



Instructions for APNGA Group Pack Purchases (All 5 Classes for Five Individuals)

Instructions for the PURCHASER (RSO or procurement official):

1. Add the Group Multi-Class (this item) to your shopping cart.
2. Check out as you normally would, using your purchase card (Visa/MC/Discover/AMEX).
3. Receive the ONE COUPON CODE (valid for 5 uses) issued by APNGA. (It will appear on the order confirmation page, and via email).
4. Provide the coupon code to each of the individuals (up to five) who will attend the courses, and provide them the additional instructions below.

Instructions for the INDIVIDUAL ATTENDING THE COURSES:

(Note: Each individual attending the courses should have a username and email address that is different from other individuals).

1. Obtain your coupon code from your RSO or Purchasing Agent, as applicable.
2. Go to the APNGA Home Page and add the \$49.00 Multi-Class Registration (All 5 Classes for One Individual) to your shopping cart.
3. Enter the coupon number you received from your RSO or Purchasing Agent in step #1, above.
4. Make sure you click the "Apply Coupon" button.
(The \$49.00 price will be reduced to zero)
5. Check out as you normally would. **IMPORTANT: Be sure to enter your Name and Company Information as you want them to appear on your certificates.**
6. Upon completing the checkout process, you will be enrolled in all five courses included with the Multi-Class Registration.
7. Click the "Course Login" link at the top of the APNGA home page to access your user account and take your courses.