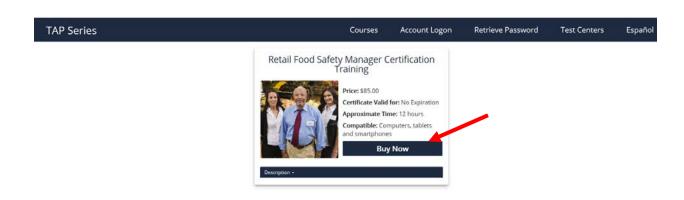
5. After clicking on "Submit" you will see the page as shown below. Click on "Place Orders".



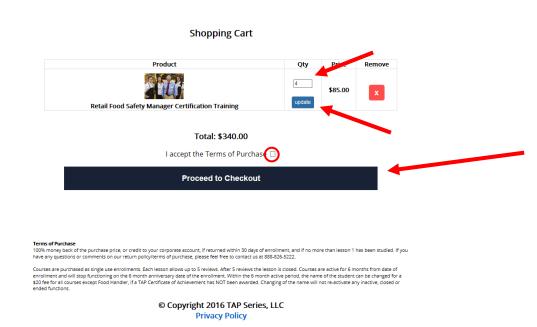
6. On this page click on the course you want to purchase.



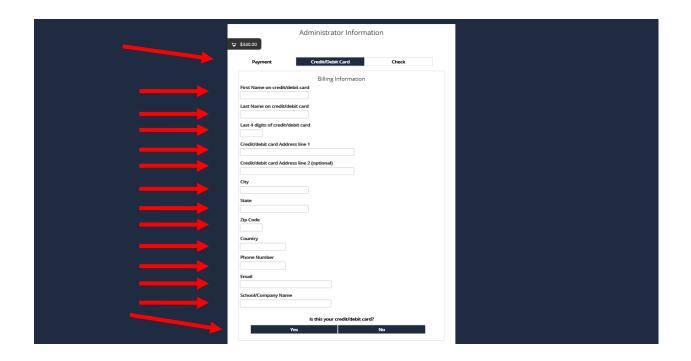
7. On the page below click "Buy Now" to proceed.



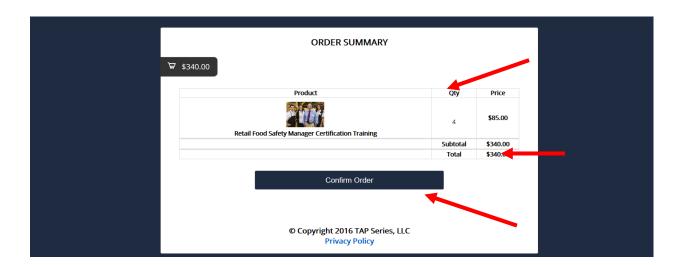
8. After clicking on "Buy Now", you will have to select the quantity of license keys you want to buy, every time you change the quantity click on "update" and make sure the subtotal is correct. Click "Proceed to Checkout" after you are done updating your cart.



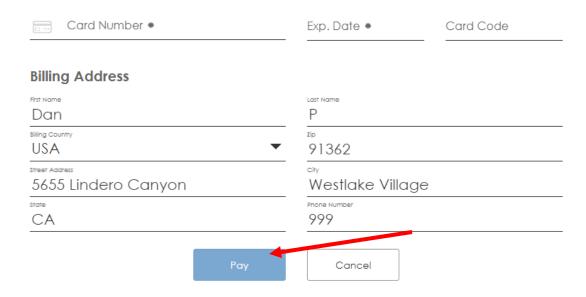
9. On the page below, select the payment method you want to use, you can pay with a credit/debit card or by check. If you want to pay with your credit or debit card select "Credit/Debit card". Enter your information if it is not in the boxes already. After you fill up the form, select whether the credit/debit card is your then click "Continue".



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



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".



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.

