

## Instructions for Using Your Webinar Coupon Code

To enroll in a webinar, you must complete the checkout process and submit your order. Place only one webinar in the shopping cart at a time when registering. You must complete a separate checkout process for each individual webinar in your package to apply your code. Simply follow these steps:

1. Add any single webinar to your shopping cart. Do NOT add multiple webinars to your cart at one time.
2. Type your code into the Coupon Code field. After entering your code, you will be notified that a credit equal to the cost of the course has been applied to your order, and your order total will be reduced to \$0.
3. Proceed to check out. Enter your name and address for enrollment purposes, review your order, and submit. Your order will be processed at \$0, and you will receive e-mail notification that you have been enrolled in the webinar of your choice.
4. Repeat steps 1 through 3 for the remaining webinars in your package at any time of your choice.

Your unique coupon code will automatically expire when you've completed the maximum number of uses—there is no set expiration date. You can access your code and remaining uses at any time under the "Coupons" tab in the "My Account" section for easy reference.