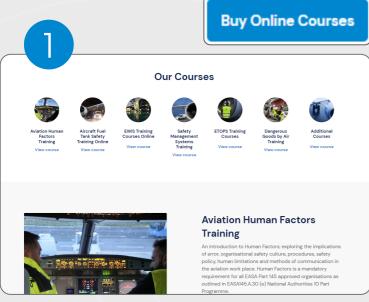


## ONLINE TRAINING PURCHASING GUIDE

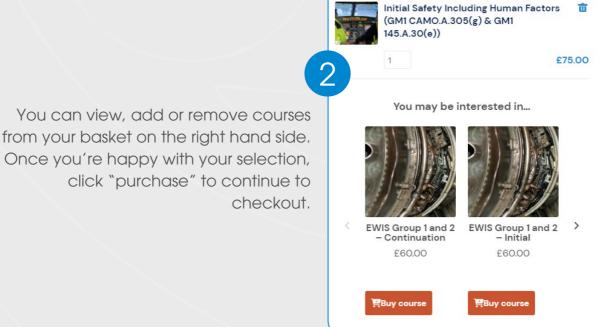
## **CORPORATE USERS**



Open the Bostonair website and click the "Buy Online Courses" tab at the top right of the page.

Here, you can browse our available online courses and add to your basket, choosing between 'Initial' and 'Continuation'.

My Cart



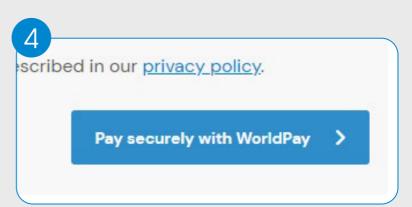
Returning customer? Click here to login

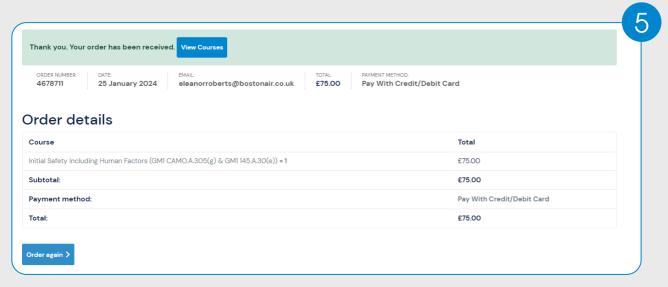
Have a coupon? Click here to enter your code

If you are continuing to 'checkout' you will be required to fill out your billing details e.g: Full Name, Address, Phone Number, Email address and a password for your account.

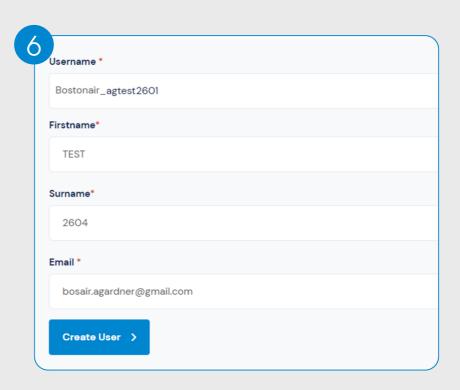
If you are a returning customer, please log in to your account.

Once you have filled in the relevant details / logged in, please click "Pay securely with WorldPay" to purchase your course via our secure system. This will open a new page where you must select your payment method and enter you payment details.

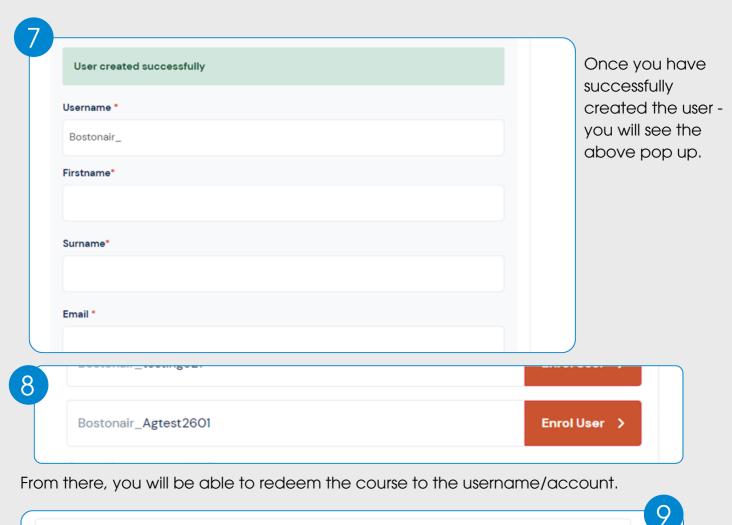




After the order has been received, you will receive a confirmation email and the page on the left will appear. By clicking the "View Courses" tab, you will be able to set up users on the course and access the course material.

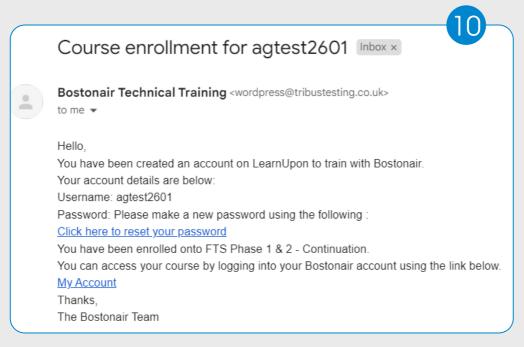


To redeem your courses, click the 'Show users' tab. If you have purchased courses with us before, the user will be automatically entered. However, if you are a new customer or the course is for someone else, you will be required to enter a Username, First Name, Last Name and email address.

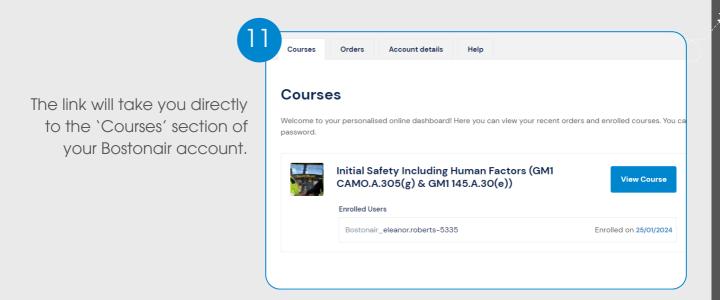


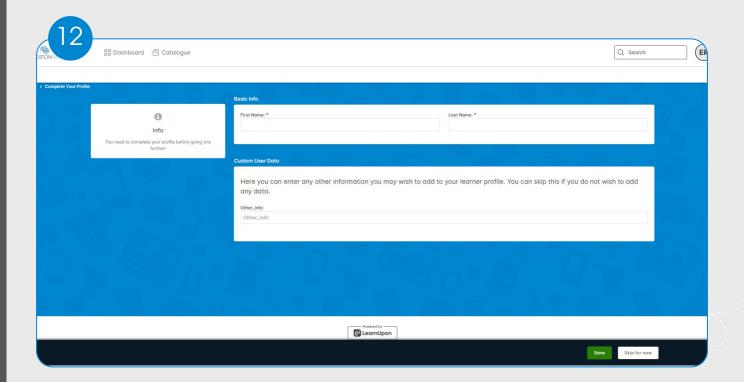
Bostonair\_agtest2601 Enrolled on 26/01/2024

When the course is successfully enrolled onto your account, it will state 'enrolled on...'



An email confirming the username and a link to create your password will be sent to the enrolled user.





Once you have clicked the 'View Course' tab, it will take you to the above page. Enter your details, click save and you will now be able to start your online training course.

## **NEED MORE HELP?**

WATCH OUR 'HOW-TO' VIDEO:

## **CONTACT US:**



+44 (0) 1482 679757



enquiries@bostonairtraining.com

