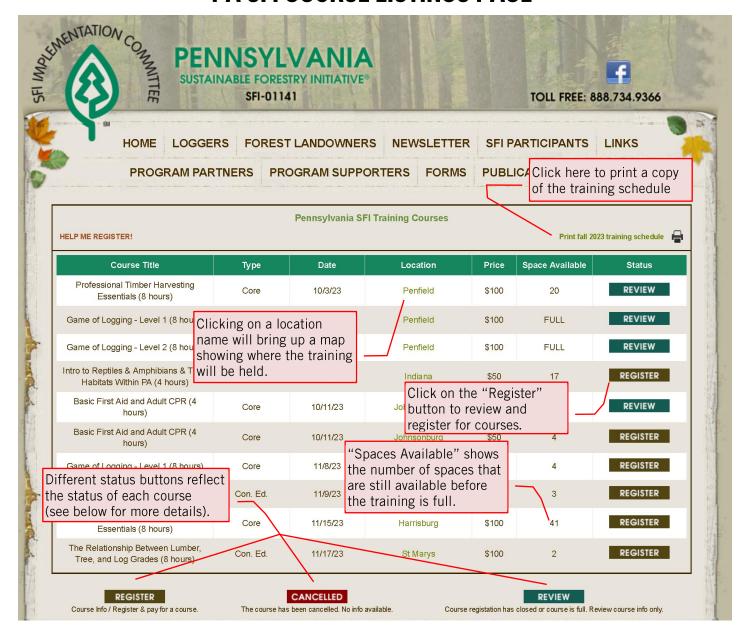
PA SFI COURSE LISTINGS PAGE



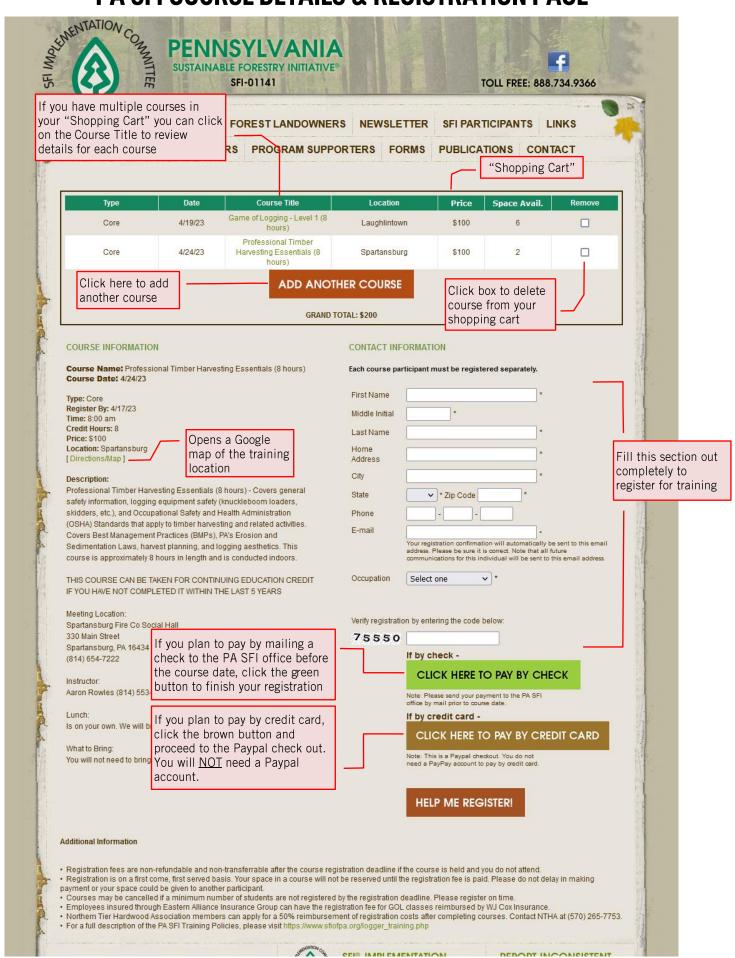
| Course Title: | Identifies the title of the course and the number of credit hours the training is worth. |
|------------------|---|
| Type: | Shows whether the course hours primarily count for core training credit or continuing education credit (Professional Timber Harvesting Essentials and Game of Logging level 1 can count as Core and Continuing Education. See training program policy for more details.). |
| Date: | Identifies the date that the course will be held. |
| Location: | Gives a general location for where the course will be held. Clicking on the location name will bring up a Google map of the exact training location. |
| Price: | Lists the registration fee for each course. This fee must be paid prior to the course date. |
| Space Available: | Shows the number of spaces still available in the course. |
| Status: | Reflects the status of the course. "REVIEW" means that registration for the course is closed, but you can still click on the button and review the course details. "REGISTER" means that registration is still open for the course. Clicking the register button will bring up the details page for the course as well as the form you will need to complete in order to register for the training (refer to the next page of this help guide). "CANCELLED" means that the course has been cancelled. Additional details for the course are no longer available once a course has been cancelled. |

PA SFI COURSE DETAILS AND REGISTRATION PAGE

After you click the "REGISTER" button for a specific course on the previous page, the course details and registration page will come up. (Refer to the following page to view an example of the course details page)

- 1. The box at the top of the page is your "shopping cart." It shows one or more courses that you are currently attempting to register for. You can remove courses from your shopping cart by clicking the box to the right under "Remove." To add additional courses, click on the orange "ADD ANOTHER COURSE" button (this will take you back to the previous page). The bottom of the shopping cart lists the Grand Total of your registration fees.
- 2. Below the shopping cart box you will see "Course Information" to the left. This lists all the important details for the course in your shopping cart. If you have multiple courses in your shopping cart, the page lists the details for the last course on your list. To view the details of other courses in your shopping cart, click on the "Course Title" in the shopping cart. Please be sure to review all the course details, including the "Additional Information" at the bottom, before completing your registration.
- 3. The "Contact Information" section on the right is where you complete your registration. You must complete all fields of the form before checking out. The <u>mailing address</u> you enter is where your PA SFI records will be sent. The <u>email address</u> you enter is where your registration confirmation will be sent. Please be sure all details are correct. If you register another person with your contact information, all their SFI training communications will come to you from that point on. While you can register for multiple courses at once, you can only register <u>one person at a time</u> for training.
- 4. Select the Occupation from the dropdown list that most closely reflects the individual's primary occupation. Please provide additional details when selecting "Other".
- 5. You will need to enter the 5-digit verification code before you can complete your registration.
- 6. CLICK ONE OF THE TWO PAYMENT BUTTONS TO COMPLETE YOUR REGISTRATION:
 - If you choose to pay by check, click on the green "CLICK HERE TO PAY BY CHECK" button. This will complete your registration, and a confirmation will be sent to the email address you entered. Please send a check to the PA SFI office at 748 Gravel Point Road, Howard, PA 16841 as soon as possible. Be sure to write the "Order ID" number that is listed on the registration confirmation email on the memo line of the check.
 - If you chose to pay by credit card, click on the brown "CLICK HERE TO PAY BY CREDIT CARD" button. This will take you to the Paypal checkout (see the next section of this help guide for more information). You will NOT need a Paypal account to check out using this method.

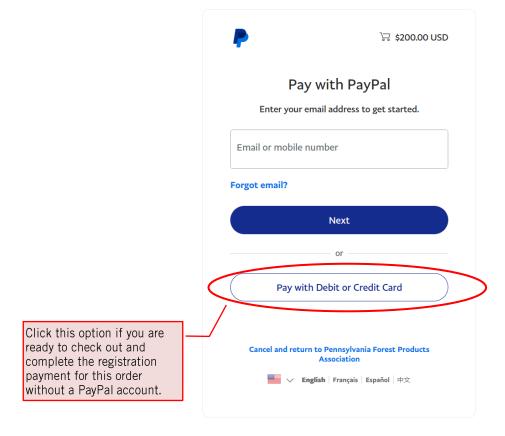
PA SFI COURSE DETAILS & REGISTRATION PAGE



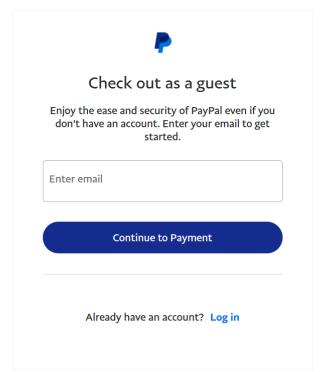
PAYPAL CHECKOUT (CREDIT CARD)

1. Once you have clicked on the brown "CLICK HERE TO PAY BY CREDIT CARD" button, your web browser will take you to the PayPal checkout page (below). Unless you already have a PayPal account, click the "Pay with Debit or Credit Card" option (circled in red below). You do not need to enter any information above.

2.

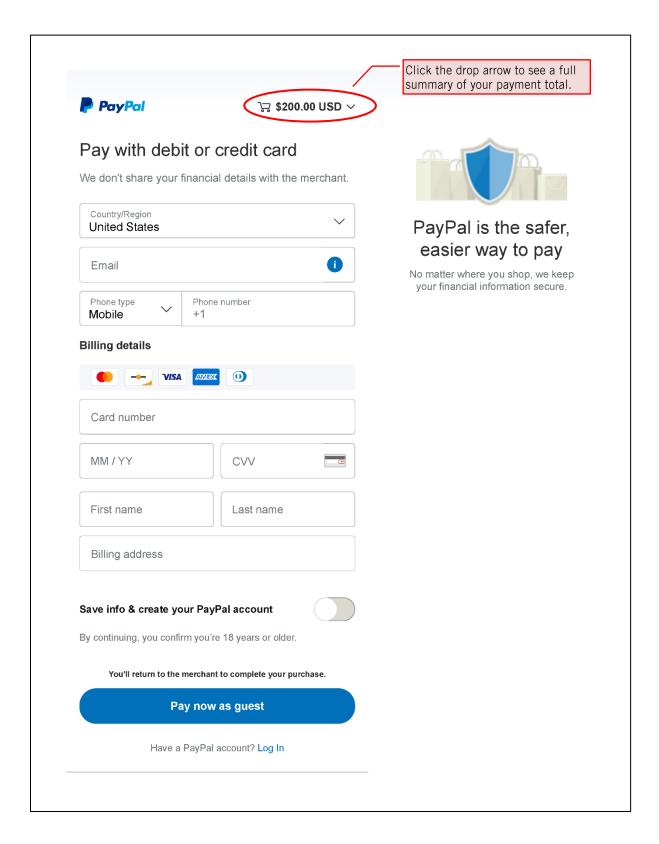


3. You will need to enter your email address and click "Continue to Payment" when checking out as a guest.



PAYPAL CHECKOUT (CREDIT CARD) - CONTINUED

4. The next screen that comes up should look similar to below. You will need to fill out your credit card and billing information. When everything is complete, click the blue "Pay now as guest" button at the bottom of the screen – this will complete your payment. (Note: If the "Safe info & create your PayPal account" toggle button below Billing Details is switched on, the button at the bottom of the page will say "Create Account & Pay Now". Turn this toggle button off if you do not want to create a PayPal account.)



PAYPAL CHECKOUT (CREDIT CARD) - CONTINUED

5. Once you have completed your payment a confirmation screen should appear like the one below. A payment confirmation email from PayPal will also be sent to the email address you entered in the last step. You will also receive a confirmation email from PA SFI that contains all the details for the courses you registered for.

