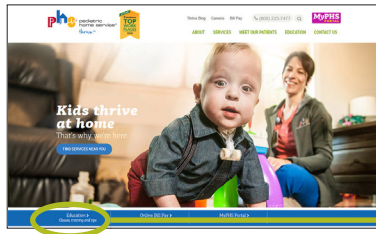


How-To Enroll in a Course

Follow the steps below to register online for a Pediatric Home Service education course.

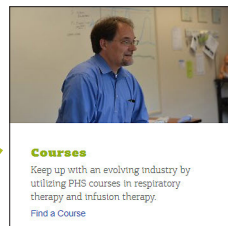
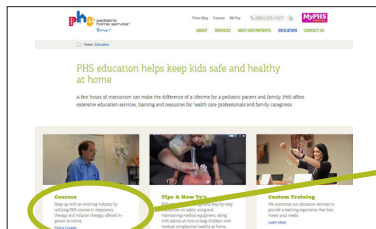
1. Go to www.PediatricHomeService.com and select **Education**.



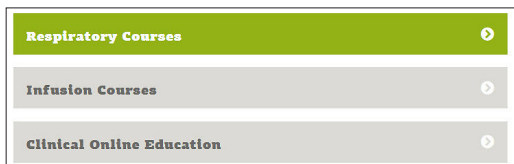
Education >
Classes, training and tips

Note! The images in this document are taken from a desktop computer. The steps to register from a cell phone or tablet are the same, but the images on your screen might look slightly different.

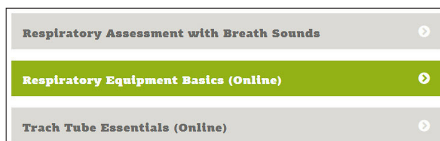
2. Select **Courses**.



3. Select the category of the course you'd like to take.



4. Select the course title you are interested in.



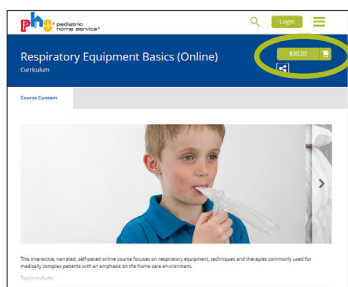
5. Select **Enroll In This Online Course** button or **View Available Dates and Times** button.

ENROLL IN THIS COURSE

OR

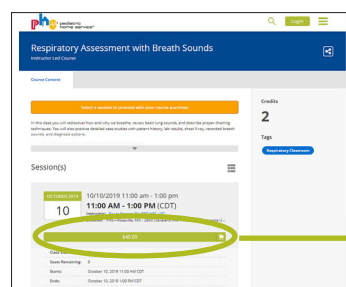
VIEW AVAILABLE DATES AND TIMES

6. Select the course cost to add the course to your cart. **NOTE For PHS employees:** the cost will adjust to zero when you check out.



Online Course

\$30.00

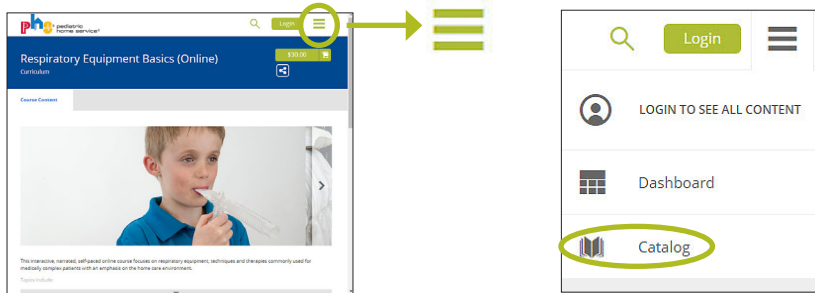


Instructor Led Course

\$40.00

7. If you are ready to checkout, go to step 9. If you want to add courses to your cart, you can either browse our courses or search for a specific course.

To browse our courses, select the menu button. Then, select **Catalog**.

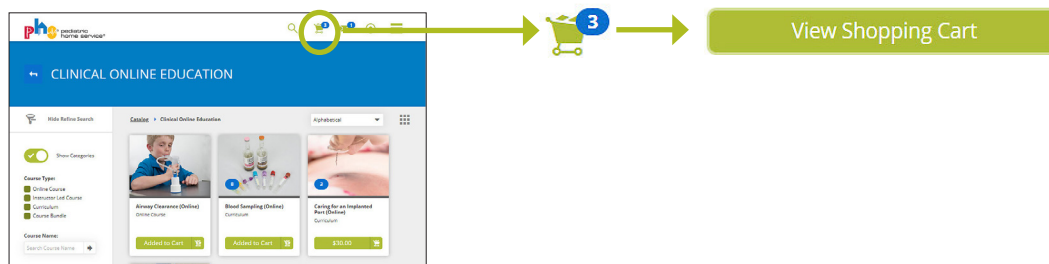


OR

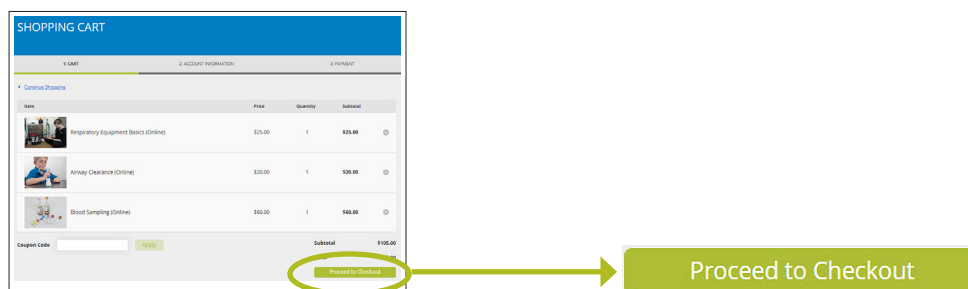
If you know the name of the course you are interested in, select the Search tool. Type in part or all of the course title.



8. Add additional courses to your cart by clicking on the course cost.
9. When you're ready to check out, select the shopping cart icon. Then select the **View Shopping Cart** button.



10. Select **Proceed to Checkout**.



11a. If you have a PHS University account, enter your Username and Password. Select **Login**. Then, select **Proceed to Checkout**.

The screenshot shows the 'SHOPPING CART' page with three tabs: 1. CART, 2. ACCOUNT INFORMATION, and 3. PAYMENT. Under the '2. ACCOUNT INFORMATION' tab, there is a 'Sign in to continue checkout' section with fields for Username and Password, and a 'Login' button. Below this is a 'Sign Up' button, which is circled in green. An arrow points from this button to a separate green button labeled 'Sign Up'. To the right, a 'Summary' table lists items and their prices.

Summary	
Respiratory Equipment B...	\$25.00
Advanced Ventilator SALS...	\$80.00
Blood Sampling (Onlin...	\$80.00
Subtotal	\$185.00
Total	\$185.00

11b. If you do not have an account, select **Sign Up**. Enter your First Name, Last Name, Username, Email, and create a Password. Use the drop down menu under Nursing Agency to select your nursing agency or if you're a student, a recent grad, or other. Select the **Proceed to Checkout** button.

The screenshot shows the 'Account Information' form. It has two columns: 'Personal Information' and 'Contact Information'. The 'Personal Information' column includes fields for First Name, Last Name, Username, Email, Password, and Phone Number. The 'Contact Information' column includes fields for Country, State/Province, and Nursing Agency. A 'Proceed to Checkout' button is at the bottom right, circled in green. An arrow points from this button to a separate green button labeled 'Proceed to Checkout'.

12. Enter your Phone Number, Address, Country, State, City, and Zip Code. Select **Proceed to Checkout**.

The screenshot shows the 'Personal Information' form. It has two columns: 'Personal Information' and 'Address'. The 'Personal Information' column includes fields for First Name, Last Name, Email, and Phone Number. The 'Address' column includes fields for Address, Address 2, Country, State/Province, City, and Postal/Zip Code. A 'Proceed to Checkout' button is at the bottom right, circled in green. An arrow points from this button to a separate green button labeled 'Proceed to Checkout'.

13. On the Payment Method screen, select the Credit Card option. Select **Proceed to Checkout**.

The screenshot shows the 'Payment Method' screen. It has two columns: 'Payment Method' and 'Summary'. The 'Payment Method' column shows a 'Credit Card' option selected. The 'Summary' column lists items and their prices. A 'Proceed to Checkout' button is at the bottom right, circled in green. An arrow points from this button to a separate green button labeled 'Proceed to Checkout'.

Summary	
Respiratory Equipm...	
Airway Clearance (C...	
Blood Sampling (On...	
Subtotal	
Total	

14. You will be taken to the payment gateway to verify your Email and Billing Address and enter your credit card information. Select **Submit Your Order**.