



Continuing Education Unlimited

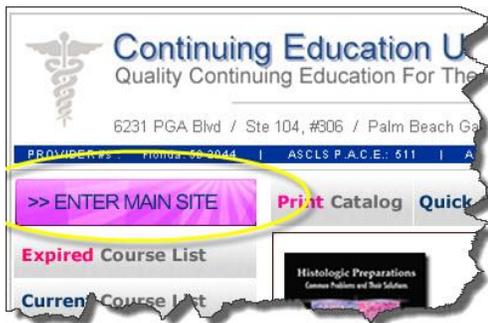
6231 PGA Blvd, Suite 104 / #306 / Palm Beach Gardens, FL 33418
Phone: 888-423-8462 / Fax: 561-775-4933 / Web: www.4CEUINC.com / Email: lab@4ceuinc.com

ORDERING COURSES THROUGH YOUR “GROUP ORDER” LINK

Please use the following steps to order courses from the “Group Order” link in your profile menu:



LOGGING INTO YOUR PROFILE:



From the home page of our website, click on the pink “Enter Main Site” button along the left border of the website.
(Figure - Top)

At the top of the second page, you will find the login area. Please click on the “Create Profile” link to register on our website.

For returning customers with a new email address, please **DO NOT create a new profile, simply update your existing profile by logging in first with your old, existing information, then update it accordingly.**

PLEASE NOTE: If you are logging in directly after registering a new profile, you do not need to return to the home page.



LOGGED IN MENU



LOGGED IN MENU

Once you’ve logged into your profile you will see the menu above. Since you are part of a registered group, you will have a special link called “Group Discount”, which will appear in pink font.



GROUP DISCOUNT LINK

In order to access the courses your employer makes available to you through our website, you will have to “select those courses” to be added to your profile. To order the courses available to you, you will click on the pink “Group Discount” link.

IMPORTANT NOTES: 1.) This step is necessary since some facilities offer multiple packages to their staff. 2.) There is also an “Order Courses” button on the right of the screen. **DO NOT** use that button. That button is only for individuals that are not part of a group and will require payment for your courses.



SELECTING YOUR COURSES TO ACCESS ONLINE:

PLEASE NOTE: Screen shots listed in the remainder of this document are for example only, so names and billing codes are fictitious. Course Package options may vary by facility.

YOUR COURSES ARE PAID FOR BY YOUR EMPLOYER, SO YOU WILL NOT INCUR ANY CHARGES.

Facility Information			
Site #:	401	Facility Name:	LabCorp
LabCorp Employee ID:	<input type="text" value="123456"/>	Profit Center:	<input type="text" value="CEU001"/>
		Department Code:	<input type="text" value="3700"/>

General Laboratory Packages	
Online	
<input checked="" type="radio"/>	Comprehensive Online Package Paid By Employer

Continue To Payment

EMPLOYEE ID, PROFIT CENTER, DEPARTMENT CODE

PLEASE NOTE: These are NOT required by most groups. If required by your group, your profit center and department code **should not** be changed, however, if your Employee ID is missing or incorrect, you may update that field.

See Additional instructions for this section on the following page

SELECT THE PACKAGE TO ADD TO YOUR PROFILE

After clicking the "Group Discount link you will be brought to a page where you can select the courses available to you. To select the package, you must click inside the circle directly in front of the package name - even if there is only one option available to you. Once you select the course package, click on the "Continue To Payment" button to be taken to the shopping cart.

PLEASE NOTE: Selecting a package is necessary since some facilities offer multiple packages to their staff.



COMPLETING YOUR ORDER IN THE SHOPPING CART:



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[\[Edit\]](#)

Course Code	Title	Course Type	Quantity	Price
O-PKG	Comprehensive Online Course Package	Online - Complete Course	1	Paid By Employer

Subtotal: Paid By Employer

Shipping (media rate included): Paid By Employer

Total: **Paid By Employer**

The cost of this continuing education package is paid by your employer [Complete Order](#)

"COMPLETE ORDER" BUTTON

After selecting your course package, you will be brought to the shopping cart where you can review your order. If you need to make any changes, click the "edit" link above the upper left corner of the pricing table. If the order looks correct, click on the "Complete Order" button on the lower right to be taken to the Order Confirmation Page. As you can see above in the highlighted area for the pricing "Total", your course package is paid for by your employer so you are not required to submit any payment information.

PLEASE NOTE: You must complete **all steps** in the shopping cart process even if your employer is paying for your items, so please continue to the next step.



CONFIRMATION OF YOUR CONTINUING EDUCATION ORDER:

Confirmation Receipt

[Print this page](#)

Facility / User Information	
Site # 401 LabCorp 2900 Anywhere Street Burlington, NC 27215	Test Account2 123 Red Street Anywhere, FL 00001 testaccount2@4ceuinc.com

Course Code	Title	Course Type	Quantity	Price
O-PKG	Comprehensive Online Course Package	Online - Complete Course	1	Paid By Employer
			Subtotal:	Paid By Employer
			Shipping (media rate included):	Paid By Employer
			Total:	Paid By Employer

CONFIRMATION RECEIPT

Once you click the "Complete Order" button you will be taken to your Confirmation Receipt. At this point your order is complete. You may print a copy of this confirmation by clicking the pink print button in the upper right.

* If you have NOT reached this screen your order is NOT complete. - Please make sure you complete all steps in this document. - To access your courses after ordering them, click the "My Courses" link in your logged in menu (see page 1 & 2 for an example of that menu).

* Your courses will be available immediately after you complete the ordering process. *

If you need additional assistance when ordering your courses you may contact us at 888-423-8462 or Lab@4ceuinc.com.