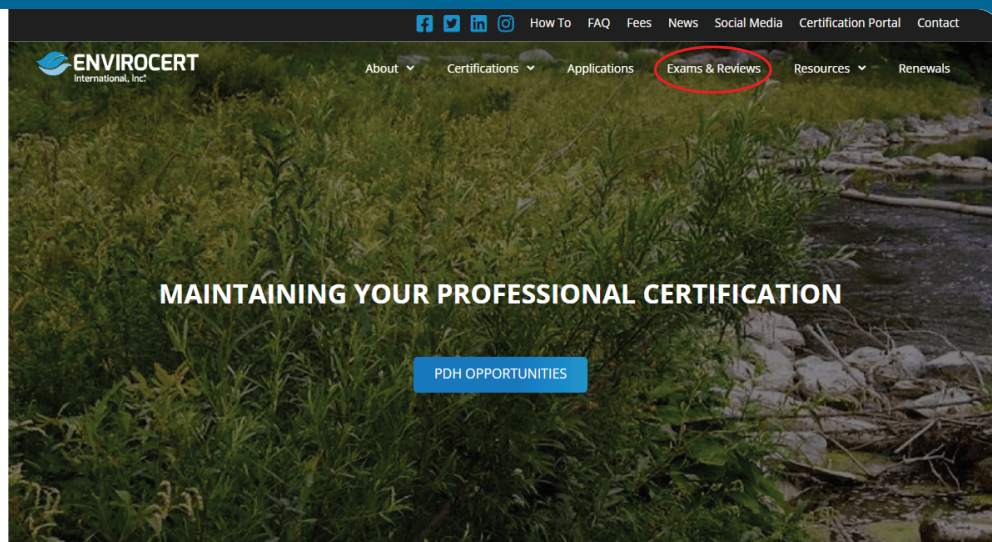# STEPS TO REGISTER FOR A CALENDAR EVENT

**The following steps show how to register for an ECI calendar event through the EnviroCert International Events Calendar.**
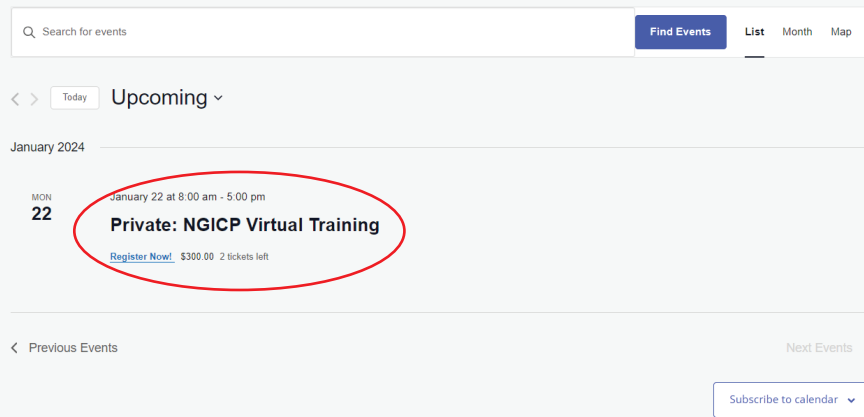


**Step 1.** Visit Enviro-Cert.org and click on the "Exams & Reviews" button from the menu.
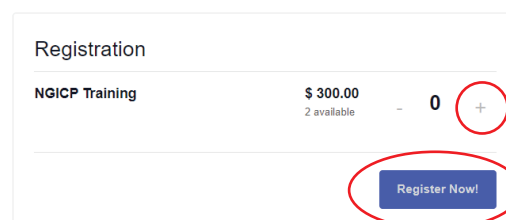


**Step 2.** On the following web-page, scroll down to the Exams / Reviews header to view upcoming events. Click on your desired event.

**Step 3.** On the following web-page, click the "+" icon to add tickets then click "Register Now!".

Private: NGICP Virtual Training Registration                    ✕

⊗  **NGICP Training**                    $ 300.00    −  1  +  $ 300.00

                                        Quantity: **1**   Total: **$ 300.00**

NGICP Training

| Attendee 1 | Remove ✕ |
| --- | --- |
| Name * | |
| Email * | |
| Attendee * | |
| Email address * | |
| Address * | |

**Step 4.** On the resulting window, fill in the required attendee information.

Zip *

Phone *

Previous ECI Review(s) Attended *
☐ None
☐ CESSWI
☐ CPESC
☐ CPSWQ
☐ CPMSM

Each attendee specified will receive an email with their individual ticket included.

Save and View Cart  or  **Checkout Now**

**Step 5.** Click "Checkout Now" to proceed with the registration process.

## Checkout

☐  Have a coupon? Click here to enter your code

If you have a coupon code, please apply it below.

Coupon code                          Apply coupon

### Billing details

First name *          Last name *
Maria                 Nagle

Company name (optional)
Allegheny County Conservation District

**Note.** If you have a coupon, click the circled text to enter it on the checkout web page. Be sure to click "Apply coupon" when done.

## Checkout

☐ Have a coupon? Click here to enter your code

### Billing details

First name *

Last name *

Company name (optional)

Country *

United States (US) ▾

Street address *

House number and street name

Apartment, suite, unit etc. (optional)

Town / City *

**Step 6.** Enter Billing details on the following webpage.

## Your order

Return to cartEdit attendee info

| Product | Subtotal |
|---|---|
| NGICP Training × 1 | $300.00 |
| Subtotal | $300.00 |
| Processing Fee | $14.95 |
| Total | $314.95 |

○ PayPal  VISA MasterCard [Amex] DISCOVER 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**

**Step 7.** Review your order, then select to pay by check or PayPal. PayPal will direct you to a new webpage to complete registration. Check payments must be received before the event date for processing.