

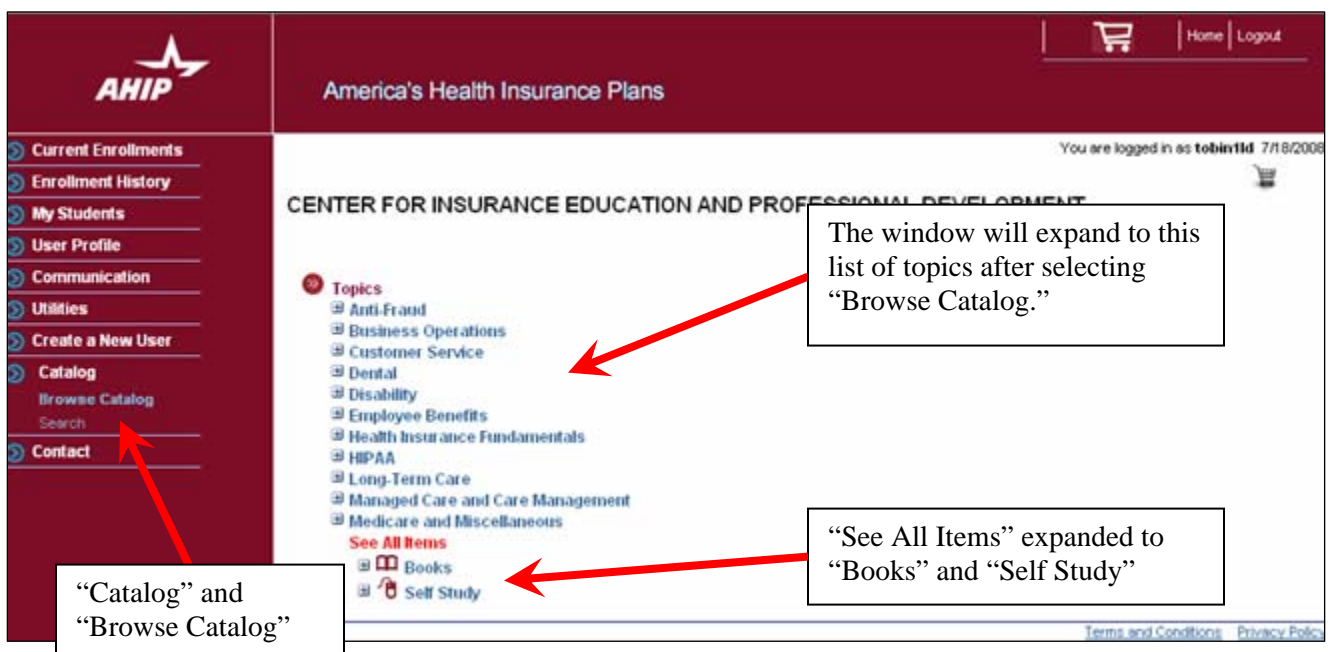
## Student Enrollment Instructions



To enroll:


1. Go to <http://www.AHIPinsuranceeducation.org>. Enter username and password.

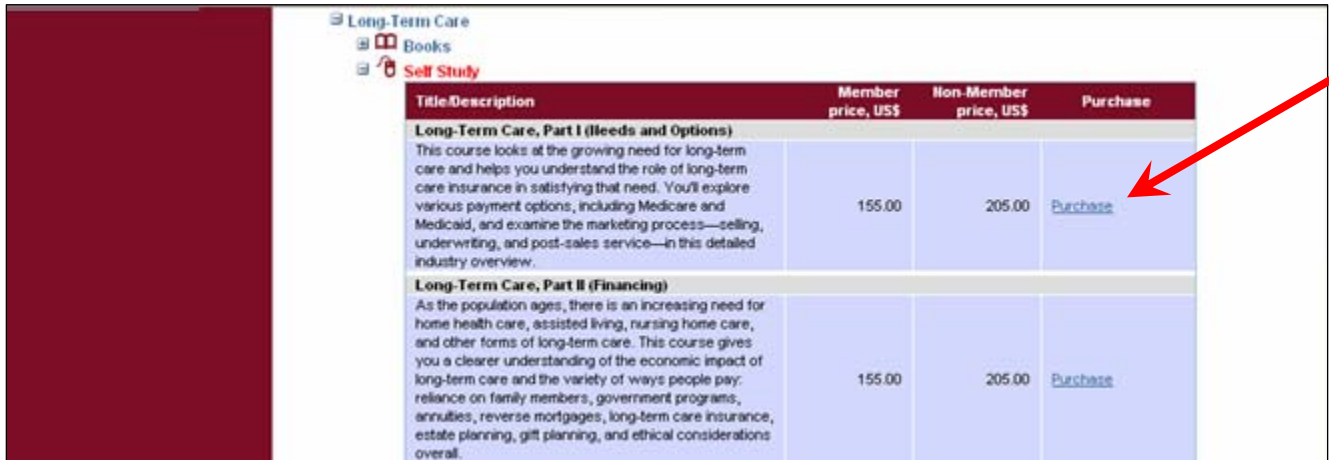


2. Click on "**CATALOG**" followed by "**BROWSE CATALOG.**"
3. Under "**TOPICS**" select "**SEE ALL ITEMS**" which expands to "Book📖 and Self Study📖."



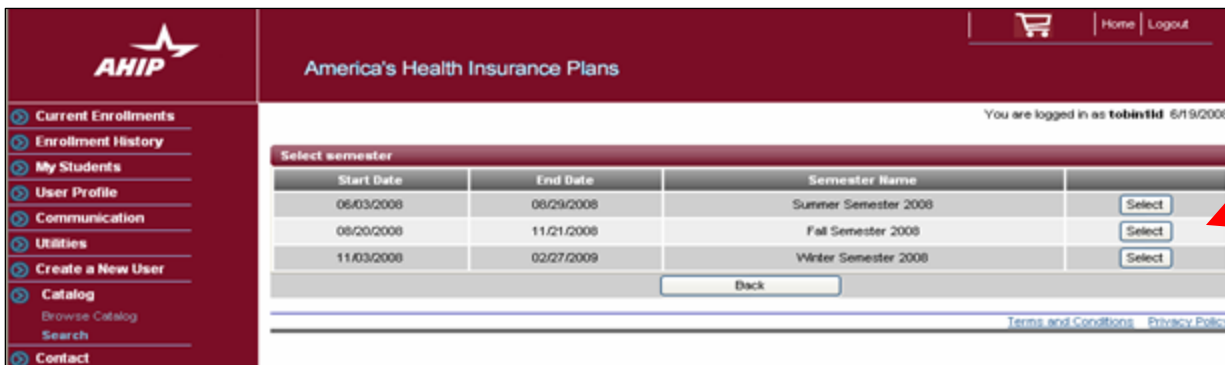
**NOTE:** The Book icon  is used to order textbooks; the Self Study icon  is used to order courses only.

4. To order courses, click “**SELF STUDY** .
5. Find the course you wish to order and click “**PURCHASE.**”



**NOTE:** If “Purchase” is not visible on your computer, the computer screen resolution must be adjusted to 1024 by 768 pixels. Contact your network administrator for assistance.

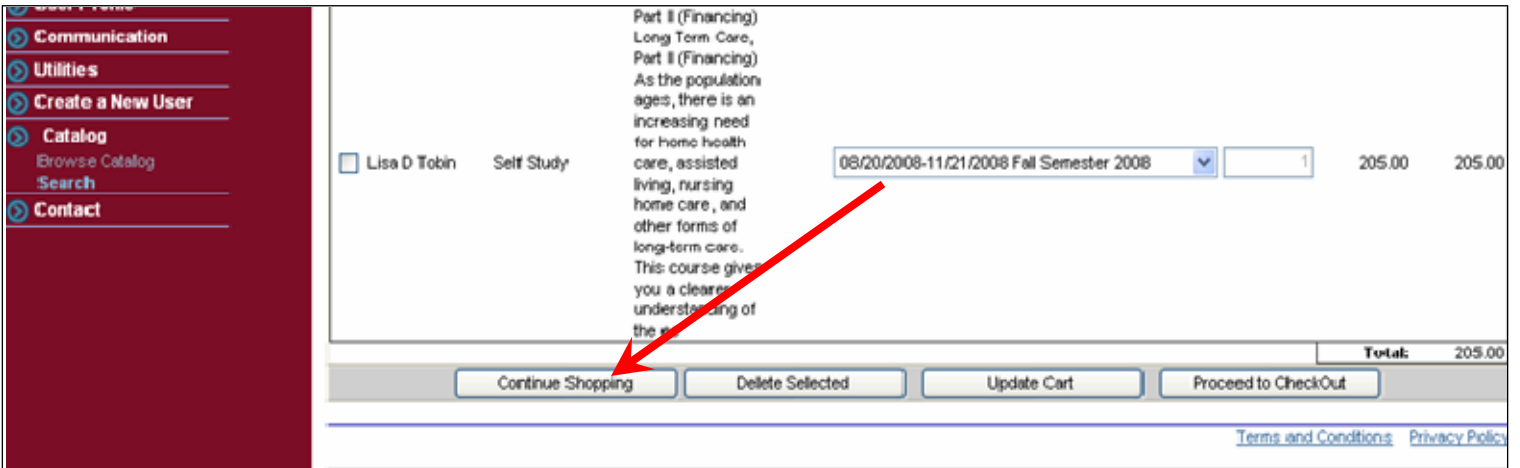
6. Select the semester for which you desire to register.



7. Verify the product selected and click “**ADD TO CART.**”
8. Verify the items in the shopping cart. Click “**CONTINUE SHOPPING**” and repeat steps 3 through 7 to add additional courses.

**To order textbooks:**

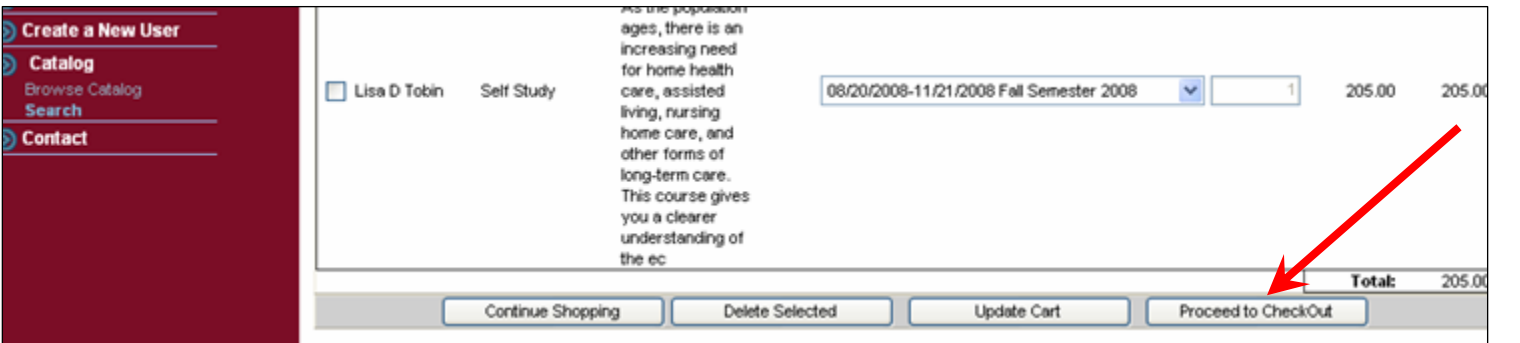
9. To order textbooks, from the shopping cart, click “**CONTINUE SHOPPING.**”



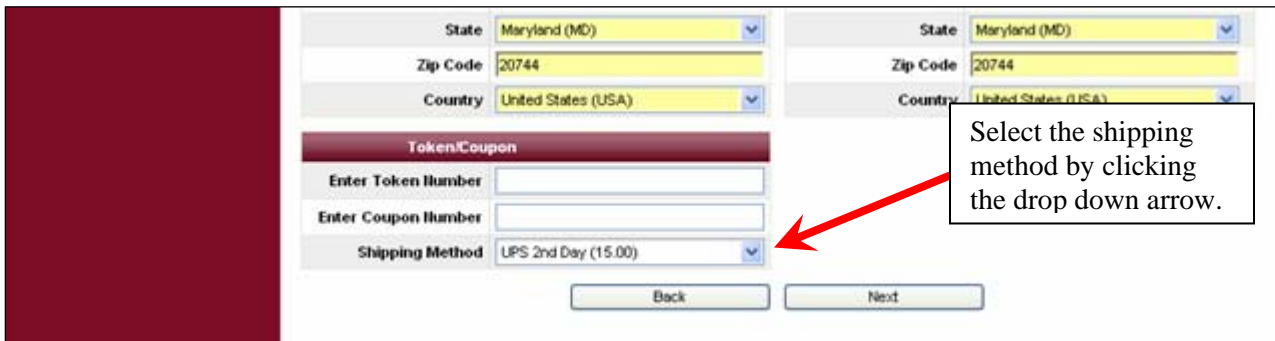
10. Under “TOPICS” click “SEE ALL ITEMS,” and then, click “BOOKS”.
11. Select the book by clicking “PURCHASE.”
12. Verify the product and click “ADD TO CART.”
13. Verify the items in the shopping cart. Click “CONTINUE SHOPPING” and repeat steps 10 through 12 to add additional books.

**Completing the order:**

14. Once all desired items have been added to the shopping cart, click “PROCEED TO CHECKOUT.”



15. Confirm the billing and shipping addresses.
16. Select shipping method by choosing one of four options in the drop down of the shipping method field. Click “NEXT.”



17. Verify order summary. If order is correct, click “**NEXT.**”

United States									
<input type="checkbox"/>	Qty	Employee	Item Name	Token Used	Coupon Used	Price, US\$	Handling, US\$	Total, US\$	
<input type="checkbox"/>	1	Lisa Tobin	<b>Long-Term Care, Part II (Financing)</b> Long Term Care, Part II (Financing) As the population ages, there is an increasing need for home health care, assisted living, nursing home care, and other forms of long-term care. This course gives you a clearer understanding of the ec			205.00		205.00	
<input type="checkbox"/>	1	Lisa Tobin	<b>Long-Term Care: Understanding Needs and Options</b> This publication looks at the growing need for long-term care and helps you understand the role of long-term care insurance in satisfying that need. You'll explore various payment options, including M			50.00	5.00	55.00	
								<b>Subtotal</b>	260.00
								<b>Sales Tax</b>	3.30
								<b>Shipping</b>	5.00
								<b>Overall Total</b>	268.30

**NOTE:** Button Explanation on Order Summary page.

- Back – use to view previous screens
- Delete Selected – use to delete unwanted items by checking the box next to the item to be deleted
- Update Cart – use to update product quantity (books only) by changing the quantity number and clicking “UPDATE CART”
- Next– proceeds to next screen

18. Enter payment and billing information. Click “**COMPLETE PURCHASE.**”

Address Line 1*	801 Penn Ave
Address Line 2	
City*	Washington
State*	DC
ZIP Code	20004
Country*	United States
E-Mail Address*	tobin@yahoo.com
Phone Number	2029999999
Ext	

[Refund policy](#)  
[Return policy](#)

19. The next screen displayed will be the Payment Confirmation. Print for your records.