**Commercial Core** 

**Manual Study Guides** 

## How to purchase access to the UGA Private Applicator Certification Training Course

1.Go to the Georgia Professional Certifications Course Access storefront on UGA Marketplace. You will see four categories of courses shown below. The site is

https://estore.uga.edu/C27063\_ustores/web/store\_main.jsp? STOREID=284

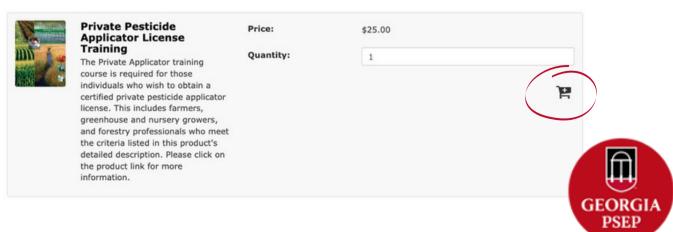
Mall / Georgia Professional Certifications Course Access

Georgia Professional Certifications Course Access

**Private Applicators** 

**Training Course Access** 

2. Click on the "**Private Applicators**" course category name and picture. This will open the Private Applicators course description page. Select the cart icon to add the training course to your cart. This will open your cart, and you can either "Continue Shopping" or proceed to the "**Checkout**" procedure.



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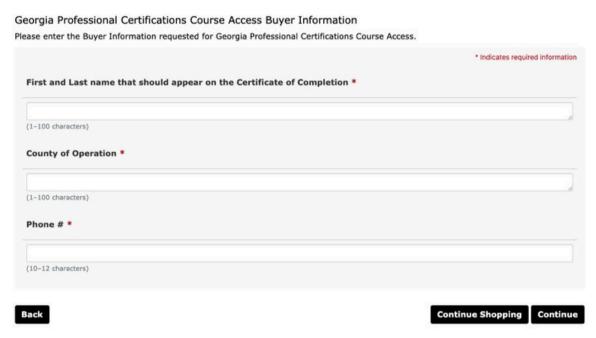
Volunteers

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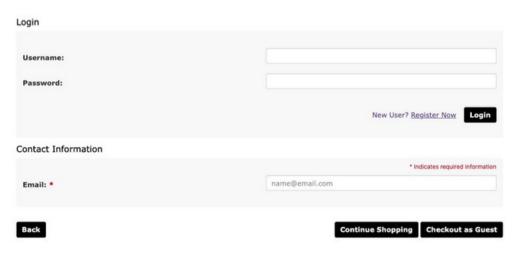
Commercial Category

**Manual Study Guides** 

3. Select the "Checkout" button and that will take you to the Buyer Information page (see the image below) where you will enter the name that should appear on the Certificate of Completion and the county or counties in which your operation resides. Lastly enter your contact phone number and click "Continue".



4. Enter your e-mail address under "Contact Information", and select "Checkout as Guest". The Login information section should remain blank. The e-mail address is where your receipt and welcome e-mail will be sent.





5. You will be taken to the "Payment Method" page where you will enter your credit card information. Be very careful when entering your credit card number and billing address to ensure your information is correct. If incorrect information is entered, the credit card order will not successfully process when the order is fulfilled. If your order does not process, you may be contacted by the program manager and asked to resubmit payment. Your online account will be inactivated until payment is resubmitted and successfully fulfilled.

My Cart	Delivery	Payment	Confirmation	Receipt
	Delivery	Payment	Confirmation	Receipt
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- 6. Click on "Continue" button to go to the "Review Order" page. Review your order carefully and when you are satisfied click on the "Submit Order" button.
- 7. A copy of your **Order Receipt** willbe sent to the email address you provided.

The following steps will occur automatically once you submit your order.

The program coordinator will immediately receive a notification of your order, including the name you entered on the Payment Method page and your email address.

Course enrollment is granted during normal business hours each weekday by the program coordinator.

Do not be alarmed if you do not receive your welcome e-mail immediately after purchase. The program coordinator will enroll students into the course during normal business hours each weekday, typically around 10:00am EST or 4:00pm EST. You will be sent a welcome e- mail with instructions as well as a username and temporary password that you are required to change when you log onto the gaprocerts.com site for the first time. Please reach out to psep@uga.edu with any further questions.

Thank you!

