Redeeming Voucher Credit Codes

## Instructions for TECHNICIANS: Do the following, per the instructions on the home page of APNGA:

1. Go to APNGA.com. **Be sure NO OTHER USERS are logged in** to an APNGA account on the computer you are working on. To ensure all users are **logged out**, click on the blue "atom" button on the right-side of your screen, then click the red "X".

2. **If you have an existing account in your name, LOG IN** with your email address and password. **If you do not already have an account in the new system,** proceed to step 3. Your account will be created.

3. On the **left side** of the website header, click on the appropriate button as follows:

   - If your voucher code begins with **"APNGA",** "**MULTI**", "**RAD**" or "**GRP**", click on the button that says "Multi-Class" Registration (All 5 Classes for One Person) $49".
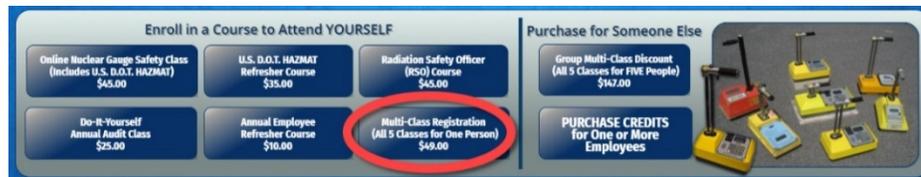
   - If your voucher code begins with "**RSO**", "**EMP**", "**SAF**", "**HAZ**" or "**DIY**", click on the individual class button associated with your code.
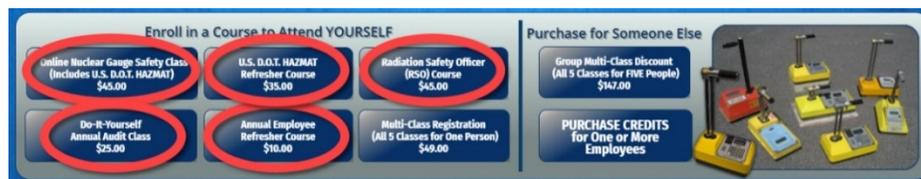
4. Click on the blue "Add to Cart" button on the course registration (Enrollment) page.
5. Copy and Paste the Voucher Code into the coupon field and click the blue "APPLY COUPON" button.
6. Click the blue "PROCEED TO CHECKOUT" button.
7. Fill in your information for your profile, choose a password, click the box that you have read and agree to the website terms and conditions, and click the blue "PLACE ORDER" button. Be sure that you are entering YOUR information. If you find yourself entering your boss's, RSO's, manager's, supervisor's, etc. information, then you're doing it wrong. This is creating YOUR account and enrolling YOU in the course(s).

SPECIFIC INSTRUCTIONS for RSO and Purchasing Agents:

If a gauge operator's (or inspector's) account is being set up by an RSO or purchasing agent on behalf of the technician, the above instructions **MUST** begin from a **logged OUT** computer… and *ALL* of the profile information will be *for the technician*… NOT their RSO, supervisor, purchasing agent, etc. If you are enrolling multiple people in courses on their behalf, **LOG OUT** between people so each person's course voucher redemption begins with a clean login. If you find yourself entering YOUR information ANYWHERE on your technician's profile during a voucher redemption, *you're doing it wrong*. When redeeming certificates, **ALL** of the information including name and email address MUST be the **technician's**. No exceptions. **DO NOT** put **your** name, billing information, email address or any other information of yours into your employee's account, PERIOD.

In other words, if you're buying courses for someone else, **DON'T** immediately begin enrolling technicians after completing your purchase of course credits. **You MUST log out** of your account before enrolling someone, and you **MUST** log out of each person's account before beginning to enroll the *next* person. **It is MUCH BETTER to buy credit codes through YOUR account, then give the credit codes to your employees for them to enroll themselves using the instructions at the top of the page.**

Reminder: Codes that start with "**GRP**" are valid for **5 uses**. Each use will enroll an individual technician in **all 5 courses.** As specified in the Technician Instructions above, **GRP** codes should be redeemed for the **$49 multipack** of courses, **NOT** for the *individual* courses.