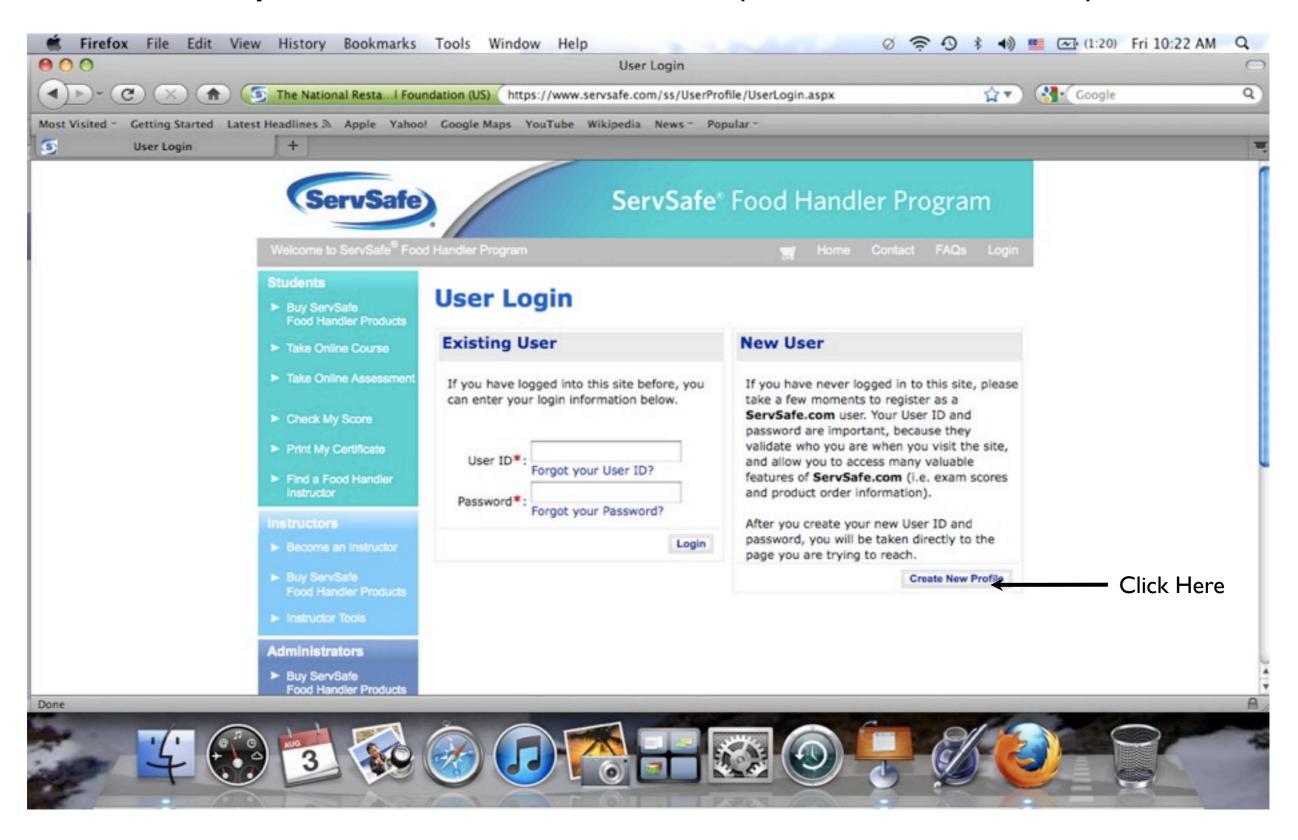
Step I: Go to https://www.servsafe.com/ss/foodhandler/index.aspx



Step 2: Click Take Online Course



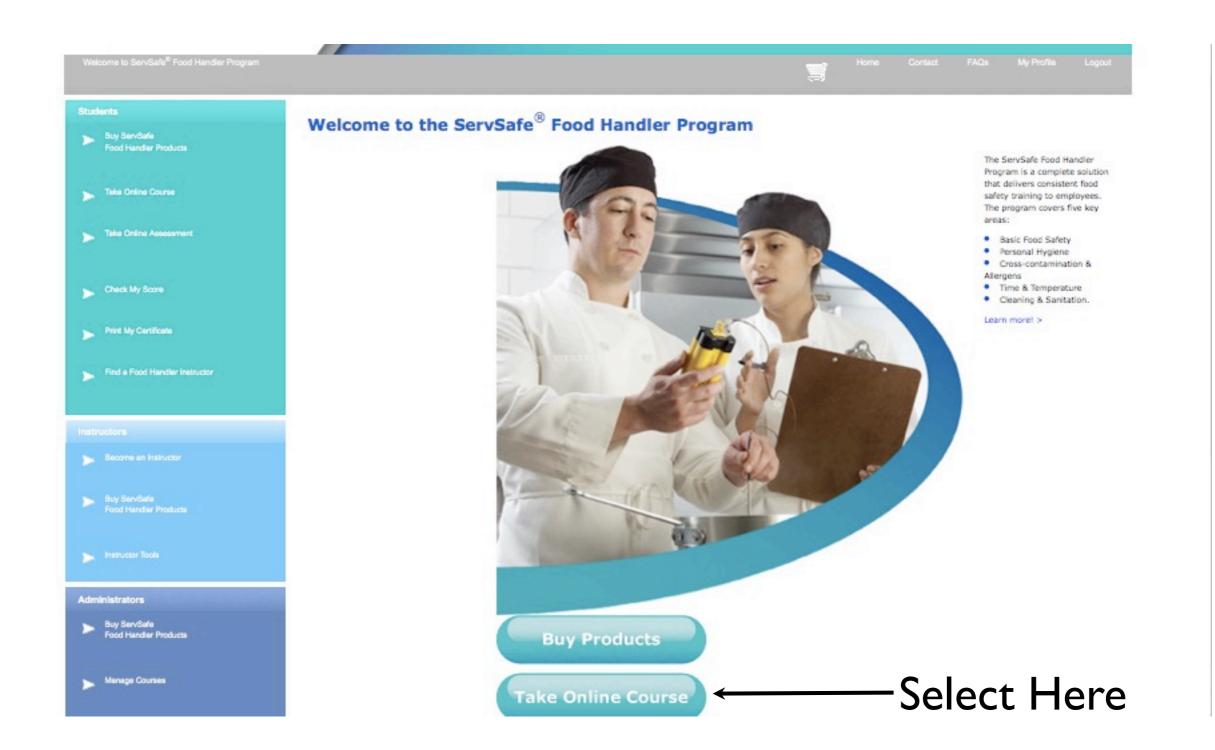
Step 3: Create New Profile (Under New User)



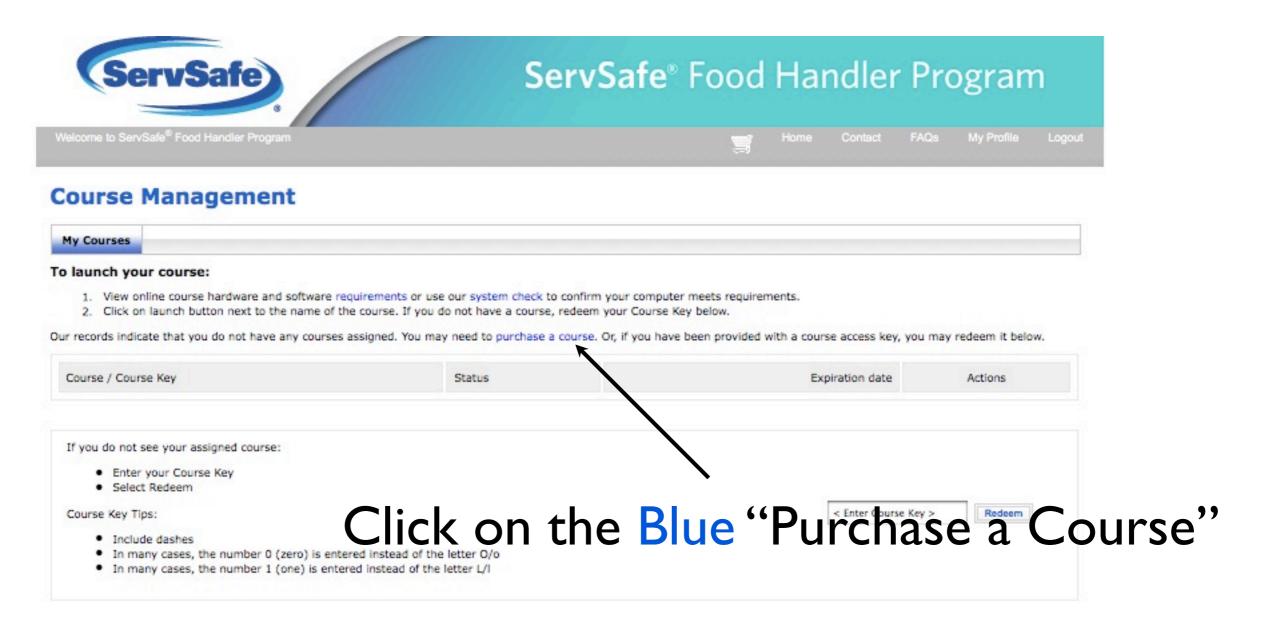
Step 4: Fill in your User Registration From and click **SAVE**

User Registration Form		
User Information		
NOTE: If you are registering to check your score please enter your name exact	tly as it appeared on your exam answer sheet	
First*, M.	.I., Last Name*:	
	Title:	
	Company Name:	
	Street Address*: orders to RO. boses.	
City*, St	tate, Zip Code*:	
	Country*: UNITED STATES	
	Phone*:	
	Fax:	Note: You only have to fill out the
	Emai*:	-
Security Preferences		portions that have a Red star by
Web User ID*:		
Password*:		them.
	Use 8 characters or less. Only use a combination of letters (A-Z) and/or numbers (0-9). Do not use: an email address, blank space(s) between characters or any special character1,0 #7;:\$(1(s) =+8.*^66.*).	
Repeat Password*:		
Secret Question*:	[Select one]	
Secret Answer*:	Not case sensitive.	Clial, Hana
To Check Your Exam Score		Click Here
If you have taken an exam and would like to check your exam score, please or exam scores only!	nter the exam session number below. To make sure that your exam score is a	available now, please click here. NOTE: If you are about to take an online exam, do not complete the exam session number field below. This is for checking
Exam Session Number :		

Step 5: Select "Take Online Course"



Step 6: Click on "Purchase a Course"



Please note:

- · Your course data is available to the person who purchased your course.
- Users have one year from the date of purchase to launch the course.
- ServSafe Manager and Alcohol Online Courses expire 90 days after launch.
- ServSafe[®] Food Handler Online Course and Assessment expires 60 days after launch or after the user passes the end of course assessment.

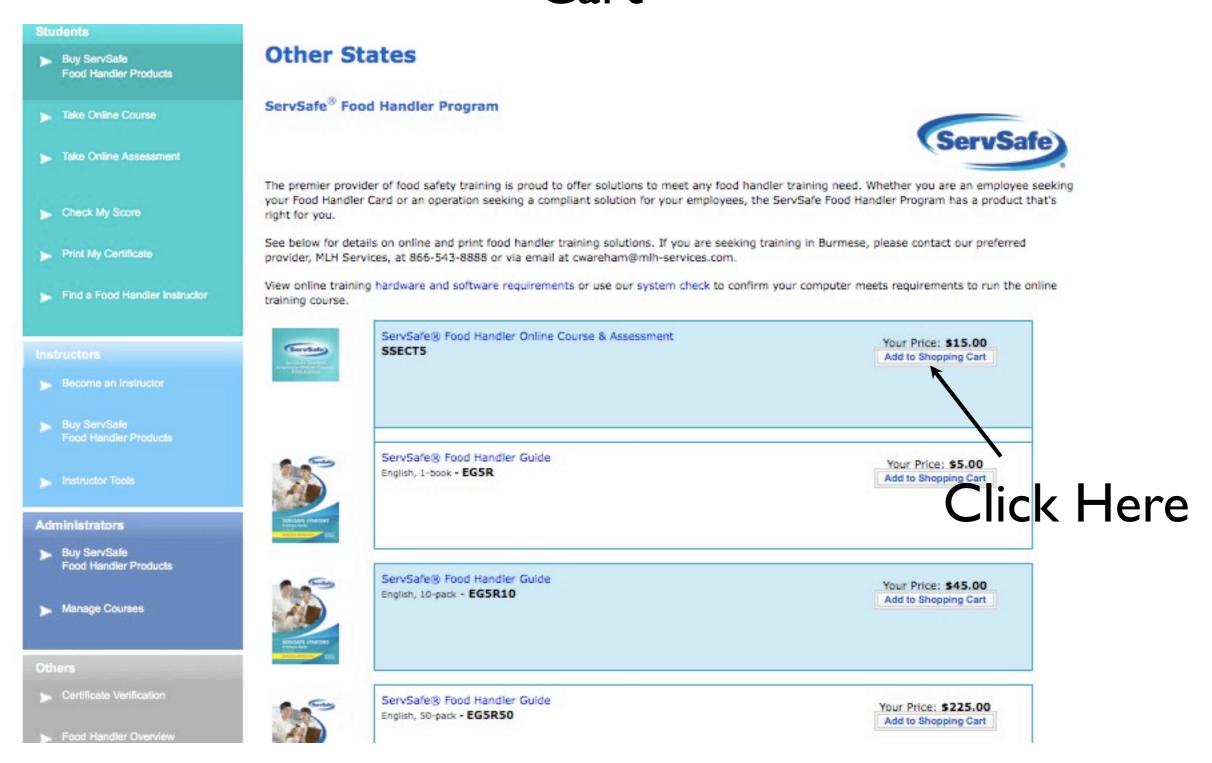
Step 7: Click "Food Handler Tab"



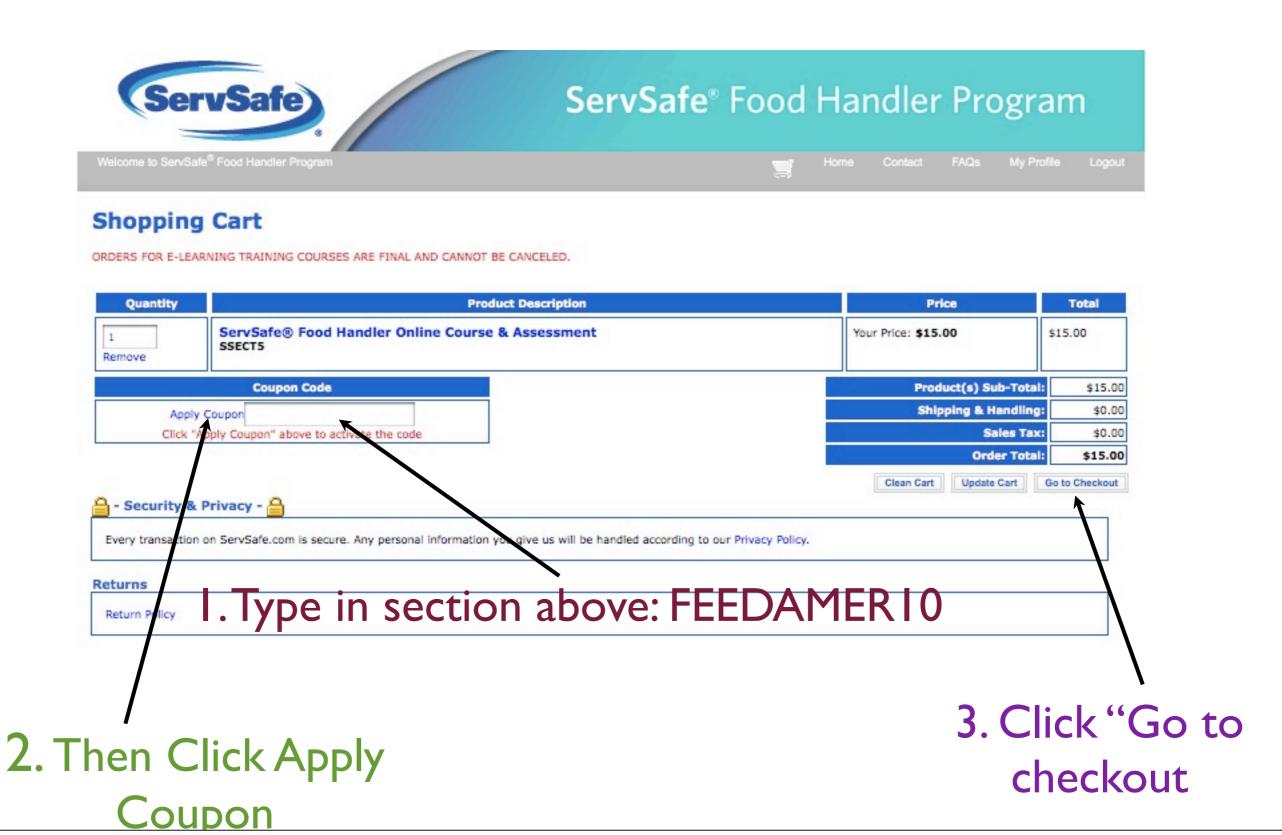
Step 8: Select your state



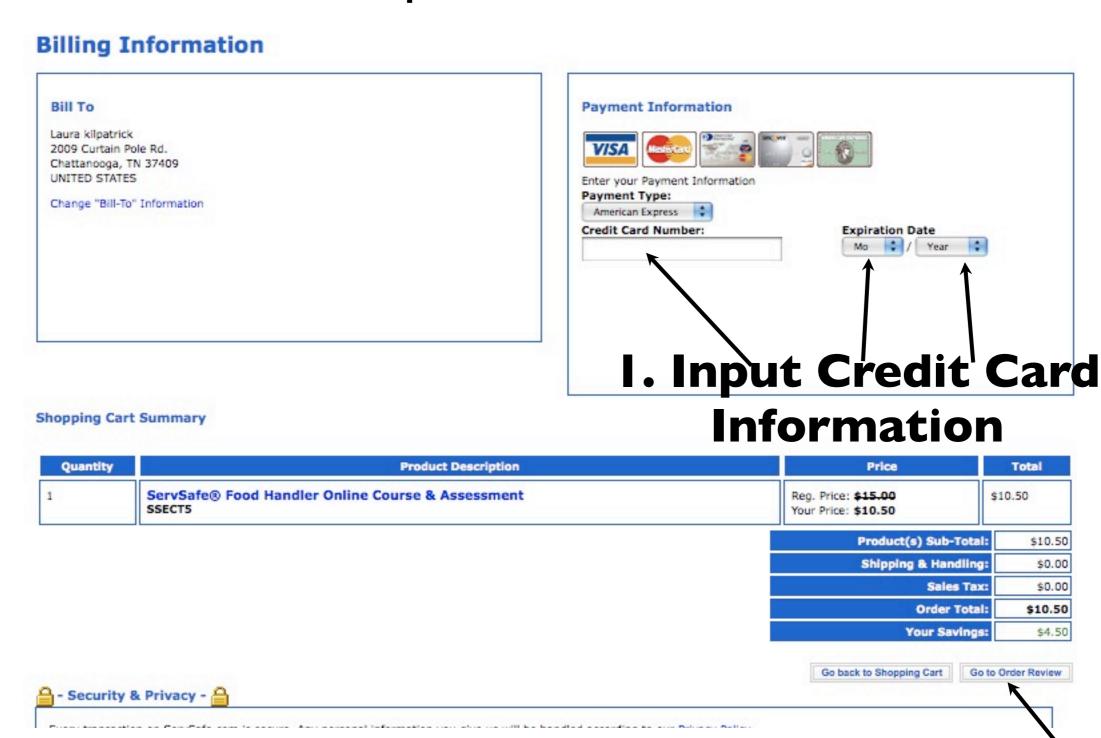
Step 9: Add Food Handler Online Course to your Shopping Cart



Step 10: Apply coupon code to order and Go to Checkout

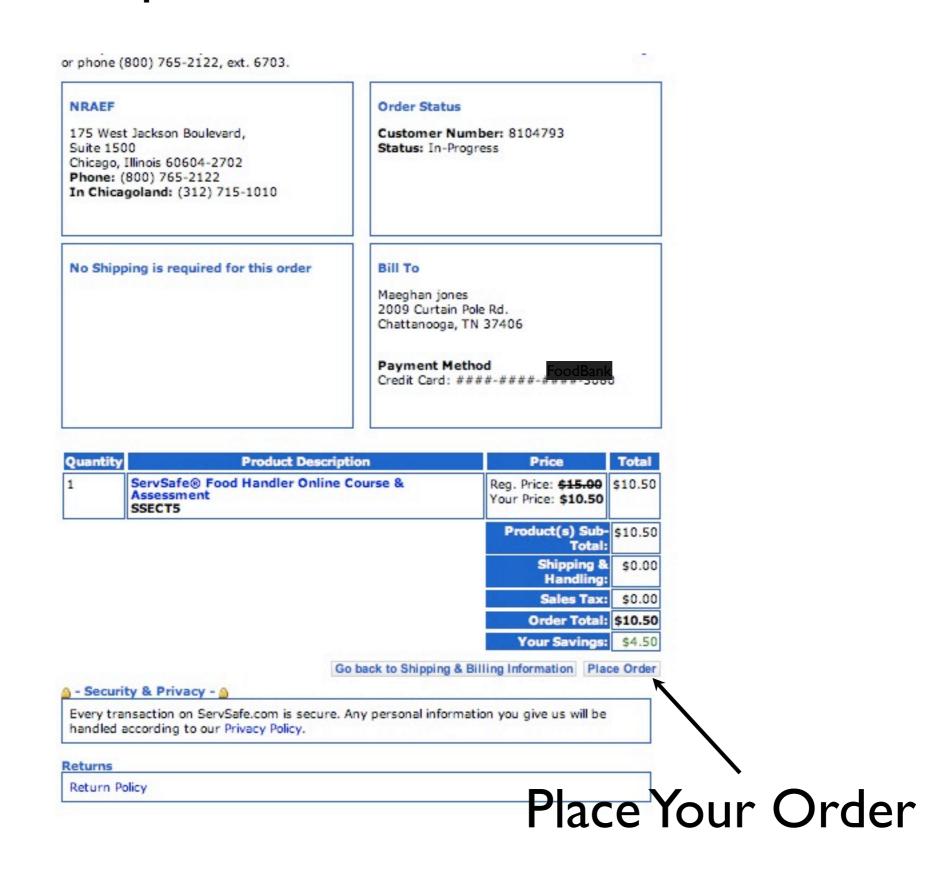


Step 11: Check-out



2. Click Here

Step 12: Place Your Order



Step 13: Take Your Course

Take Online Course

Order Placed Successfully

Your purchase is now completed. You may click Take Online Course to complete your course.

NRAEF

175 West Jackson Boulevard, Suite 1500 Chicago, Illinois 60604-2702 Phone: (800) 765-2122 In Chicagoland: (312) 715-1010

Order Status

Customer Number: 8104793 Order Number 1618855

Status: Shipped

Date Shipped 8/6/2012 11:14:57 AM

Ship To

Maeghan jones

2009 Curtain Pole Rd.

Chattanooga, TN 37406 (423) 622-1800

Shipment Method: Unknown

- Orders ship out within 48 hours. Click here to view UPS Ground Transit times.
- We cannot ship orders to P.O. boxes.
- APO/FPO and AE/AP addresses: we ship via USPS Priority Mail, a non-traceable means.

Bill To

Maeghan jones 2009 Curtain Pole Rd. Chattanooga, TN 37406

Payment Method

Mastercard ####-###-###-3060

Invoices are sent via email and are delivered to the email address contained in the customer's user profile. To ensure that you receive these e-mails, you may need to add the domain address @restaurant.org to your safe list or address book.

Order Total: \$10.50

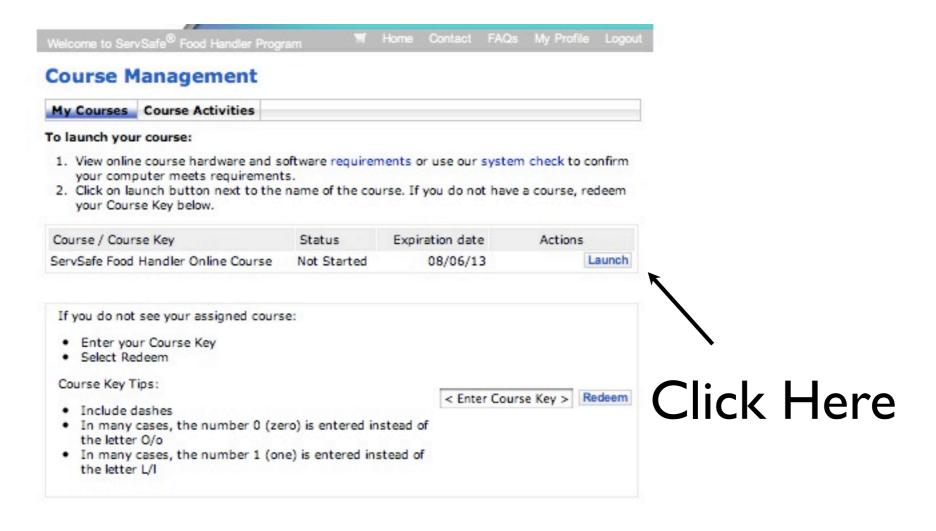
Quantity	Product Description	Pric	е То	tal	
1	SSECT5 SSECT5	\$10.50	\$10.50	\$10.50	
		P	roduct(s) Sub- Total:		
			Shipping & Handling:		
			Sales Tax:	\$0.00	

Security & Privacy -

Every transaction on ServSafe.com is secure. Any personal information you give us will be handled according to our Privacy Policy.

Click Here

Step 14: Launch Your Course



Please note

- · Your course data is available to the person who purchased your course.
- . Users have one year from the date of purchase to launch the course.
- · ServSafe Manager and Alcohol Online Courses expire 90 days after launch.
- ServSafe[®] Food Handler Online Course and Assessment expires 60 days after launch or after the user passes the end of course assessment.

Step 15:

-Take Course

-Print certificate and save in your record

-Email or Fax Ceritificate to 423-622-5874 or

Ikilpatrick@chattfoodbank.org

Call Laura or Pam if you have any questions.