ENVIROCERT
International, Inc.®

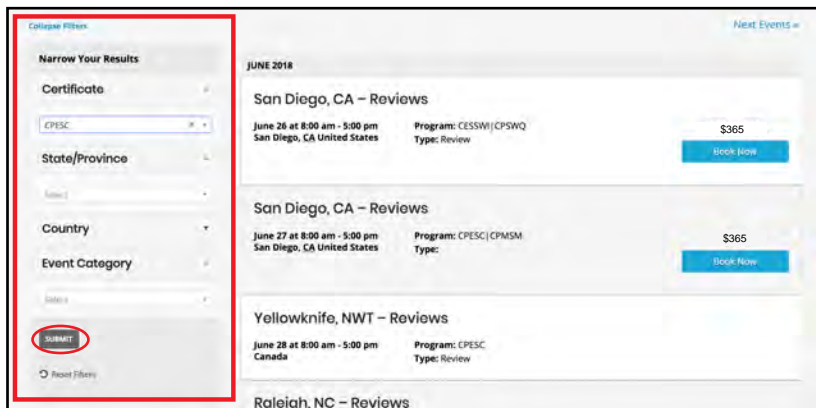**The following steps show how to sign up for an Exam or Review through the ECI booking system.**
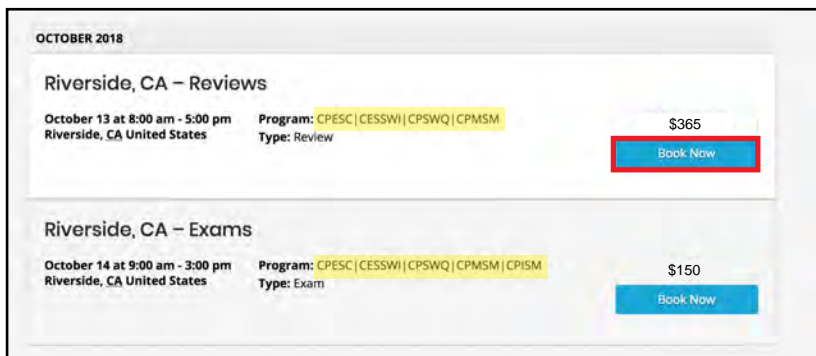
1. Visit www.envirocert.org and click on the Exam/Reviews link in the menu bar.

2. To search for a specific certification, location, or event type, use the filters located on the left side of the page. Be sure to click "SUBMIT" to apply these filters.

3. Once you've found the event you want to book, click on the blue "Book Now" button located below the price of the event. The Certifications offered at an event will be listed out beside "Program".

Tickets

4. Scroll down and find the tickets listed at the bottom right of the webpage. Enter the desired number of tickets to the review session you wanted to sign up for and be sure that it is the correct certification.

5. Once you type in the desired number of tickets you will be required to input some information. Fill out the text fields that pop up and please note that the red * symbol represents required fields.

6. When you've finished filling out these text fields, click the blue "Add to cart" button at the bottom of the tickets list.

7. You will be redirected to your cart for review of your order. If you have been provided a discount code, enter the code in the coupon code field and click apply coupon.

8.

If you are purchasing a ticket for a review session and do not have a manual or do not plan to apply for certification, it is recommended that you also purchase a Review Manual. To add this to your cart, scroll down below the "Proceed to checkout" button and click on the digital or print version of the review manual.
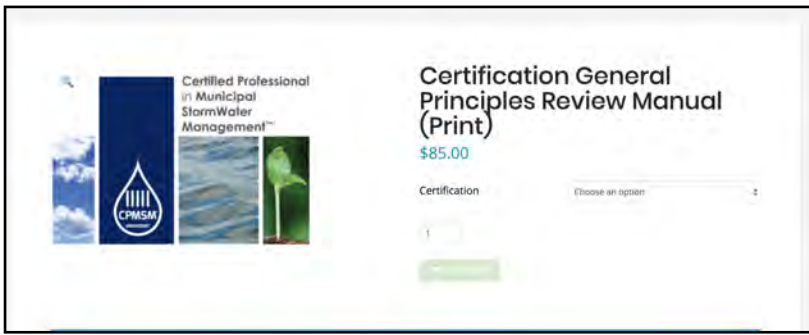
9. Clicking will take you to a new page where you can add a review manual to your cart.
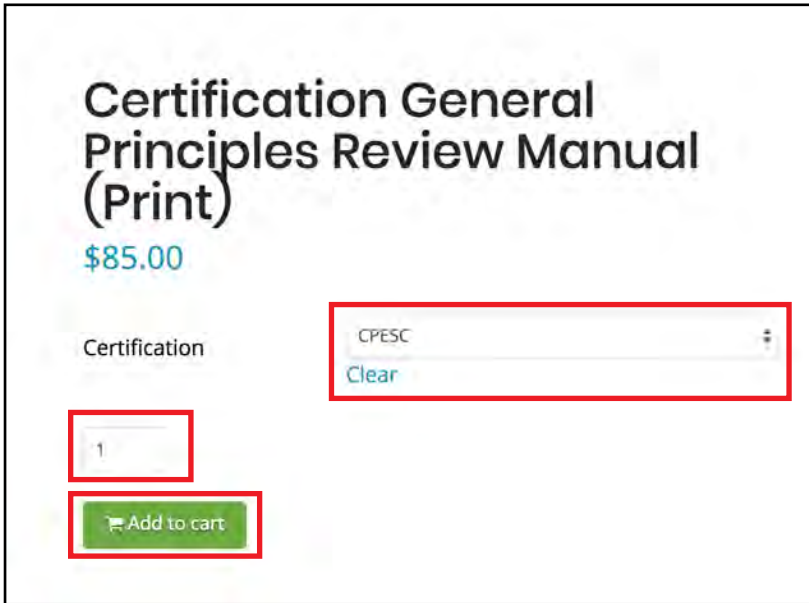
10. Select the appropriate certification from the drop down menu, specify the quantity you want, and click on the green "add to cart" button.

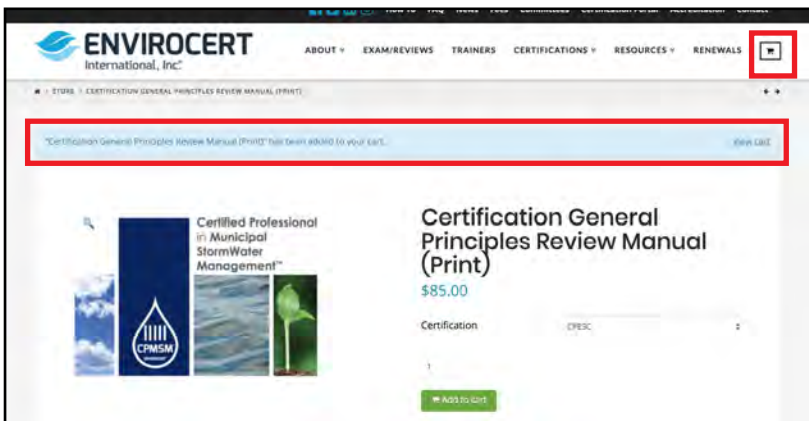11. Once you add the Review Manual to your cart, you can return to the cart by clicking the "view cart" notification highlighted in blue, or by clicking on the cart icon located at the right side of the menu bar.
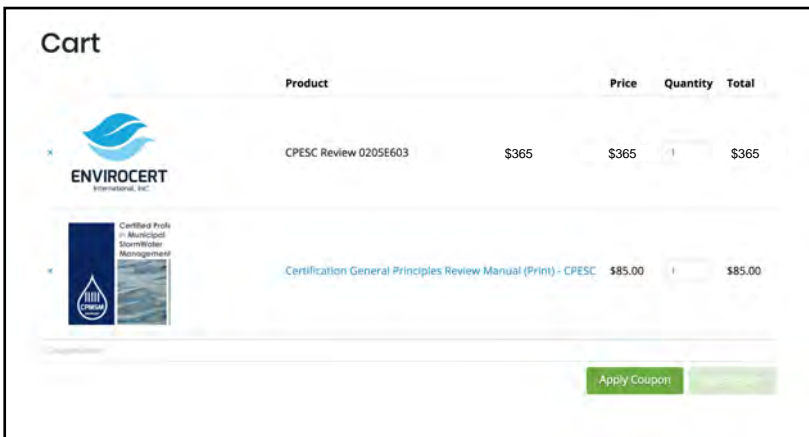
12. When you return to your cart you should see both your ticket for the review certification and your Review Manual. If you are only signing up for an exam, you do not have to have the Review Manual.

Cart totals

Subtotal	$435.00
Shipping	Flat rate: $19.95
	Calculate shipping
Total	$454.95

[Proceed to checkout]

13. When you are satisfied with the contents of your cart, scroll down to review your total. Click on the "Proceed to Checkout" button when you are ready to complete your purchase.

Checkout

Have a coupon? Click here to enter your code

Billing details

First name *   Last name *

Company name (optional)

Country *
Select a country...

Street address *

Town / City *

State / County *

Postcode / ZIP *

Phone *

Email address *
dparry@envirocertintl.org

Ship to a different address?

Order notes (optional)

Your order

Product	Total
CPESC Review 0205E603 × 1	$365
Certification General Principles Review Manual (Print) - CPESC × 1	$85.00
Subtotal	$435.00
Shipping	Flat rate: $19.95
Processing Fee	$13.49
Total	$468.44

◉ PayPal What is PayPal?
You can pay with your credit card or with a PayPal® account.
*You are not required to sign up for a PayPal account to purchase items from our store.

○ Check payments

[Proceed to PayPal]

14. This will take you to the checkout page. Be sure to fill out all text fields marked with * and take one last chance to review your order. When you are ready to finalize your order, click on the green "Proceed to Paypal" button
OR
click on the "Check Payments" radio button to pay by check. Please note that any purchased material will not be processed until payment has been received by ECI.