

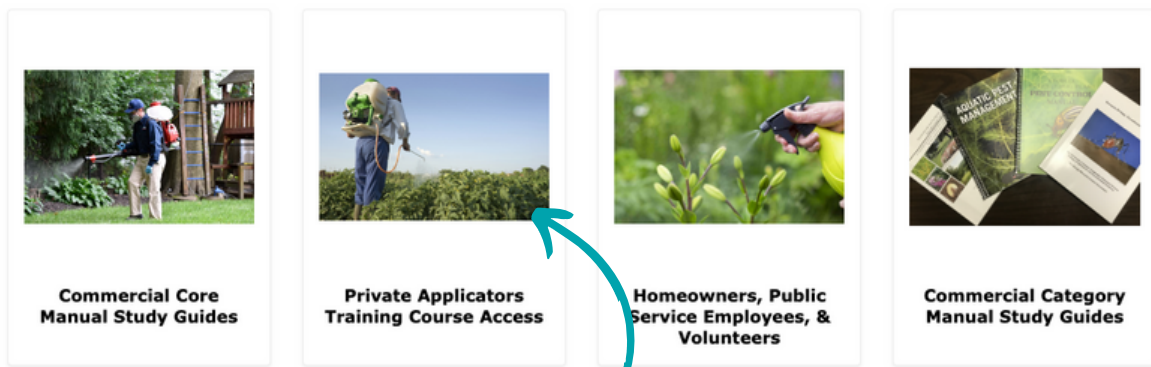



How to purchase access to the UGA Private Applicator Certification Training Course

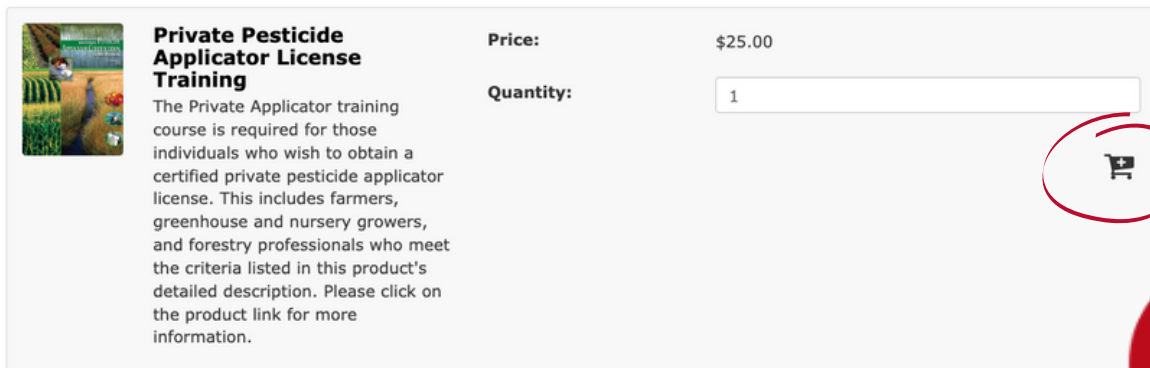
1. Go to the Georgia Professional Certifications Course Access storefront on the UGA marketplace. You will see four categories of courses shown below.

Georgia Professional Certifications Course Access

Mall / Georgia Professional Certifications 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.





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 farming or forestry operation resides. Lastly enter your contact phone number and click “**Continue**”.

Georgia Professional Certifications Course Access Buyer Information

Please enter the Buyer Information requested for Georgia Professional Certifications Course Access.

* Indicates required information

First and Last name that should appear on the Certificate of Completion *

(1-100 characters)

County of Operation *

(1-100 characters)

Phone # *

(10-12 characters)

Back

Continue Shopping

Continue

4. Enter your e-mail address under "Contact Information", and select "Checkout as Guest". The Login information section should remain blank.

Login

Username:

Password:

[New User? Register Now](#) **Login**

Contact Information

* Indicates required information

Email: *

Back

Continue Shopping

Checkout as Guest











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 gaprocerts.com will be inactivated until payment is resubmitted and successfully fulfilled.

My Cart — Delivery — **Payment** — Confirmation — Receipt

Payment Method * Indicates required information

Payment Method: *

Available Payment Methods

Credit Card * Indicates required information

Credit Card Number: *

Expiration Date: *

Security Code: *

[View example](#)

Billing Address * Indicates required information

Name: *

Address Line 1: *

Address Line 2:

Country: *

City: *

State/Province: *

Postal Code: *

[Back](#) [Continue Shopping](#) [Continue](#)





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** will be 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 PSEP team 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 contact psep@uga.edu with any further questions.

Thank you!

