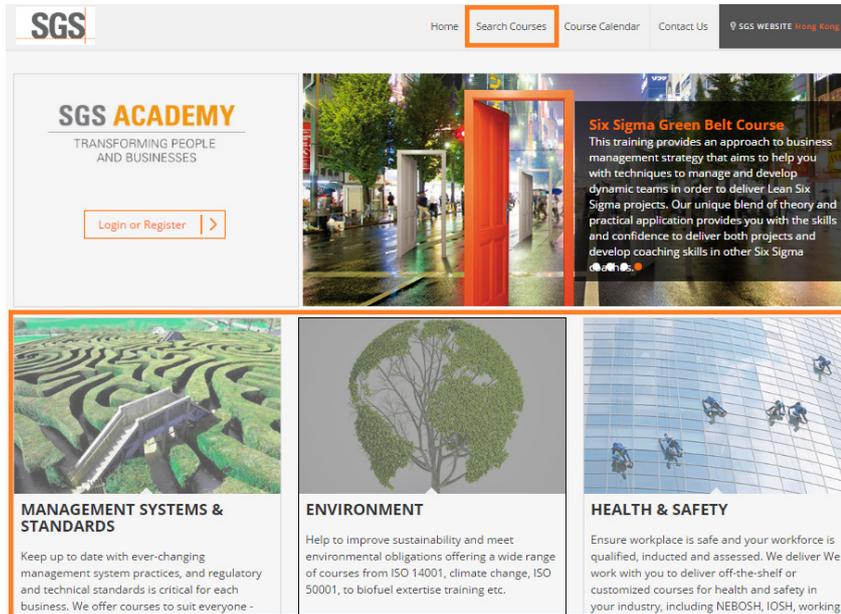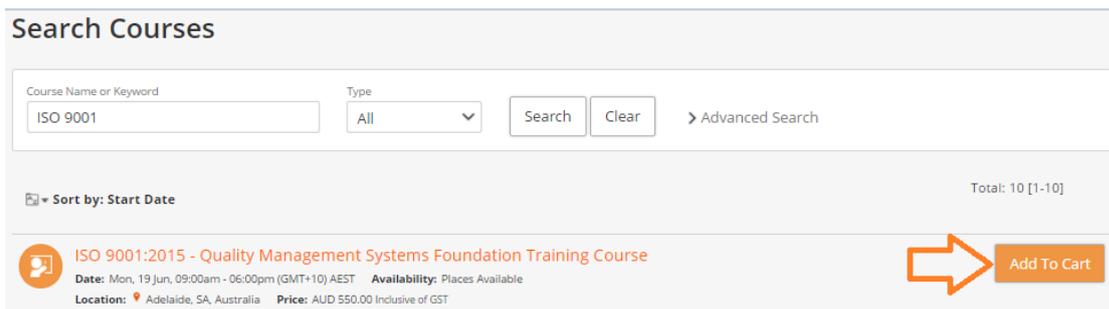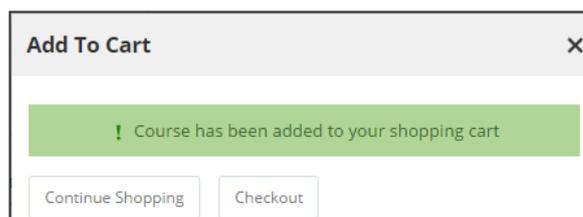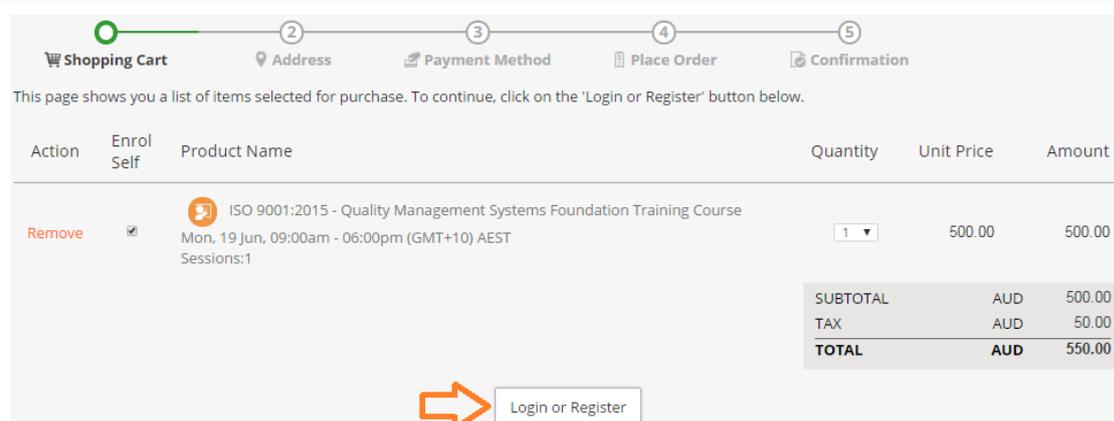|	
Step 1 From the landing page, click on a preferred category to view available courses. Or, you may also click on the Search Courses from the top menu to view all courses.	
Step 2 Search for the course if you know the name or leave the search box empty to see all the available classes. Click on **Add to Cart** for the course you would like to book.	
Step 3 You can go back to book another course or proceed to **Checkout**	
Step 4 You need to **login** or **register** to proceed.	

Step 5 Select the **quantity** of attendees you like to add to this booking. You also have the option to **enrol yourself** or not	
Step 6 Select your **Billing Address**. You can edit your personal Billing Address or add a new one. If paying by Credit Card, use the billing address that matches your credit card billing address.	
Step 7 Select the **Payment Method**	

Step 8 If paying by **Credit Card**, enter your credit card details as shown on the screen. Make sure that the **amount** to be charged is correct.	**Credit Card Details** You will be charged the amount of **AUD 550.00** to your credit card. Please enter your credit card details below: Card Type: Visa ○ VISA Master Card, Eurocard ○ Cardholder Name: Card Number: CVV/CVC: (3 or 4 digit verification number found on front or back of card) Expiry Date: MM ▼ YYYY ▼ Protected by CyberSource
Click on **Process Payment** after agreeing with the Terms and Conditions.	* ☐ I agree with the Terms and Conditions Previous Process Payment
Step 9 If not paying by Credit Card, **Place the Order** after agreeing with the Terms and Conditions	**Place Order** You have chosen Pay Later as the method of payment. Click on the 'Place Order' button to create an order. | Product Name	Quantity	Unit Price	Amount
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ISO 9001:2015 - Quality Management Systems Foundation Training Course Mon, 19 Jun, 09:00am - 06:00pm (GMT+10) AEST Sessions:1	1	AUD 500.00	AUD 500.00	 **Payment Method** Pay Later 1 Item AUD 500.00 SUBTOTAL AUD 500.00 TAX AUD 50.00 **TOTAL** **AUD 550.00** * ☑ I agree with the Terms and Conditions Previous Place Order
Step 10 You will receive **confirmation** that you have successfully placed your order. This can also be viewed under 'My Orders' tab.	🛒 Shopping Cart — 📍 Address — 🖋 Payment Method — 🗎 Place Order — 🔖 Confirmation ! Thank you! Course booking(s) received successfully! An email booking confirmation will be sent to you shortly. Continue Shopping My Current Learning My Orders