DETAILED STEP BY STEP GUIDE WITH SCREEN SHOTS

- Use your Internet browser to visit jensenhughesacademy.com. Chrome, Internet Explorer/Edge and Fire Fox are fully supported.
  - Select the SIGN UP button
    - The SIGN UP button is in the upper right hand portion of the screen
  - Set up your Jensen Hughes Academy training account by filling in the Create an Account portion of the form
  - Your email address will be your user name
  - Select the CREATE button
  - Your account is now set up and you are returned to the Home page

- Select COURSE CATALOG from the menu at the top of the screen
  - Browse the catalog and select the courses by clicking the Add to Cart button
  - After making a selection, the My Cart page will appear
  - Click the CONTINUE SHOPPING button to return to the Course Catalog
  - Click the CHECKOUT button to complete the transaction

- Enter your promotional code: 20PercentOff
  - Your 20% discount will be reflected on your receipt

- Enter the requested information to complete the transaction

- Select the CONFIRM ORDER button

- Note: your discount WILL NOT appear on the confirmation
  - Please confirm your order
  - Your discount WILL appear on your receipt

- Enjoy your courses. Thank you for using Jensen Hughes Academy