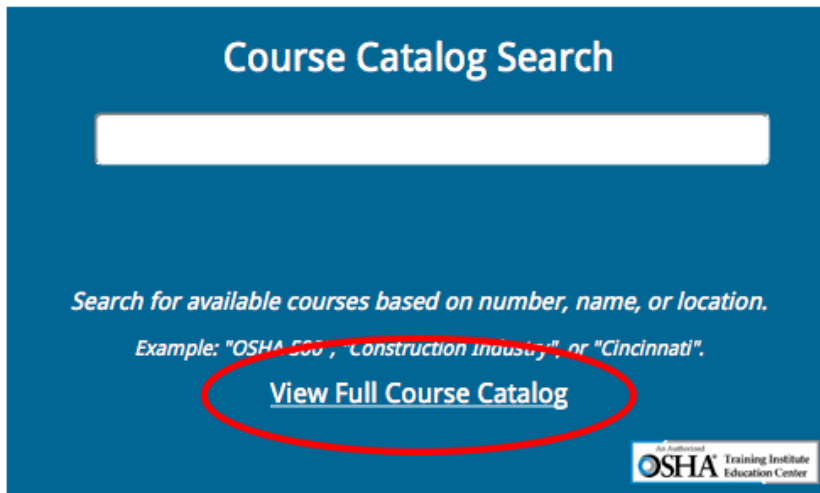


Registering for a Course

Step 1: Select your desired course

- From the Greatlakesosha.org homepage, please click "**View Full Course Catalog**". You may also search for your course by name and number and you will be taken directly to the registration page. Example: "Osha #500".



From the course catalog select your desired course, training location and date:

All Courses Offered:

Event Name	Venue	Course Type	Cost	Register
OSHA 510 Occupational Safety and Health Standards for the Construction Industry	University of Cincinnati	OSHA 510	\$800.00	Select a Date
OSHA 511 Occupational Safety and Health Standards for the General Industry	University of Cincinnati	OSHA 511	\$800.00	Select a Date
OSHA 7845 Recording and Reporting Occupational Injuries and Illnesses	University of Cincinnati	OSHA 7845	\$195.00	Select a Date
OSHA 7005 Public Industrial Warehousing and Storage	University of Cincinnati	OSHA 7005	\$225.00	Select a Date
OSHA 7405 Fall Hazard Awareness for the Construction Industry	University of Cincinnati	OSHA 7405	\$225.00	January 12, 2015 October 20, 2015
OSHA 502 Update for Construction Industry Outreach Trainers	University of Cincinnati	OSHA 502	\$600.00	Select a Date

Step 2: Register for the course

Please note all course details, and enter the your registration information. You will be asked for Billing information at a later time.

Press “**Submit**”.

Please Note: OSHA 500/501/502/503 courses require prerequisite approval before proceeding to the payment page. You will receive further instructions on submitting prerequisite documentation in an E-Mail upon registering.

Step 3: Confirm your registration

Please verify that all registration information is correct, and press “**Confirm Registration**”. This will reserve your registration.

Verify Registration	
Event Name:	Test Event
Attendee Price	Course Fee \$5.00
Attendee Name	Test Registration (test@domain.com) Edit
Total Price:	\$5.00

[Confirm Registration »](#)

Step 4: Payment & Payment Options

There are two ways to pay:

- **Pay Electronically (Preferred):** Pay via Credit Card, or Electronic Check (ACH)
- **Pay via traditional check:** Please contact us at 1-800-207-9399 to arrange for traditional check payment.

If you need to return to this payment page in the future, the email confirming your registration will have a link to return to this payment page.

Step 5: Paying Electronically

You will be asked to confirm/change your billing information, and asked to proceed to our payment processor, TouchNet, by pressing “**Pay Now**”.

Payment Redirection Notice

Note: After clicking "Pay Now", you will be directed to our payment processor **TouchNet** to complete your Credit Card or e-Check payment.

You will receive an email notification after completing your payment (Up to 1 Hour) notifying you of your payment confirmation.

Pay Now

Payment Services Provided by **TouchNet**.



You will now have the option of paying via Credit Card, or E-Check.

Paying with a Credit Card:
Select "Credit Card", and "Continue".

Please select a payment method

* Indicates required information

Amount Due:

\$ 8.00

* Payment method:

Credit Card 

Continue

Cancel

Now, you may enter your Credit Card information, and you're asked again to verify the billing information associated with that card.

Please enter your credit card information

Total: **\$8.00**



* Indicates required information

* Credit Card Type:

Select a Credit Card Type 

* Account Number:

* Expiration Date:

06  2017 

* Security Code: ([View example](#))

* Name on Card:

John Smith

Billing Address of Credit Card

* Street Address 1:

160 Panzeca Way

Street Address 2:

* City:

Cincinnati

* State:

Ohio 

* ZIP Code:

45267

* Country:

United States 

Email:

jsmith@email.com

Day Phone:



Continue

Cancel

Please press "**Continue**" when complete, and proceed through the checkout process.

Paying with an Electronic Check:

Select "Electronic Check (ACH)", and "Continue".

Please select a payment method

* Indicates required information

Amount Due:

\$ 8.00

* Payment method:

Electronic Check (ACH)

Continue

Cancel

You will then be asked for these details from your existing paper checks:

The diagram shows a check form with the following fields and labels:

- Your Name**: 1234 Main St., Any Town, USA 12345
- Date**: _____
- Pay To The Order Of**: _____
- Amount**: \$ _____ DOLLARS
- Your Bank Name**: Address of Your Bank, Any Town, USA 12345
- For**: _____
- Routing Number**: 123456789
- Account Number**: 000123456789
- Check Number**: 1234

A dashed arrow points from the check number field to the amount field. Below the routing, account, and check numbers are labels: "Routing Number", "Account Number", and "Check Number". Below the "Check Number" label is the text "DO NOT USE".

Please press "**Continue**" when complete, and proceed through the checkout process.

Shortly after completing the checkout process, you will get an E-Mail confirming the status of your payment.

Note: If you receive a message indicating that the payment **was not** successful, often times this indicates an issue with validating the billing information associated with the card, **or** you may need to contact your credit card issuer to authorize the charge for security purposes.

You may re-attempt payment by clicking the link provided in your original registration E-Mail.

**If you have any questions or problems please contact us at
1-800-207-9399 or osha-ed@uc.edu**