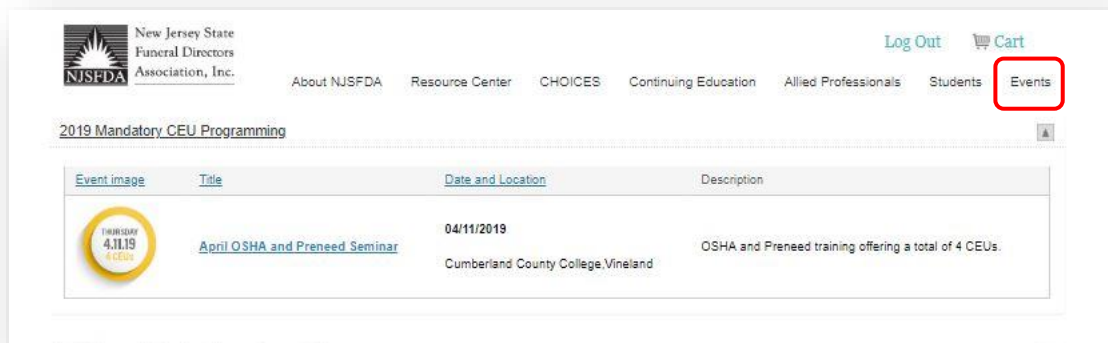




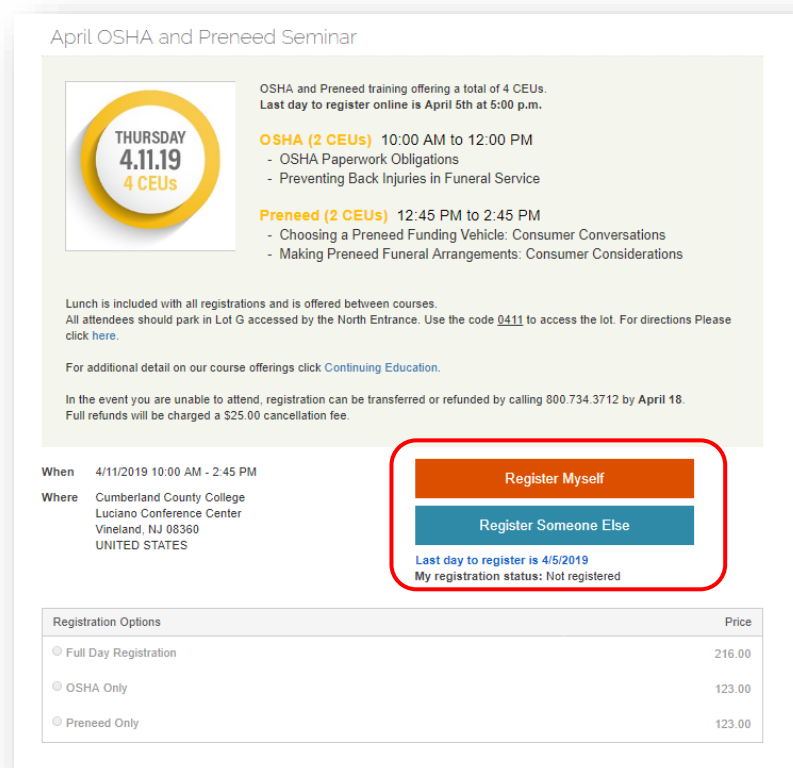
Registering for 2019 Mandatory CEU events on the NJSFDA Website

The following steps detail how to register for an Event on the NJSFDA Website.

1. You must be logged into the NJSFDA website.
2. Click the **Events** link on the menu bar (*see screen print below*).
 - a. The list of 2019 CEU Events will display.



3. Click the Event you are interested in attending.
 - a. The Event page will list details about the training, registration options and pricing.



4. You must click the **Register Myself** button or the **Register Someone Else** button (in the middle of the page) in order to proceed to the next screen to select Registration Options.

5. The next screen allows you to select a Registration Option by clicking on the round button alongside the option.

The screenshot shows the registration page for the "April OSHA and Preneed Seminar" on the NJSFDA website. The page includes a header with the NJSFDA logo and navigation links. The main content area features a circular graphic for "THURSDAY 4.11.19 4 CEUs" and details about the training, including OSHA and Preneed sessions with their respective topics and times. Below this, there are buttons for "Cancel My Registration" and "Register Someone Else", along with registration status information. A table titled "Please select a registration option." is highlighted with a red box, showing three options: "Full Day Registration" for \$218.00, "OSHA Only" for \$123.00, and "Preneed Only" for \$123.00. At the bottom right, there is a "Proceed to Checkout" button.

Registration Options	Price
<input type="radio"/> Full Day Registration	218.00
<input type="radio"/> OSHA Only	123.00
<input type="radio"/> Preneed Only	123.00

- a. When finished, click the **Proceed to Checkout** button at the bottom of the screen to continue to the Shopping Cart page to enter your payment.

6. Complete the credit card payment information on the Shopping Cart page.
 - a. Make sure all information is correct for the credit card.
 - b. The billing address that initially displays is your address on file with the NJSFDA. Click the **Choose Another Address** link to correct the billing address for the credit card you are using, if necessary.

The screenshot shows the NJSFDA website's shopping cart interface. At the top, there is a navigation bar with the NJSFDA logo and links for 'Log Out' and 'Cart (1)'. Below the navigation bar, there is a 'Continue Shopping' button. The main content area is titled 'Shopping Cart' and contains a table of items. The table has columns for 'Item', 'Quantity', 'Price', and 'Total'. One item is listed: 'April OSHA and Proneed Seminar' with a quantity of 1, a price of 216.00, and a total of 216.00. There is a 'Remove' link next to the item and an 'Update' button at the bottom right of the table. Below the items table is a 'Cart Charges' section with a table showing 'Item Total' (216.00), 'Shipping' (0.00), and 'Handling' (0.00), with a 'TRANSACTION GRAND TOTAL' of 216.00. The 'Payment Details' section includes fields for 'Payment amount' (216.00), 'Payment method' (American Express), 'Card number', 'Name on card' (Test8 Event), 'Expiration date' (01/2019), 'CSC', and 'Card address' (1977 Highway 34, NJ 07710). A red box highlights the 'Choose another address' link below the card address field. At the bottom right, there is a 'Submit Order' button.

7. Click the **Submit Order** button to complete your registration. Confirmation of payment and registration will display. In addition, a confirmation email will be forwarded to the email address on file with the NJSFDA.