How to Register for IIABC Courses and Exams (Step Guide)

Note: Company Coordinators Approved are now replaced Account Managers
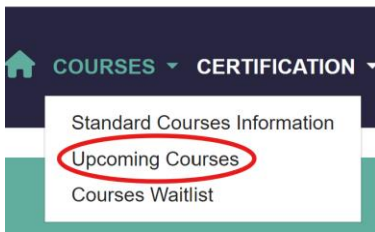
1. Visit the IIABC Website

- Go to the IIABC website.

2. Navigate to Courses

- On the homepage, click on "Courses" in the top left bar.

- Select "Upcoming Courses."

3. Browse Courses

- Review the list of upcoming courses.
- Click "Read More" on any course that interests you to see additional details.

4. Review Course Information

- Note the location, date, time, fees, and any other relevant details of the course.

5. Add Course to Cart

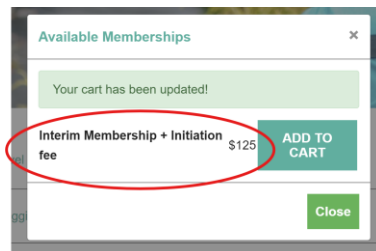- Scroll to the bottom of the course details page.
- Click "Add to Cart."

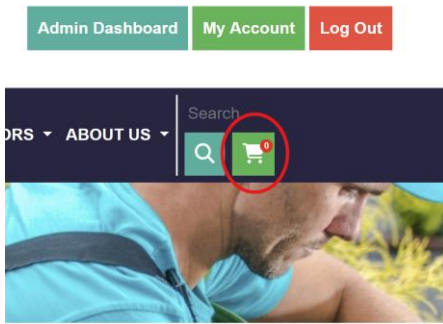## 6. Exam and Membership Options

- If the course includes an exam, a prompt will appear.
- Non-members will be offered an interim membership to allow for exam registration.
  - If you want to take the exam and get certified, select the interim membership option.

  - If you do not want to purchase the membership, you cannot register for the exam but can still attend the instructional course.

7. View Cart

- Click on the cart icon in the top right bar.

- Review the items in your cart (course, exam, interim membership).

8. Checkout Process

- Ensure all items you wish to purchase are in the cart.
- Enter your information at the top right of the screen for the course registrant.

9. Billing and Shipping Address

- Add your billing address on the left side of the screen.
- If enrolling and paying for someone else, add their address as the shipping address.

10. Payment

- Click "Continue to Payment" at the bottom right.

- Enter your card information on the new page.
- Click "Pay Now." (We do not accept Amex or Debit card.)

11. Confirmation

- After payment, a message will confirm your successful registration.
- An invoice and system-generated login credentials will be emailed to you (check spam/junk folders if not received within 24 hours).

12. Enrollment Complete

- You are now enrolled in the course and exam.
- Check your email for further information.

Additional Instructions for Company Membership:

Account Managers (Previously known as Company Coordinators): Registering New or Existing Employees

1. **Add Product to Cart:** When you add a product to the cart, you will be prompted to select the employee for whom the product is intended.

2. **Select Employee:** You will see a list of employees already set up with your company. Choose the appropriate employee from this list.

3. **Review Existing Employees:** Before adding a new employee, please review the "Manage Employees" section under the Company Dashboard to check if the individual you are trying to register already exists in the system.

4.**For New Employees:** If the intended employee is not listed, select 'New Employee' from the drop-down menu.

5. **Provide New Employee Details:** When selecting 'New Employee,' you will need to provide their Name and Email address. This information allows us to check if they may already have an account.

For assistance, follow the steps on the Read more section for the course you are trying to regsiter.