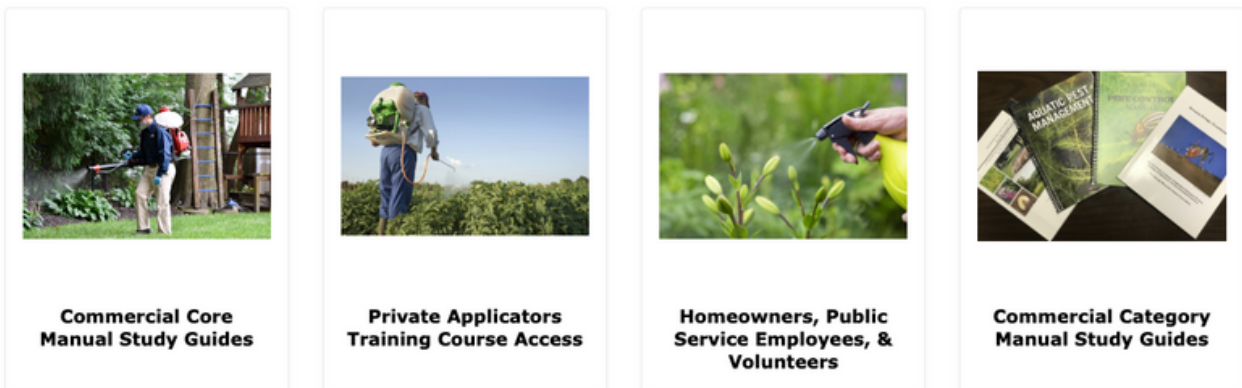# How to purchase access to online Commercial Applicator Study Guide Courses

1. Go to the <u>Georgia Professional Certifications Course Access storefront</u> on the UGA marketplace. You will see four categories of courses shown below.

2. To order one or more of the courses that cover the National Pesticide Applicator Certification Core Manual 2nd Edition, click on "**Commercial Core Manual Study Guides**". This will open the Commercial Applicators course description page. Select the Core Manual courses you would like to order and click on the cart icon for each course that you would like to purchase. Each time you click on a cart icon.🛒 , the screen will change to display the items currently in your cart. You may continue shopping for select category manual study guides under "**Commercial Category Manual Study Guides**" or select "**Checkout**".

3. Select the "**Checkout**" button and that will take you to the Buyer Information page (see the image below) where you will enter your first and last name and the primary county in which you will be operating. Lastly enter your contact phone number and click "**Continue**".

Georgia Professional Certifications Course Access Buyer Information
Please enter the Buyer Information requested for Georgia Professional Certifications Course Access.

* Indicates required information

First and Last name that should appear on the Certificate of Completion *

(1–100 characters)

County of Operation *

(1–100 characters)

Phone # *

(10–12 characters)

Back   Continue Shopping   Continue

4. Enter your e-mail address under "**Contact Information**", and select "**Checkout as Guest**". The Login information section should remain blank.

Login

Username:

Password:

New User? Register Now   Login

Contact Information

* Indicates required information

Email: *   name@email.com

Back   Continue Shopping   Checkout as Guest

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5. You will be taken to the "**Payment Method**" page where you will enter your credit card information. <u>Be very careful when entering your credit card number and billing address to ensure your information is correct.</u> If incorrect information is entered, the credit card order will not successfully process when the order is fulfilled. If your order does not process, you may be contacted by the program manager and asked to resubmit payment. Your gaprocerts.com will be inactivated until payment is resubmitted and successfully fulfilled.

| My Cart | Delivery | Payment | Confirmation | Receipt |

Payment Method

* Indicates required information

Payment Method: *   Credit Card

Available Payment Methods

Credit Card

* Indicates required information

Credit Card Number: *

Expiration Date: *   12   2022

Security Code: *

    👁 View example

Billing Address

* Indicates required information

Name: *

Address Line 1: *

Address Line 2:

Country: *   United States

City: *

State/Province: *   Georgia

Postal Code: *

Back   Continue Shopping   Continue

GEORGIA PSEP

6. Click on "**Continue**" button to go to the "**Review Order**" page. Review your order carefully and when you are satisfied click on the "**Submit Order**" button.

7. A copy of your **Order Receipt** will be sent to the email address you provided.

The following steps will occur automatically once you submit your order.

The program coordinator will immediately receive a notification of your order, including the name you entered on the Payment Method page and your email address.

Online study guide course enrollment is granted during normal business hours each weekday by the program coordinator.

Do not be alarmed if you do not receive your welcome e-mail immediately after purchase. Dr. Johnson will enroll students into the course during normal business hours each weekday, typically around 10:00am EST or 4:00pm EST. You will be sent a welcome e-mail with instructions as well as a username and temporary password that you are required to change when you log onto the gaprocerts.com site for the first time. Please contact Dr. Johnson (ajohns14@uga.edu) with any further questions.

Thank you!