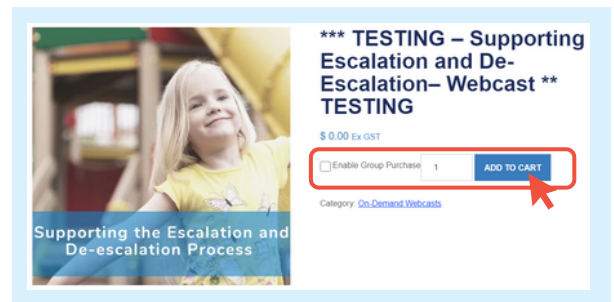


How to purchase an order for someone else

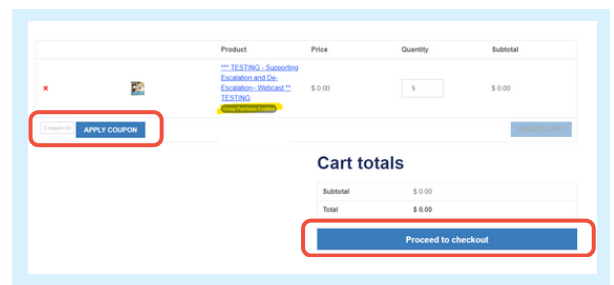
- 01** Select the Professional Development (PD) course you want to purchase. Add to cart.

Important Note:

- Please **do not tick 'Enable Group Purchase'** and immediately add the product to cart.
- Enabling Group Purchase means you are ordering for your team, which consists of more than 2 people



- 02** Finalise order, apply discount code (if available) and proceed to checkout.

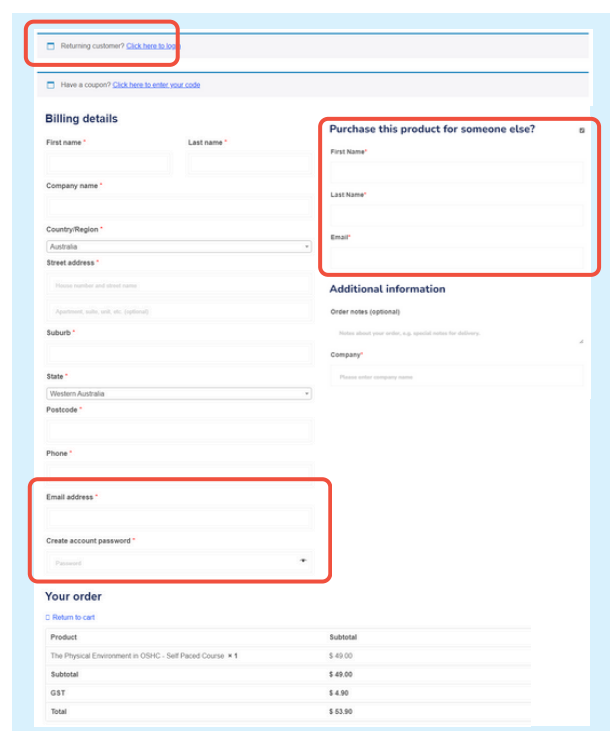


- 03**
- If you are an **existing user but have not yet logged in**, sign in to your account to continue. The login option is available at the top of the page during checkout.
 - If you are a **new user**, the system will **automatically create you an account** upon checkout.

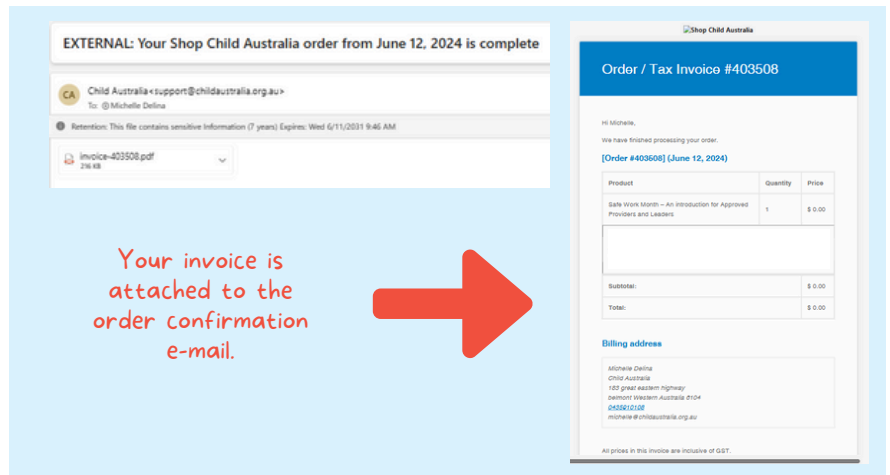
Fill up the billing details and any additional information.

Important Note:

- Please **tick "Purchase this product for someone else"** and fill out their information.



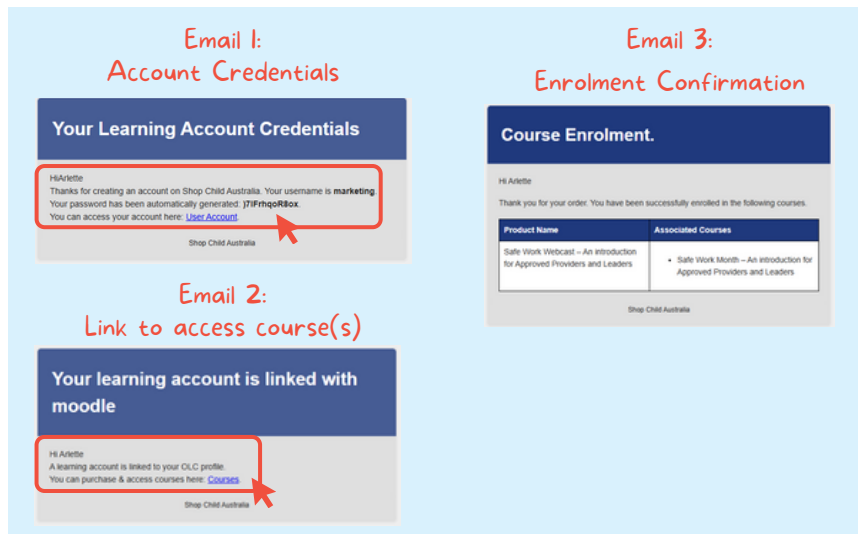
04 You will receive an e-mail with your order confirmation.



Your invoice is attached to the order confirmation e-mail.

The person whom you purchased the PD for will receive 3 e-mails:

1. For new users, their Account Credentials, which includes their username & password
2. Access to the course(s)
3. Course Enrolment confirmation



05 Sign in to your account by clicking “Login / Register”.

- Existing users: Use your current login details to access “My Account”.
- New users: Login using the account sent to your e-mail.
- If you are **not yet logged in**, sign in to your account by clicking “Login / Register” to access all enrolled courses.
- If you are **already logged in**, click “My Account” to access all enrolled courses.

