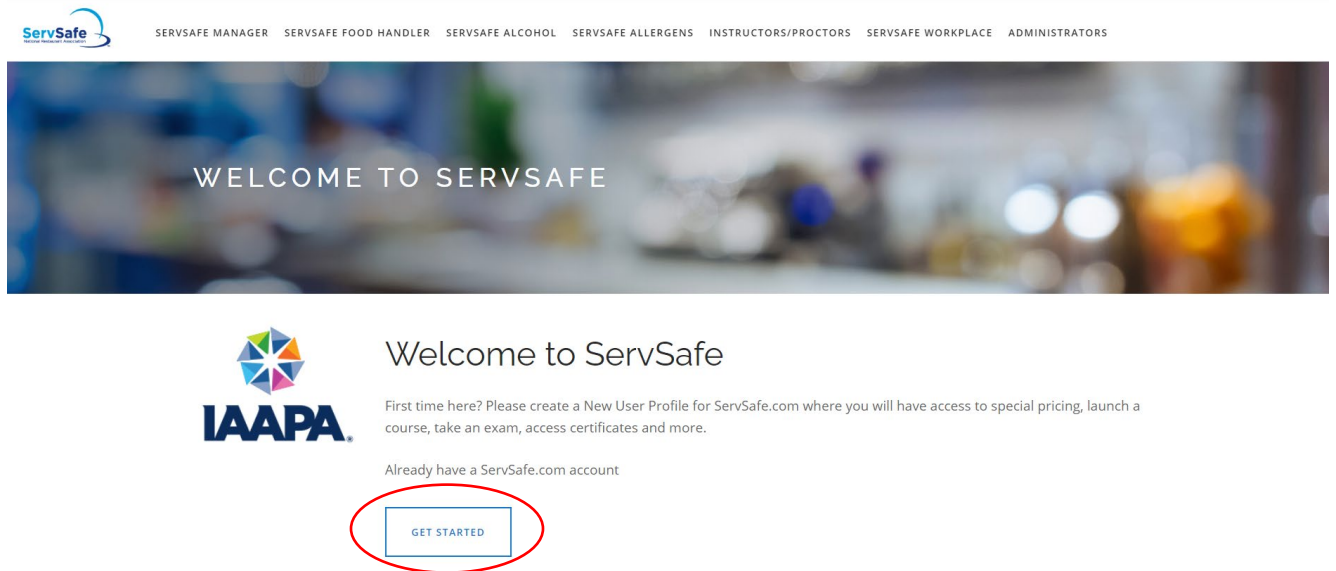
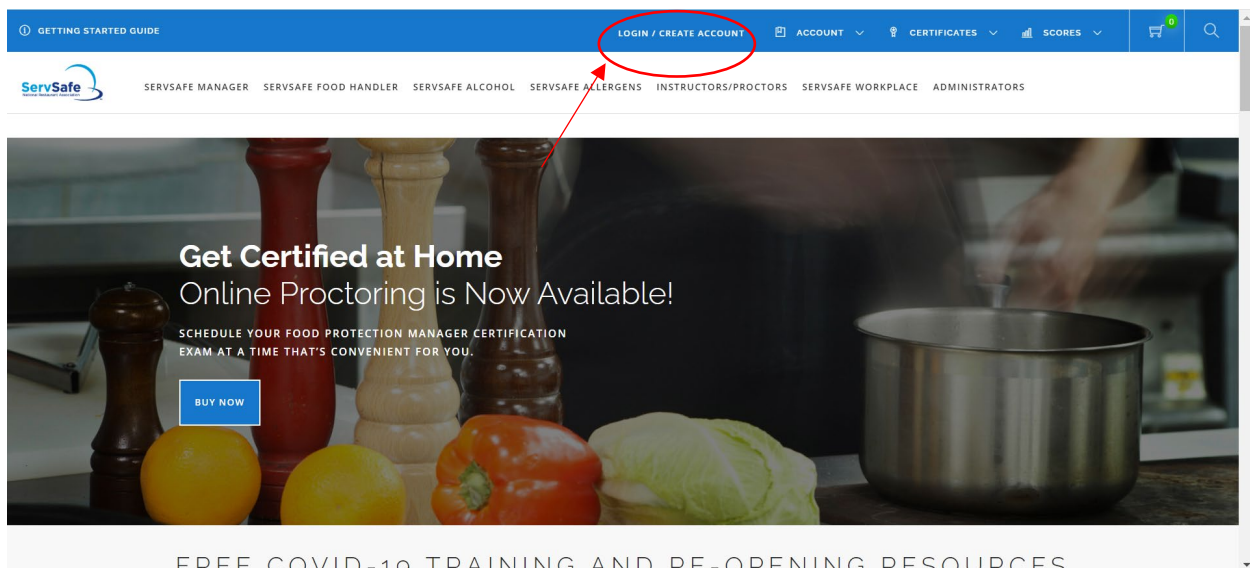


# Login and Purchase Instructions for IAAPA ServSafe Portal

1. Navigate to the IAAPA member portal by using the link below.  
<http://www.servsafe.com/ss/PortalTemplates/Hub.aspx?token=d9686df234234ab08055&portal=IAAPA>
2. Click "Get Started"



3. Navigate to the top and click "Login / Create Account".



4. If you already have ServSafe login credentials, login with your user ID and Password and skip to step 7. If you do not have a ServSafe Login, click “Create New Profile” and complete the New User Registration.

GETTING STARTED GUIDE LOGIN / CREATE ACCOUNT ACCOUNT CERTIFICATES SCORES

SERVSAFE MANAGER SERVSAFE FOOD HANDLER SERVSAFE ALCOHOL SERVSAFE ALLERGENS INSTRUCTORS/PROCTORS SERVSAFE WORKPLACE ADMINISTRATORS

**IAAPA**

WELCOME TO SERVSAFE

First time here? Please create a New User Profile for ServSafe.com where you will have access to special pricing, launch a course, take an exam, access certificates and more.

Already have a ServSafe.com account

LOGIN

Jmays24

\*\*\*\*\*

LOGIN

FORGOT USER ID

FORGOT PASSWORD

CREATE NEW PROFILE

NEW USER REGISTRATION

Are you an EXISTING USER or a TAX-EXEMPT ENTITY?

FIRST NAME\*

M.I.

LAST NAME\*

TITLE

COMPANY NAME

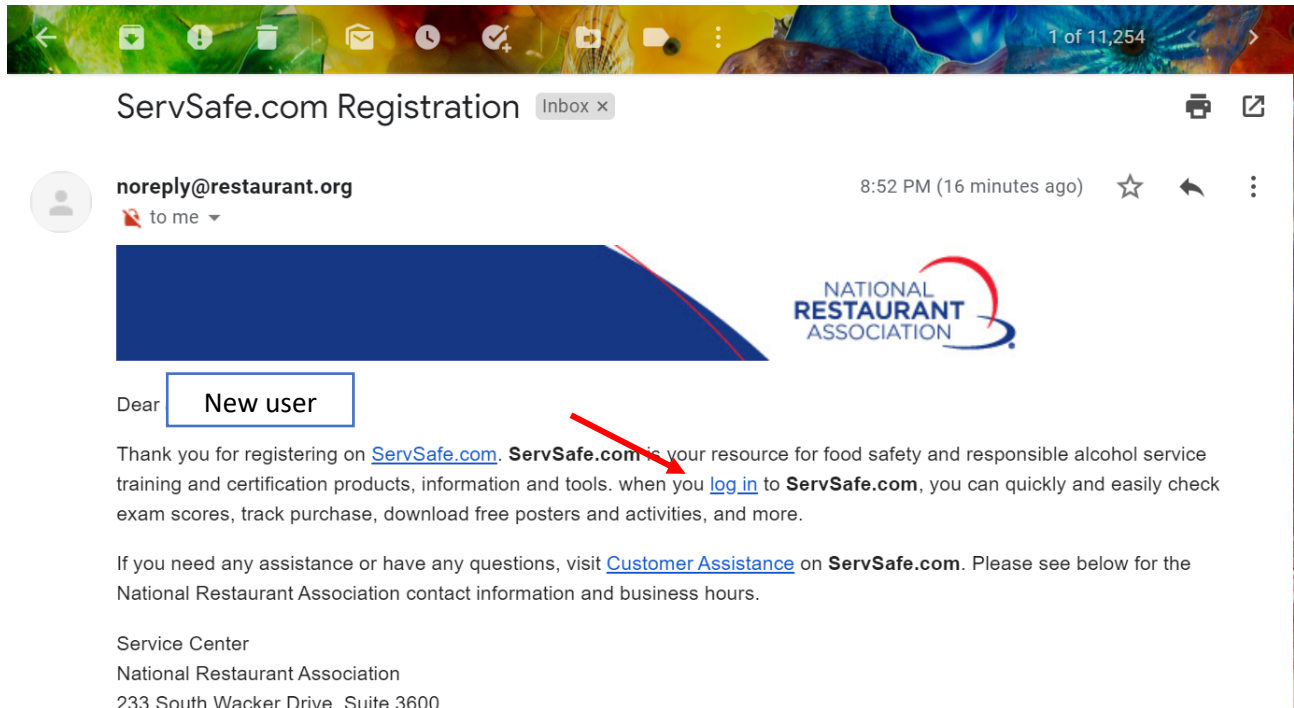
COUNTRY\* UNITED STATES

STREET ADDRESS\* ADDRESS LINE 1 ADDRESS LINE 2

Asterisks indicate required information.

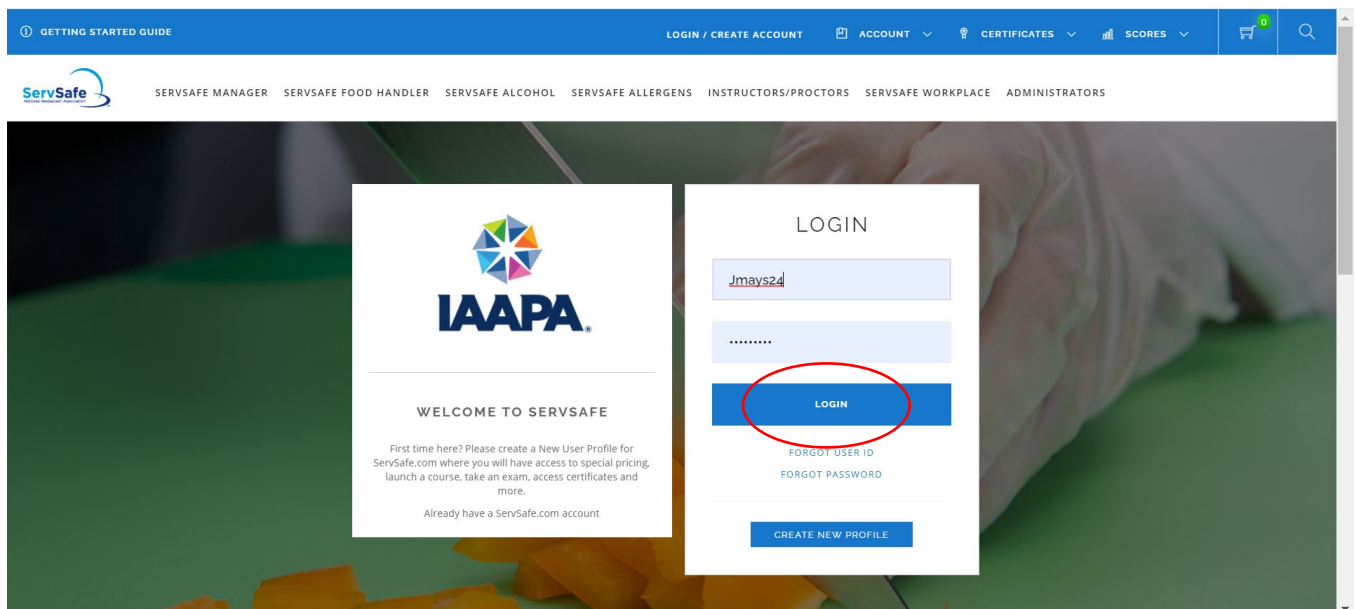
\*\*\*\* STOP\*\*\*\*

5. To complete registration, check your email and follow the instructions to login to your new ServSafe account.

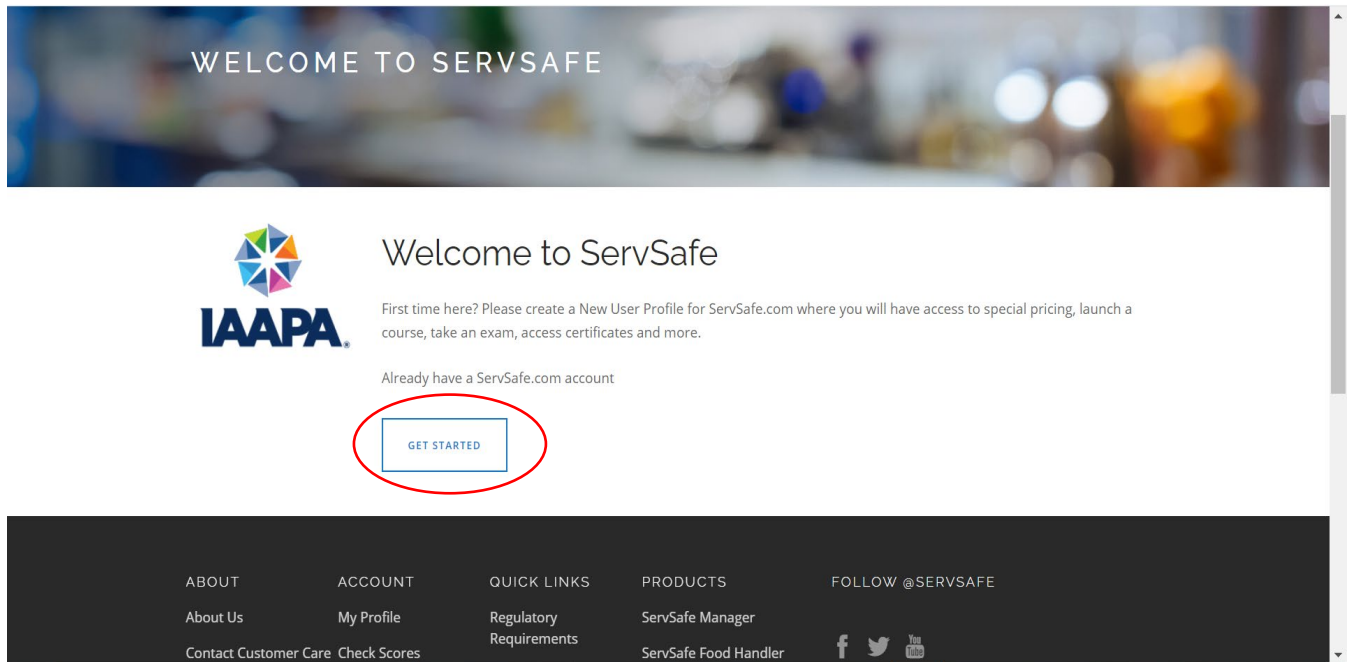


\*\*\*You will be routed back to the IAAPA ServSafe Portal\*\*\*

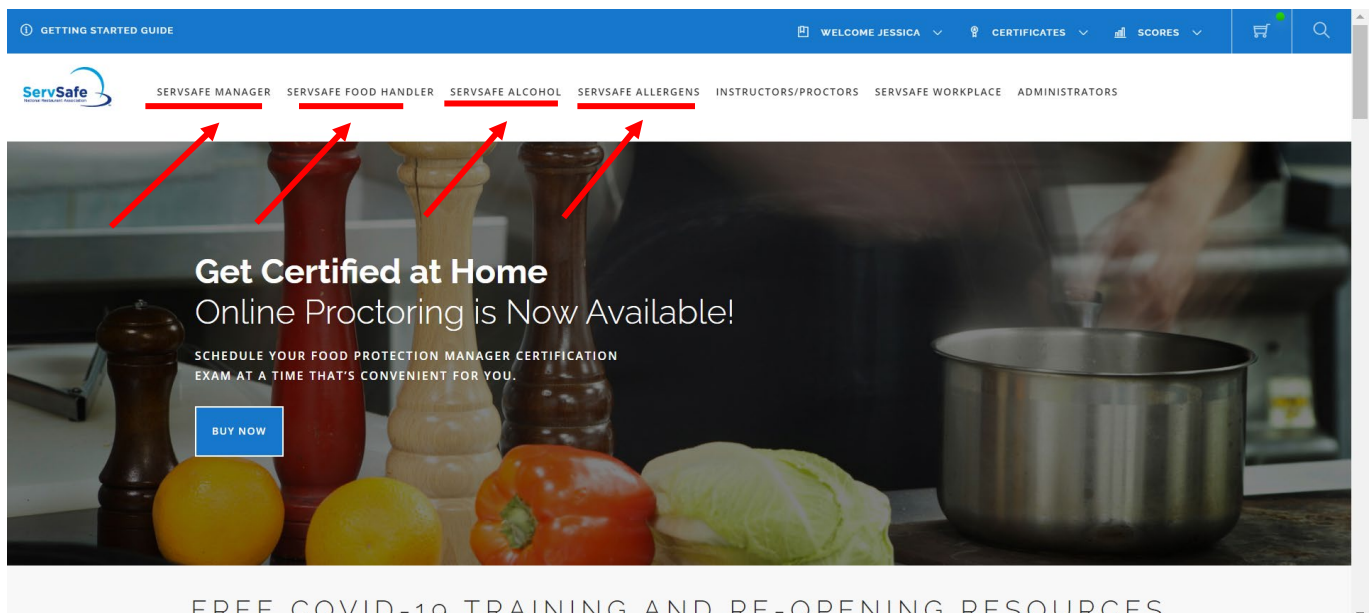
6. Click "Login"



7. Click "Get Started"

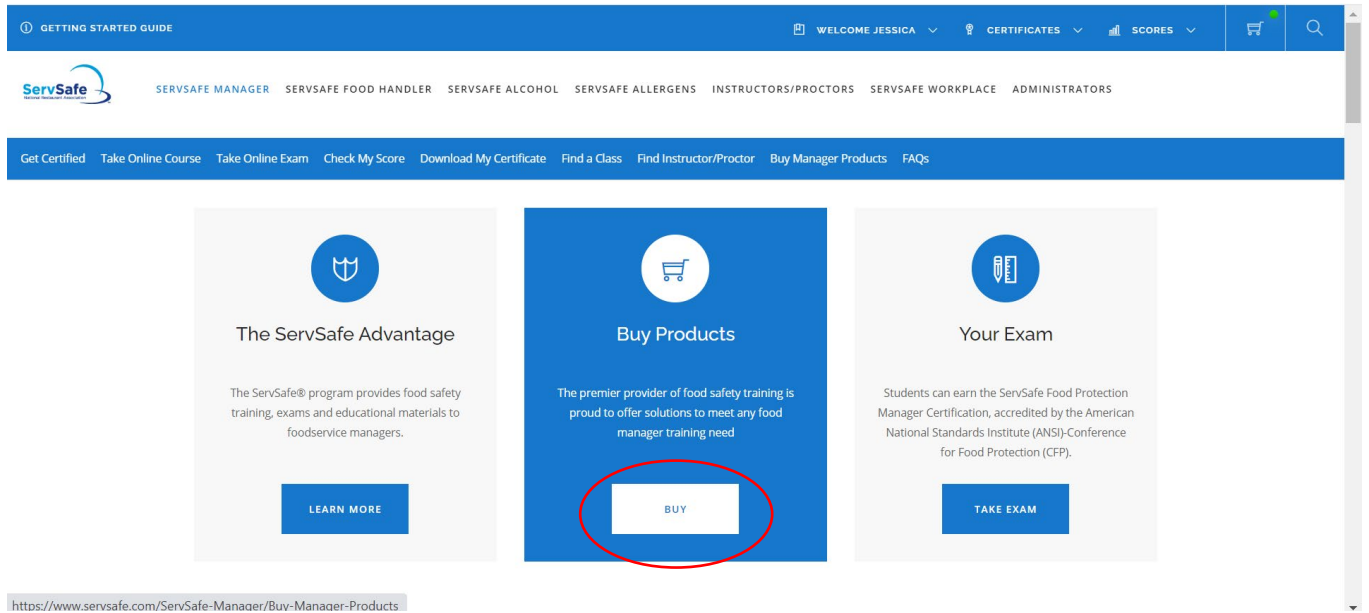


8. Select product(s) from the tabs at the top



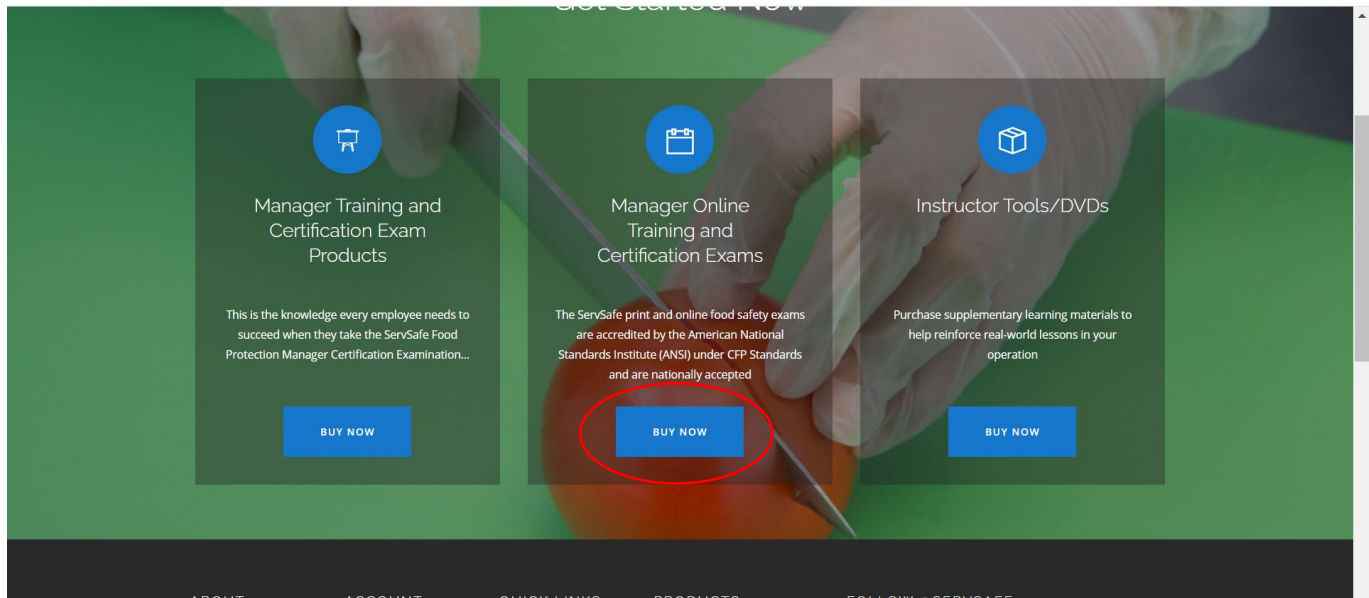
9. Click "Buy"

- a. (Only if applicable) If you selected a product which prompts you to enter a State, do so first and then select "buy / continue"



10. Select the product you would like to purchase

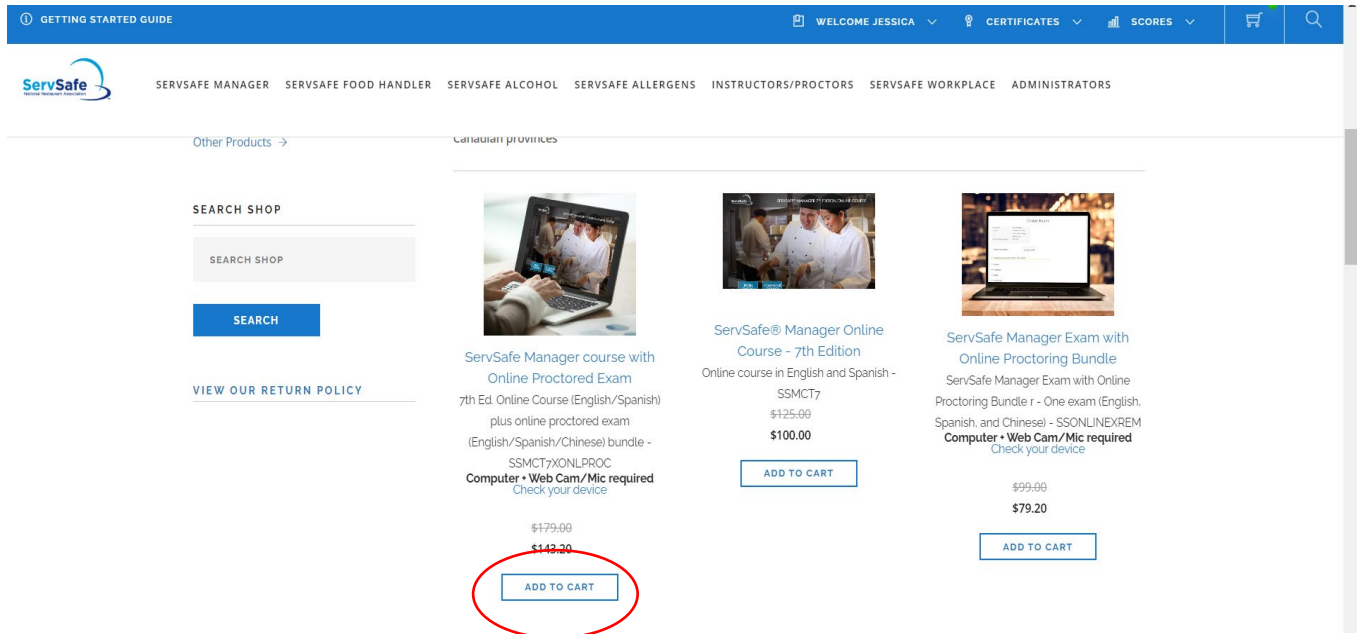
- a. Physical training book courses and exams  
b. Online training (most applicable)  
c. Instructor tools





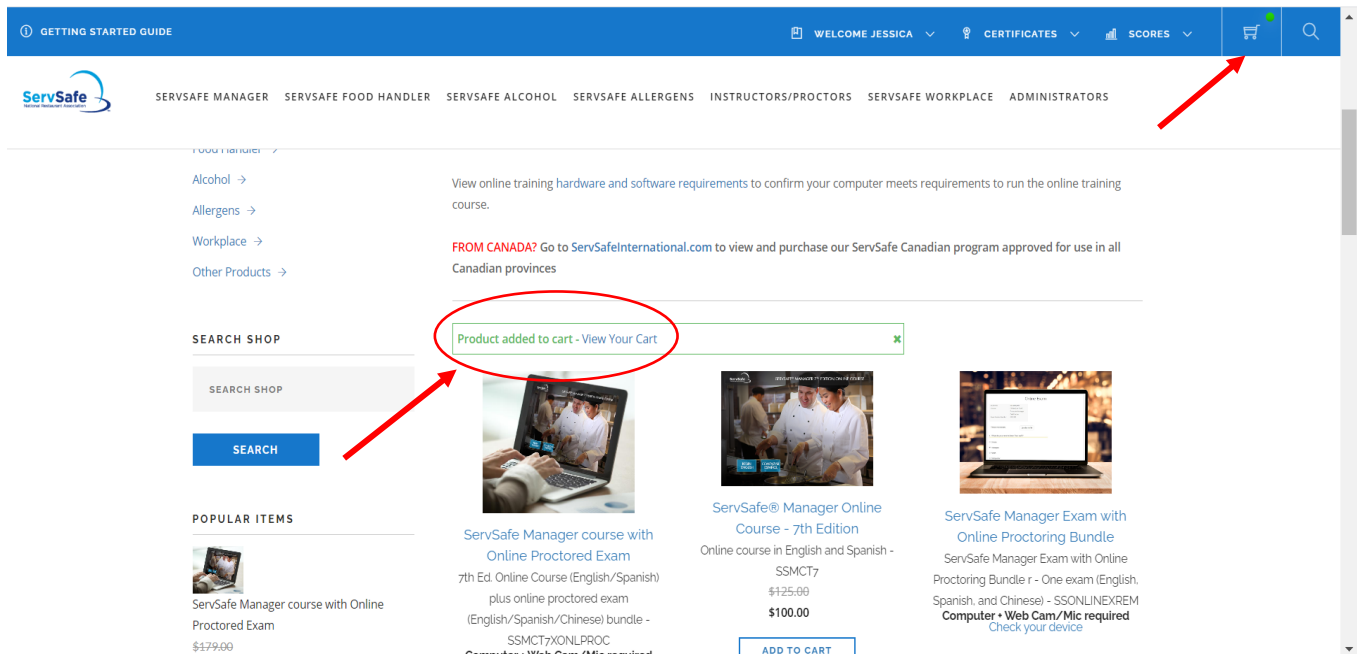
## 11. Select a product and click “Add to Cart”

- From here, navigate to add as many products as you like
- The left panel will give you the option to move between various products
- The discounted IAAPA price will be displayed below the original price




## 12. There are two places to view your cart

- Click the “view your cart” link immediately made available after your selection
- Or, click the shopping cart icon in the top right corner of the page



13. Before moving on, confirm your discount is displayed, then click “Checkout”

MY CART

Product	Product Description	Price	Quantity	Total	ESTIMATED TOTAL
	ServSafe Manager course with Online Proctored Exam 7th Ed. Online Course (English/Spanish) plus online proctored exam (English/Spanish/Chinese) bundle - SSMCT7XONLPROC Computer + Web Cam/Mic required Check your device	<del>\$179.00</del> <b>\$143.20</b>	1	\$143.20	Cart Subtotal: <b>\$143.20</b>

[UPDATE CART](#)

[Continue Shopping](#)

[Save Quote \[?\]](#)

[Business Delivery](#)

[CHECKOUT](#)

14. Enter shipping information and click “Continue”

GETTING STARTED GUIDE WELCOME JESSICA CERTIFICATES SCORES

ServSafe SERVSAFE MANAGER SERVSAFE FOOD HANDLER SERVSAFE ALCOHOL SERVSAFE ALLERGENS INSTRUCTORS/PROCTORS SERVSAFE WORKPLACE ADMINISTRATORS

STEP 1

STEP 2

STEP 3

1. SHIPPING

2. BILLING

3. REVIEW

Jessica Mays

COMPANY

UNITED STATES

233 S WACKER DR

STE 3600

CHICAGO

PAYMENT TYPE

VISA

CREDIT CARD NUMBER (REQUIRED)


SEC. CODE 01 2020

BILLING INFO

☐ USE SAME ADDRESS FOR BILLING

NAME ON THE CARD (REQUIRED)

▼ 1 item(s) Edit My Cart

 ServSafe Manager course with Online Proctored Exam 1 143.20

CONFIRMATIONS WILL BE SENT TO ...  
jmays@restaurant.org

ALSO SEND CONFIRMATION EMAIL AND INVOICE TO

ADD A PROMO CODE

ENTER PROMO CODE HERE

## 15. Complete billing information and click “Continue”

The screenshot shows the checkout process in the ServSafe Manager system. The page is divided into three main sections: 1. SHIPPING, 2. BILLING, and 3. REVIEW. A red arrow points to the '2. BILLING' section, indicating the current step. The 'BILLING' section includes fields for 'PAYMENT TYPE' (VISA), 'CREDIT CARD NUMBER (REQUIRED)', 'SEC. CODE' (01), and '2020'. Below these are 'BILLING INFO' fields: 'NAME ON THE CARD (REQUIRED)' and 'COMPANY'. The '3. REVIEW' section shows a cart item: 'ServSafe Manager course with Online Proctored Exam' for \$143.20. It also includes a confirmation email address 'jmays@restaurant.org' and a checkbox for 'ALSO SEND CONFIRMATION EMAIL AND INVOICE TO'. A 'CHECKOUT' button is visible at the bottom right.

1. SHIPPING

2. BILLING

3. REVIEW

Jessica Mays

COMPANY

UNITED STATES

233 S WACKER DR

STE 3600

CHICAGO

PAYMENT TYPE

VISA

CREDIT CARD NUMBER (REQUIRED)

SEC. CODE 01 2020

BILLING INFO

☐ USE SAME ADDRESS FOR BILLING

NAME ON THE CARD (REQUIRED)

COMPANY

1 item(s) Edit My Cart

ServSafe Manager course with Online Proctored Exam 1 143.20

CONFIRMATIONS WILL BE SENT TO ...  
jmays@restaurant.org

ALSO SEND CONFIRMATION EMAIL AND INVOICE TO

ADD A PROMO CODE

ENTER PROMO CODE HERE

APPLY

## 16. Review order and add confirmation email address and click “Checkout”

The screenshot shows the checkout process in the ServSafe Manager system, now at the '3. REVIEW' step. A red arrow points to the '3. REVIEW' section. The 'SHIPPING' section remains the same. The 'BILLING' section now shows the 'CREDIT CARD NUMBER' as '00000000000000000000' and the 'SEC. CODE' as '186'. The 'BILLING INFO' section now shows 'NAME ON THE CARD' as 'Jessica Mays'. The '3. REVIEW' section shows the cart item and the confirmation email address 'jmays@restaurant.org'. A 'CHECKOUT' button is visible at the bottom right.

STEP 1

STEP 2

STEP 3

1. SHIPPING

2. BILLING

3. REVIEW

Jessica Mays

COMPANY

UNITED STATES

233 S WACKER DR

STE 3600

PAYMENT TYPE

VISA

00000000000000000000

186 01 2024

BILLING INFO

☐ USE SAME ADDRESS FOR BILLING

Jessica Mays

1 item(s) Edit My Cart

ServSafe Manager course with Online Proctored Exam 1 143.20

CONFIRMATIONS WILL BE SENT TO ...  
jmays@restaurant.org

ALSO SEND CONFIRMATION EMAIL AND INVOICE TO

ADD A PROMO CODE

ENTER PROMO CODE HERE



GETTING STARTED GUIDE

WELCOME JESSICA

CERTIFICATES

SCORES

ServSafe

FOOD SAFETY CERTIFICATION

SERVSAFE MANAGERSERVSAFE FOOD HANDLERSERVSAFE ALCOHOLSERVSAFE ALLERGENSINSTRUCTORS/PROCTORSERVSAFE WORKPLACEADMINISTRATORS

CHICAGO

ILLINOIS

60606

(312) 715-1010

FAX

EDIT SHIPPING

Jessica Mays

COMPANY

UNITED STATES

319 woodleaf dr

ADDRESS LINE 2

Winter Springs

FLORIDA

32788

ENTER PROMO CODE HERE

APPLY

TERMS OF SALE (INCLUDES RETURN POLICY)

▼ 1 item(s)

Subtotal	\$143.20
Shipping & Handling	\$0.00
Sales Tax	\$0.00
Order Total	\$143.20

CHECKOUT

17. Congratulations!! You have completed your purchase!! You will be routed to a confirmation page and will receive an email confirming your order.