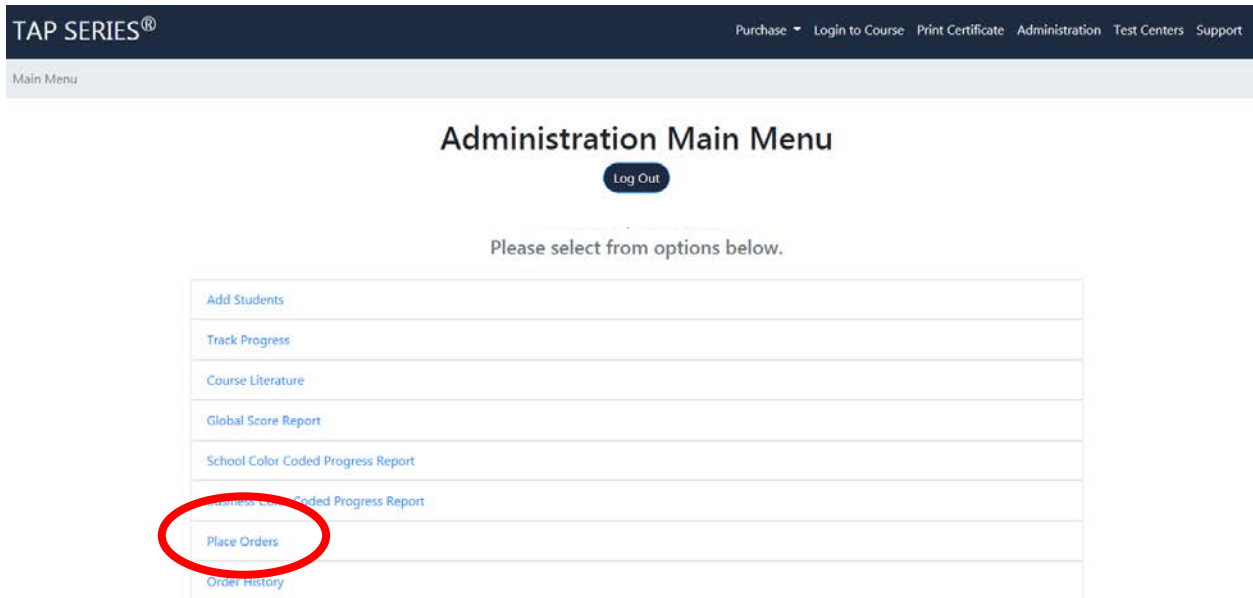


How to Place an Order as an Administrator

1. Open an Internet browser (Firefox, Google Chrome, Safari, etc.) and navigate to www.tapseries.com.
2. Click the "Administration" button in the top navigation bar.



3. Enter your username and password, and check the box agreeing to the terms of use.
4. Once in the Administration Main Menu, click the "Place Orders" button.









5. Select the desired course.

[Main Menu](#) / [Place Orders](#)

All Courses

Have you already paid for a course? [Click here to sign in!](#)


	<p>Foodservice Food Safety Manager Certification Training</p> <p>\$85.00</p>		<p>Food Handler</p> <p>Buy Now</p>
	<p>Earn More With Service</p> <p>\$99.95</p>		<p>Food Safety Re-Certification Training</p> <p>\$55.00</p>
			

6. Click the "Add to Cart" button.

[Main Menu](#) / [Shop](#) / [Food Safety Manager](#) / [Foodservice Food Safety Manager Certification Training](#)

Have you already paid for the course? [Click here to sign in!](#)

Foodservice Food Safety Manager Certification Training




Price: \$85.00

Certificate Valid For: No Expiration

Approximate Time: 8 hours

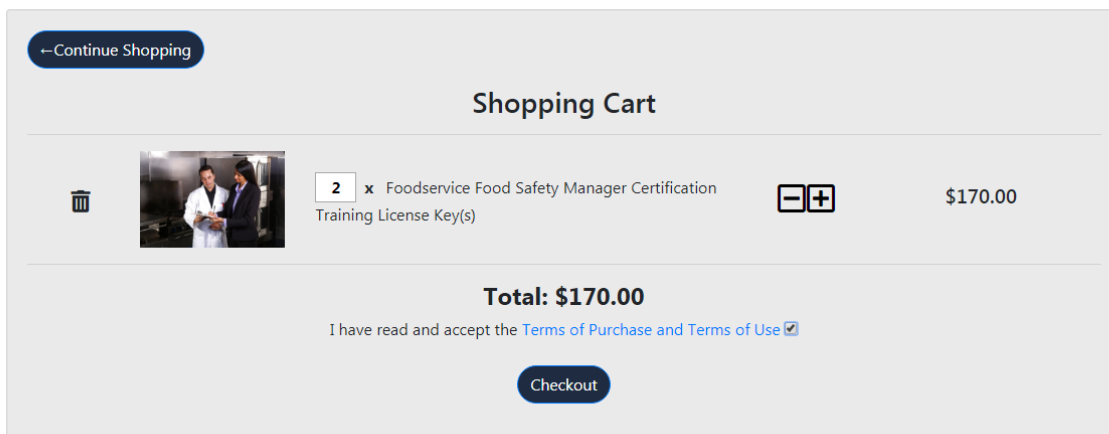
Compatible On: Computers, tablets, and smartphones.

Available Languages: ENGLISH, SPANISH, MANDARIN

Add To Cart 

Description

7. If necessary, adjust the number of courses you want to purchase, then click the box agreeing to terms of use and the "Checkout" button. The example shown is purchasing two course keys.



8. On the next page, confirm your account information.

9. If buying one course, you will be asked to enter the information for the student taking the course. The student will be added to the course once the purchase has been completed. If more than one course is purchased, you can add students after the purchase has been completed.