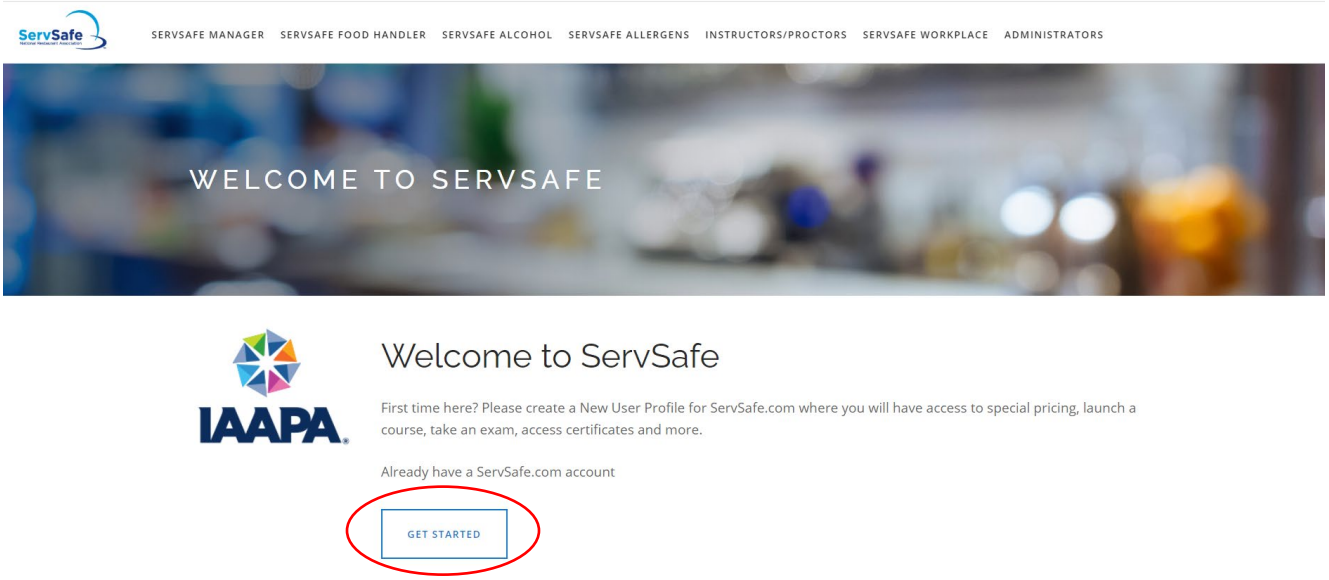
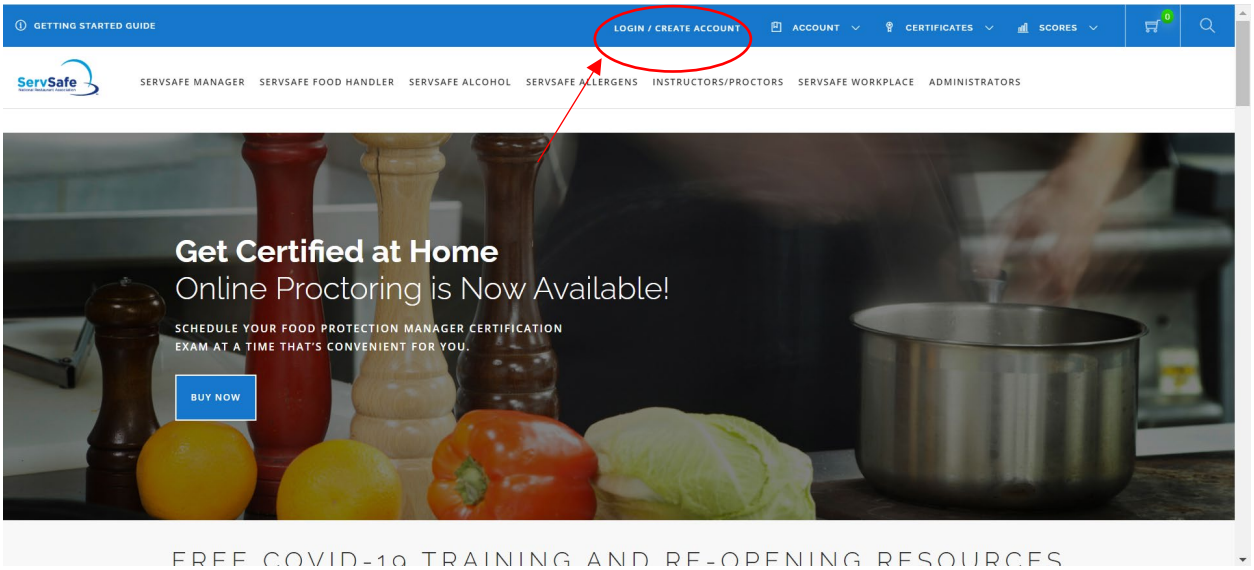
Login and Purchase Instructions for IAAPA ServSafe Portal

1. Navigate to the IAAPA member portal by using the link below.
   https://portal.servsafe.com/ss/portals?portal=IAAPA&token=d9686df234234ab08055

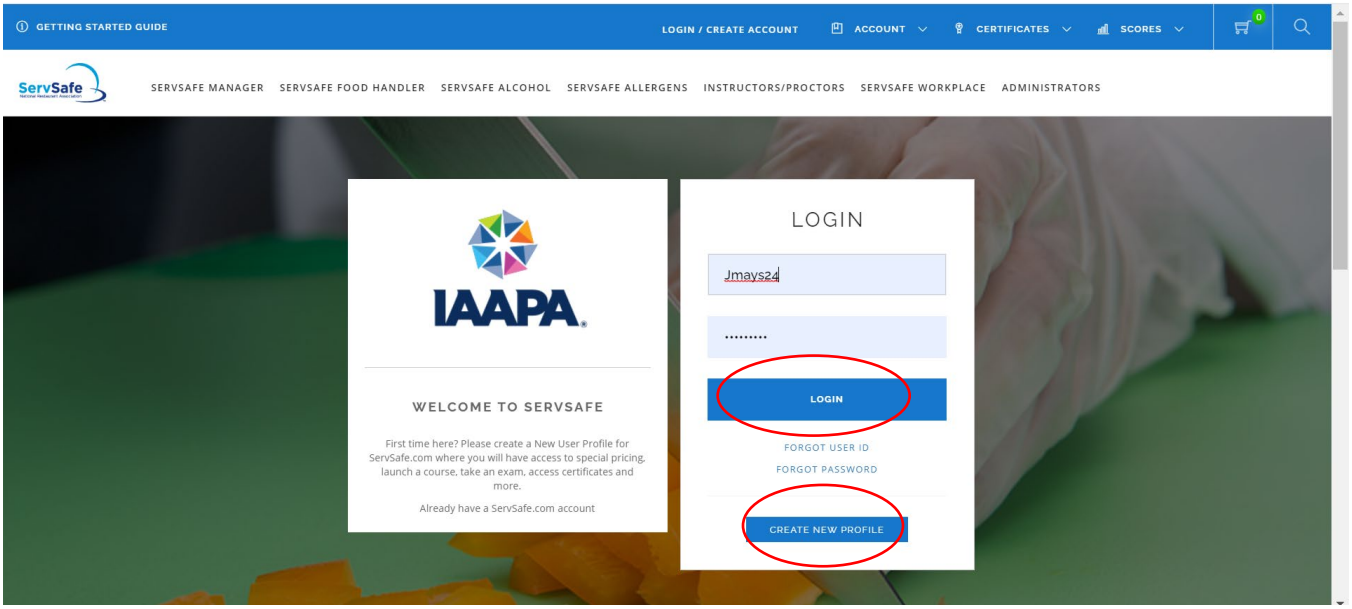
2. Click “Get Started"

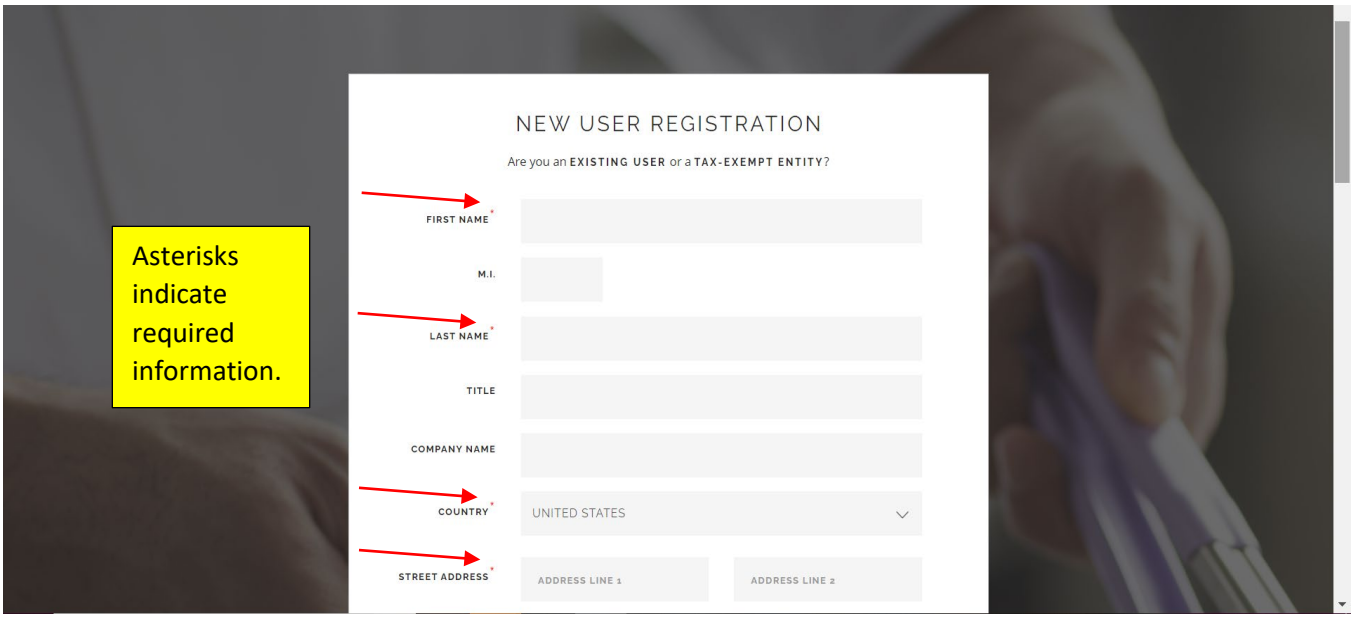


3. Navigate to the top and click “Login / Create Account”.



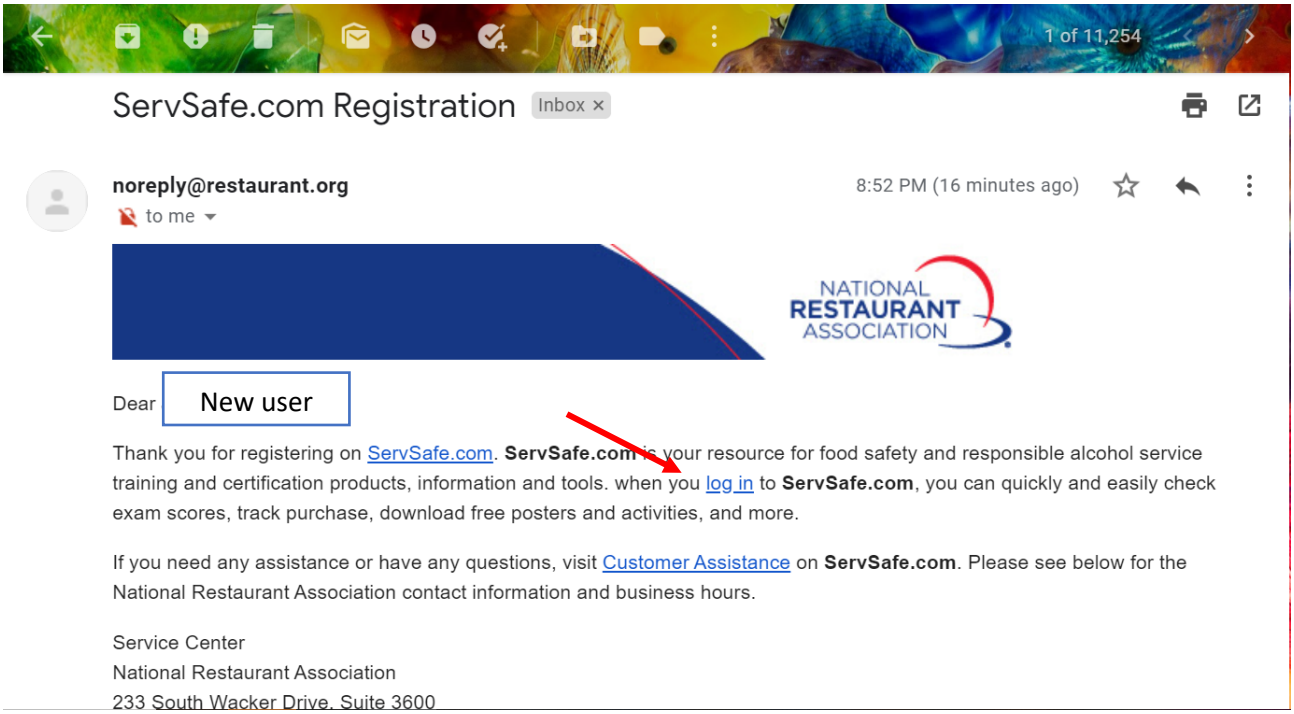
4. If you already have ServSafe login credentials, login with your user ID and Password and skip to step 7. If you do not have a ServSafe Login, click “Create New Profile” and complete the New User Registration.





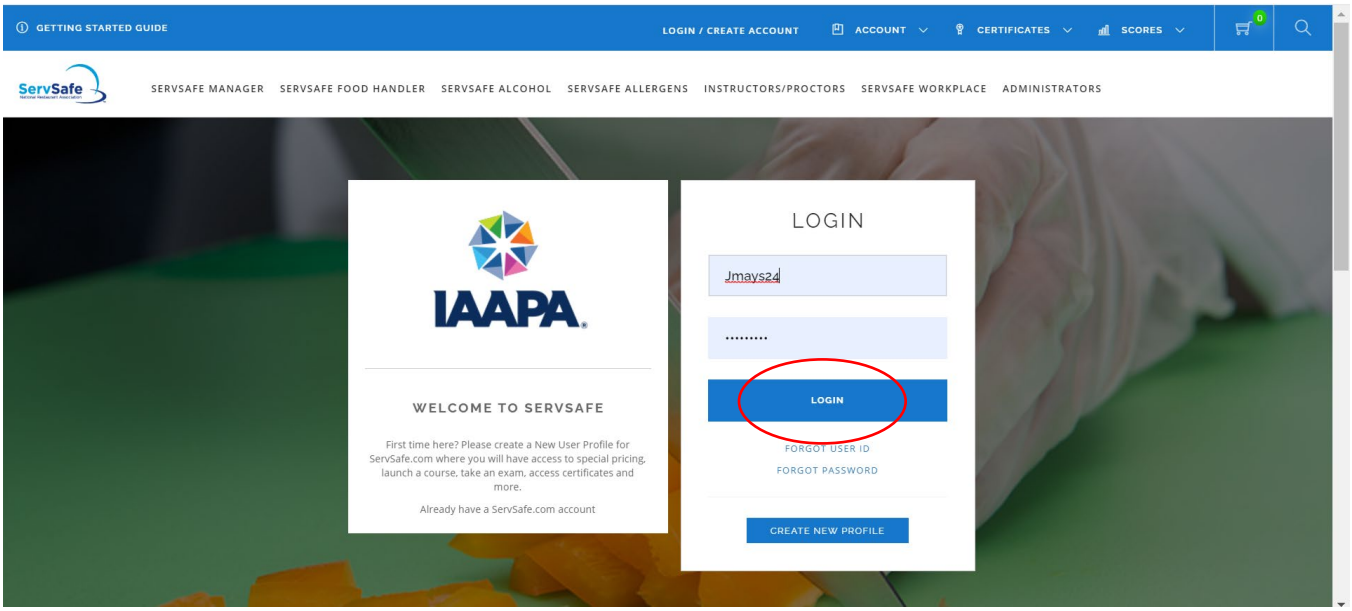
**** STOP****

5. To complete registration, check your email and follow the instructions to login to your new ServSafe account.

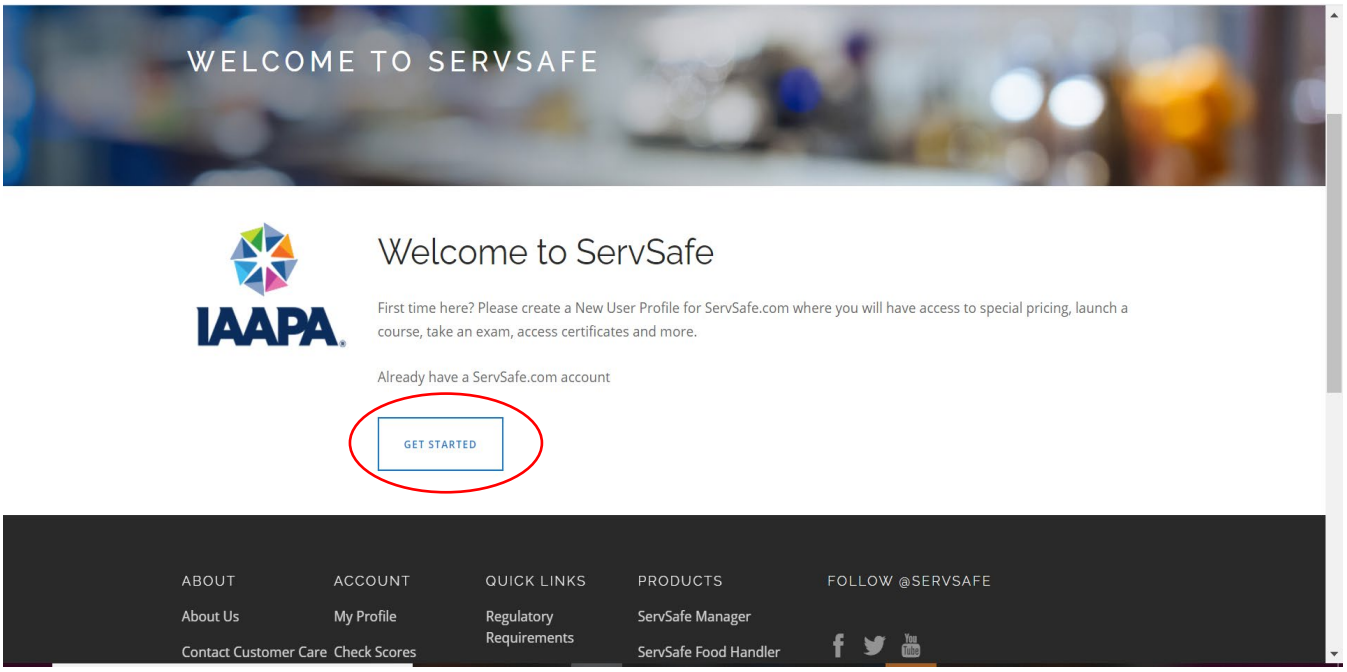


You will be routed back to the IAAPA ServSafe Portal

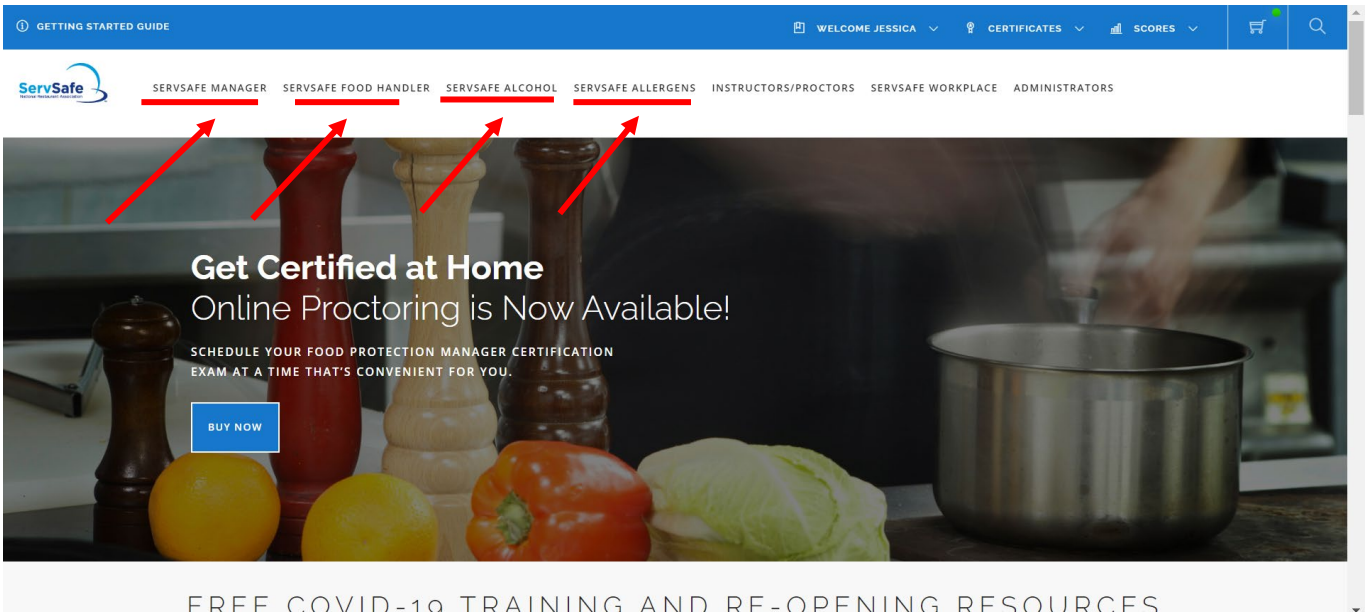
6. Click “Login”



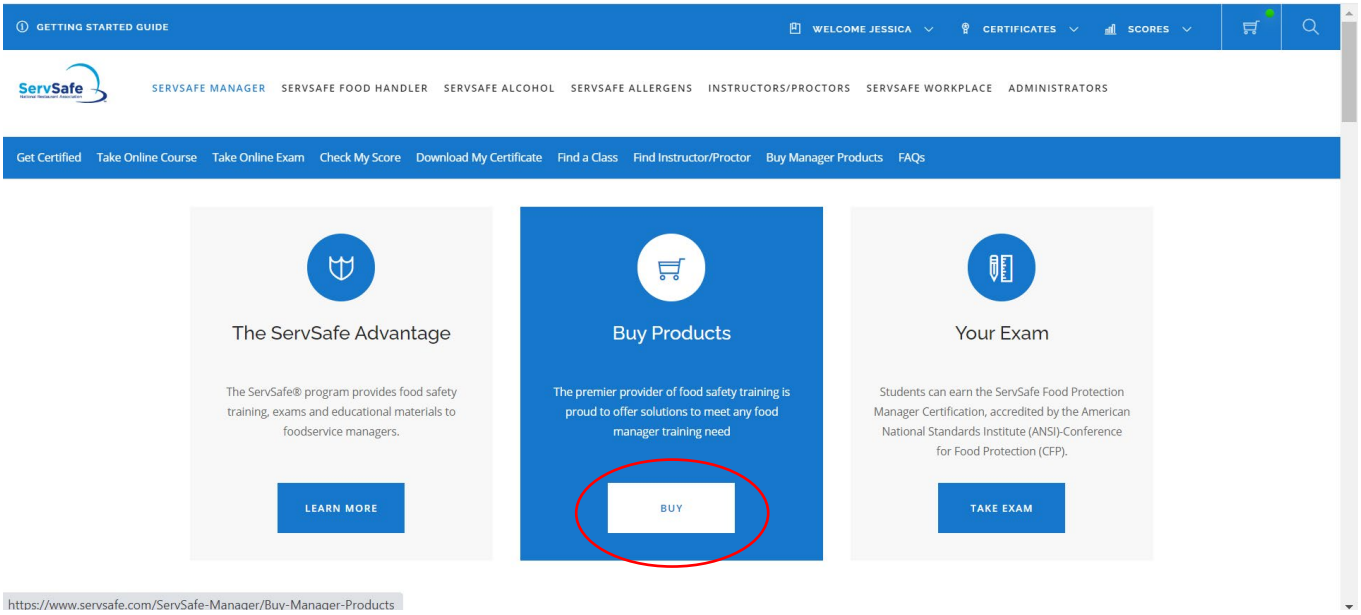
7. Click “Get Started”



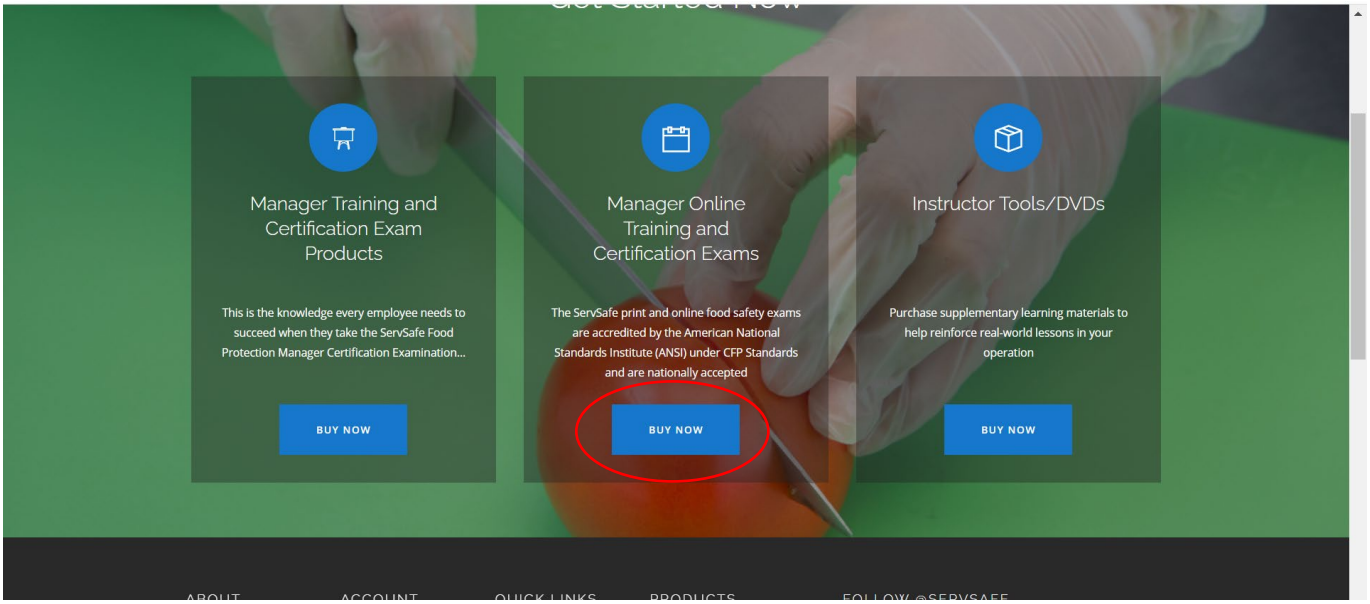
8. Select product(s) from the tabs at the top



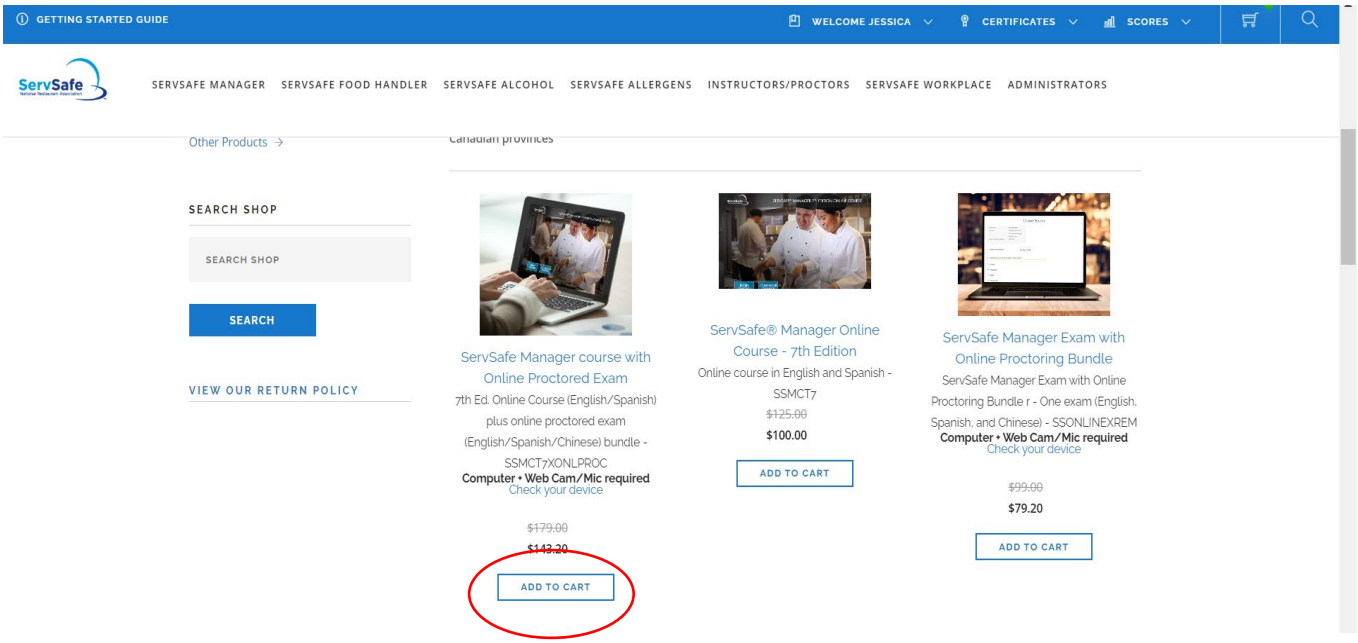
9. Click “Buy”
    a. (Only if applicable) If you selected a product which prompts you to enter a State, do so first and then select “buy / continue”



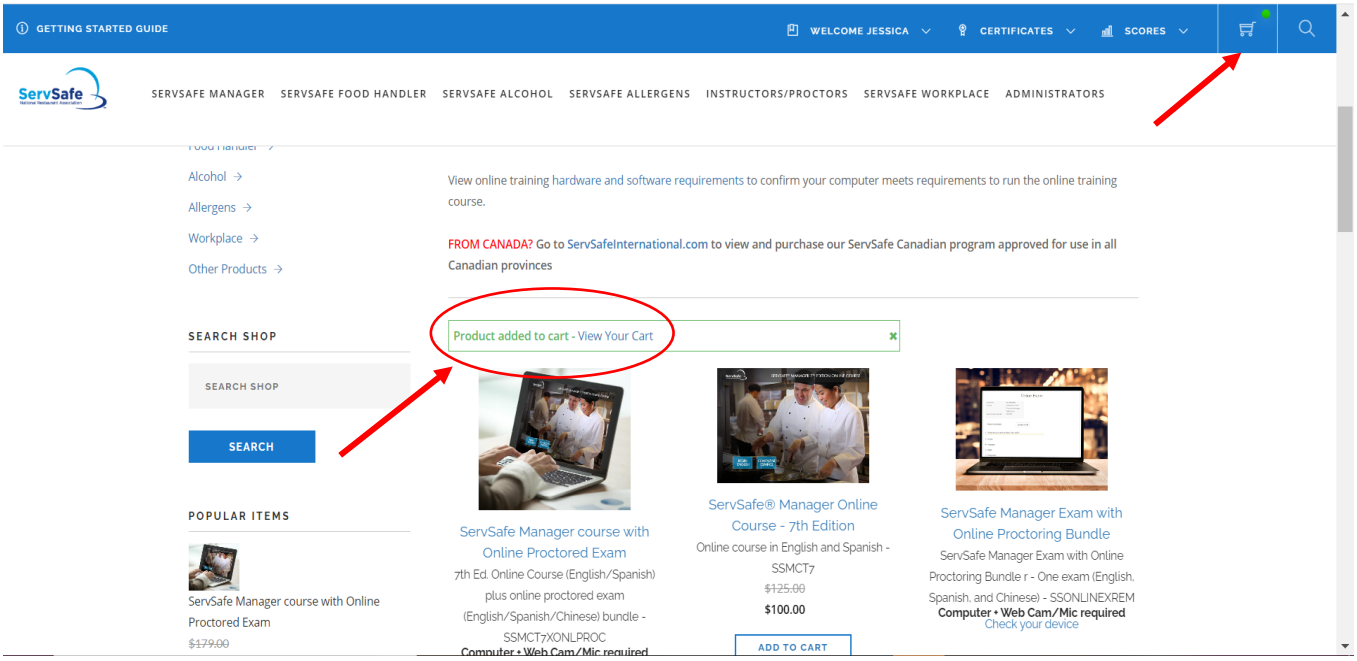
10. Select the product you would like to purchase
    a. Physical training book courses and exams
    b. Online training (most applicable)
    c. Instructor tools



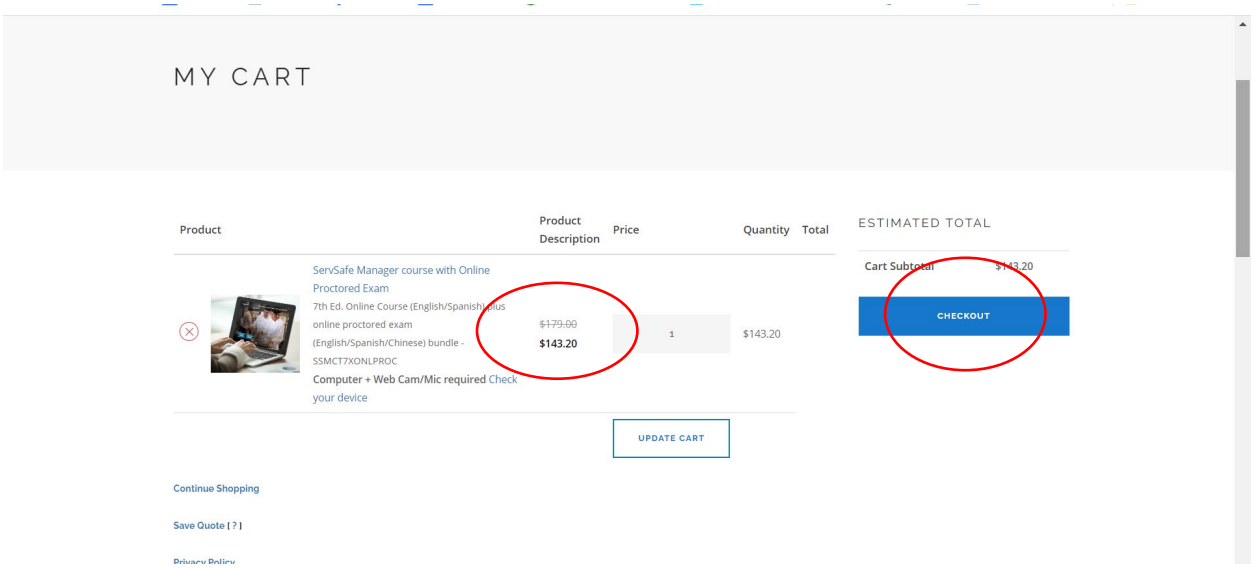
11. Select a product and click “Add to Cart”
    a. From here, navigate to add as many products as you like
    b. The left panel will give you the option to move between various products
    c. The discounted IAAPA price will be displayed below the original price



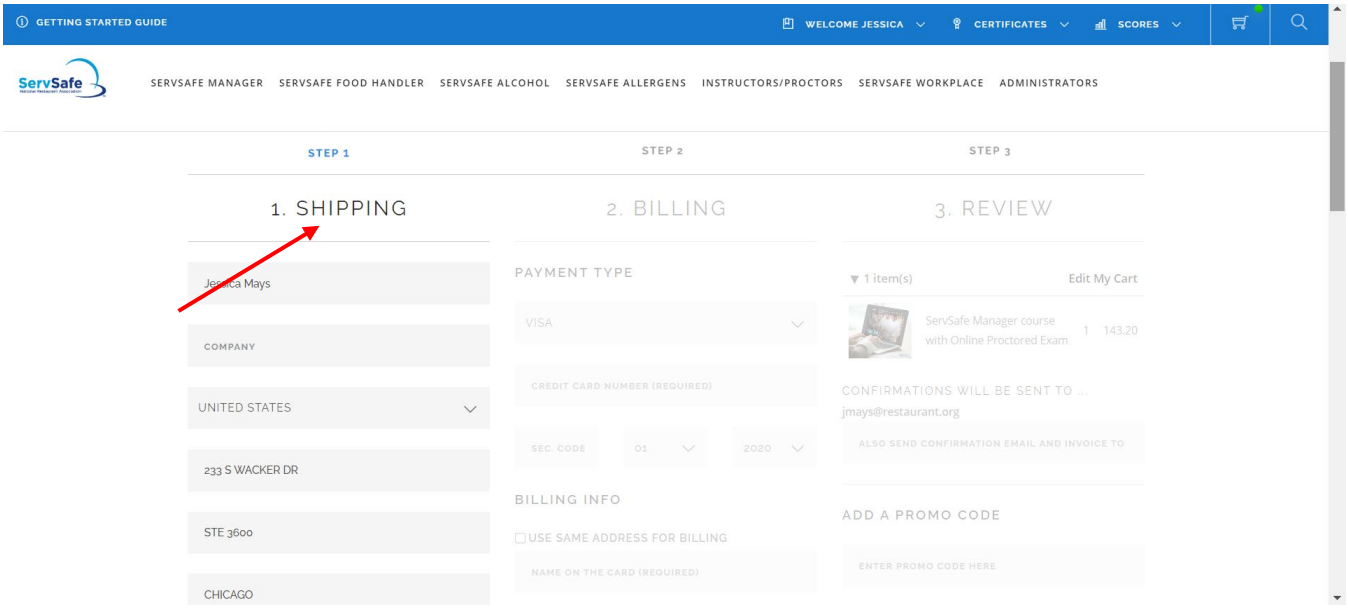
12. There are two places to veiw your cart
    a. Click the “veiw your cart” link immidiatly made available after your selection
    b. Or, click the shopping cart icon in the top right corner of the page



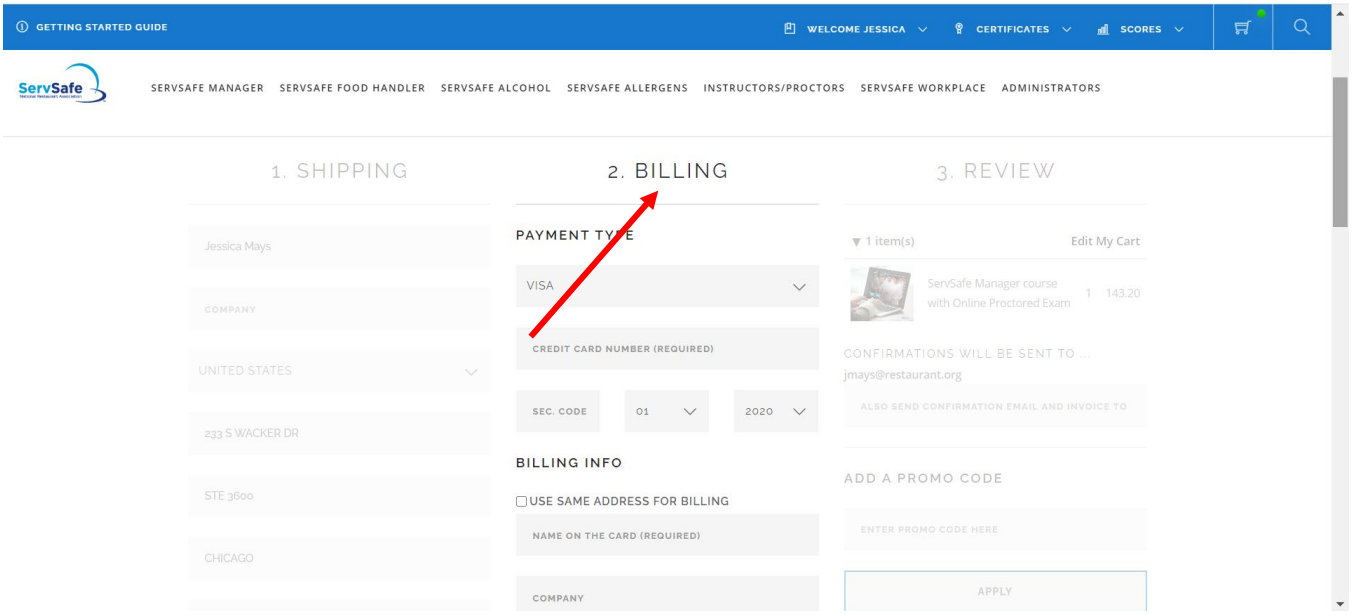
13. Before moving on, confirm your discount is displayed, then click “Checkout”



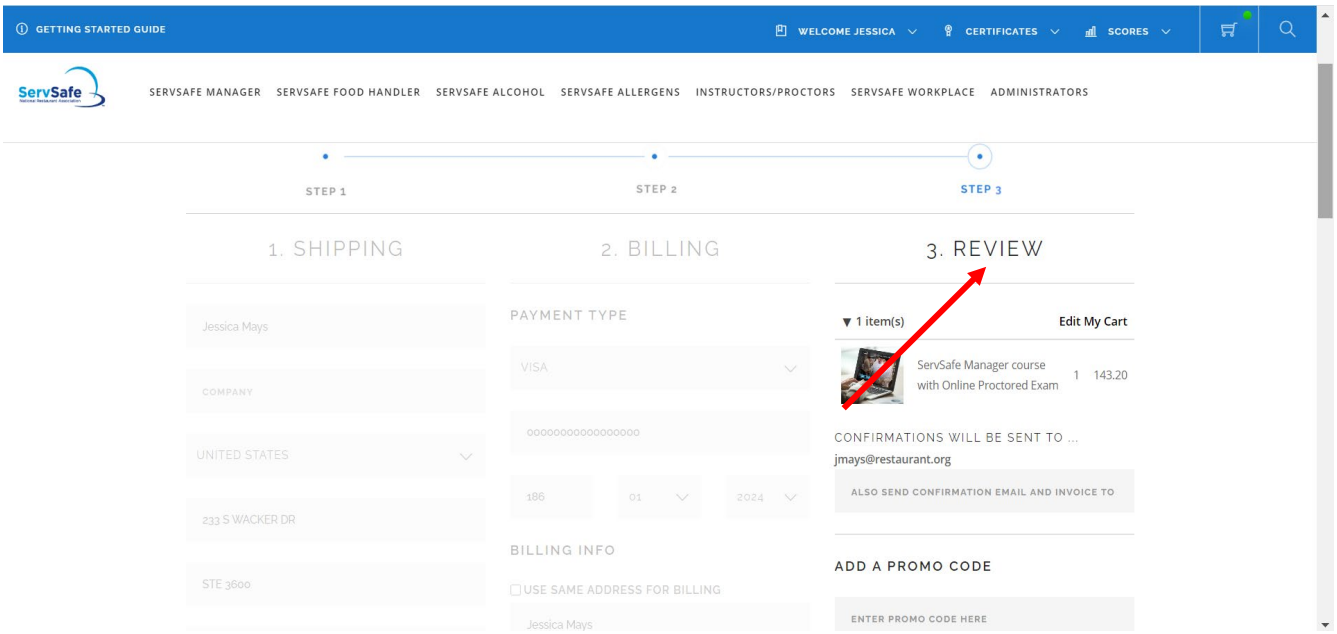
14. Enter shipping information and click “Continue”

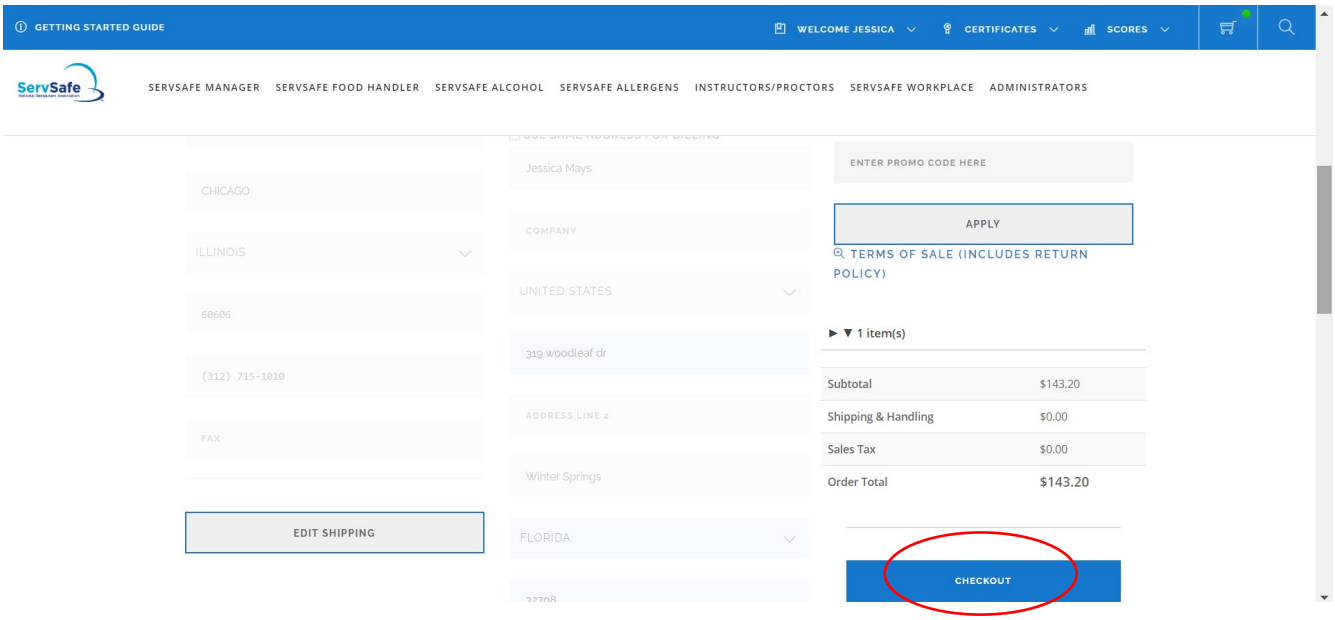


15. Complete billing information and click “Continue”



16. Review order and add confirmation email address and click “Checkout”





17. Congratulations!! You have completed your purchase!! You will be routed to a confirmation page and will receive and email confirming your order.