

## Invoice Process

1. Go to the course you want to purchase
2. Click "Enroll Now"
3. If you have already created an account, skip to #6
4. Click "Register" and fill out your information
5. Accept Terms and Conditions
6. Click "Login" and fill in your username and password. You will be redirected to the checkout page
7. Select the number of seats you want to purchase. If you select more than 1, this will become a bulk purchase. That process is described below.
8. If you changed the number of seats, click "recalculate" for the new price.
9. Click "Proceed"
10. All of your information should auto-populate. If not, fill in the missing information.
11. Under "Payment Options", select "Pay by Invoice" then "Proceed"
12. You will see this notification and will receive an email with the same information:

### Thank you for your order.

We have received your order.

[Click here](#) to complete the required W-9. When complete, please email to [coursepurchases@ag.tamu.edu](mailto:coursepurchases@ag.tamu.edu). Your course access information will be emailed to you within 5 working days of receipt of your completed W-9. An invoice will be sent to the email address listed below.

[Click here](#) if you need the Texas A&M AgriLife Extension Service W-9 to process payment to us.

Your payment number is: 15595887152071

Your order number is: 15595887152071

### Purchase Details

13. After clicking the link to complete the W-9, you will see the W-9 (also known as the AG-243 form) in a web browser. You can either fill the form out here and print-to-save or download the form first. If you enter information and then download, all your entries will be cleared.
14. Either form is acceptable.
15. Save the form and email to [coursepurchases@ag.tamu.edu](mailto:coursepurchases@ag.tamu.edu)
16. Your invoice will be processed within 5 business days and emailed to the email you registered with. A second email will be sent to you with a link and information on how to access your course. **Please allow 5 business days from the date we receive the completed W-9 to get your invoice and course enrollment link.**

# Bulk Purchasing Process

1. Go to the course you want to purchase
2. Click “Enroll Now”
3. If you have already created an account, skip to #6
4. Click “Register” and fill out your information
5. Accept Terms and Conditions
6. Click “Login” and fill in your username and password. You will be redirected to the checkout page
7. Select the number of seats you want to purchase.
8. If you changed the number of seats, click “recalculate” for the new price.
9. Click “Proceed”
10. All your information should auto-populate. If not, fill in the missing information.
11. Agree to terms and conditions
12. Click “Proceed”
13. You will see the following notification and receive an email with the same information:

## Thank you for your order.

Your account has been updated with your bulk purchase.

### Bulk Purchase Access Details:

[Click here](#) to manage the licenses in your bulk purchase.

(If the above link does not work please copy and paste it into your web browser's address bar <https://agrilifelearn.tamu.edu/manage?action=home>)

Username: megantest

Password: Please use your existing password.

14. Click on the link to go to the “Manage Licenses” page. You can find this page later by going to the menu at the top of the page, hover your cursor over “My Account”, and click “Manage Licenses”

TEXAS A&M  
AGRILIFE  
EXTENSION

VIEW ALL COURSES ABOUT HELP MY ACCOUNT

SEARCH FOR A COURSE GO SIGN OUT 0

STORE /MANAGE ENROLLMENTS

### Welcome to Manage Licenses

**MY COURSES**  
CERTIFICATES  
**MANAGE LICENSES**

**i** To create a list, click on the button below or to edit an existing list, please click on the list name.

**Enrolling multiple people:** If you purchased a course for multiple students, please begin by clicking the button below to create a list name. You will then select the course, create a list of students and complete the enrollment process. You can return multiple times to edit this list.

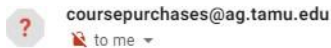
**Enrolling one person (as the non-student purchaser):** If you purchased a course for another person, please begin by clicking the button below to create a list name. You will then select the course, add the student and complete the enrollment process.

**Create Enrollment List**

**i** Below are the course/s you have purchased.

Course Code	Course Name	Seats Remaining	Total Seats Purchased
co_rrd	Rose Rosette Disease	3	3

15. From here, click “Create Enrollment List”
16. Create and name an enrollment list. You will be able to add students to this list.
17. There are 3 ways to add students to the enrollment list:
  - a. Individually: using the boxes, enter the student’s first name, last name, and email address. Click “Add.”
  - b. Multiple students: using the text box, add one student per line following the example format “*emailaddress,firstname,lastname*”, hit enter/return key and continue adding student. When done, click “Add”
  - c. Multiple students upload: create an excel file, one line per student with each value in a separate column (email address, first name, last name). Save the excel file as a CSV (comma delimited) file. Click “Choose File”, select the saved CSV file, and click “Upload”.
18. Once you have added your students to the enrollment list, you will be taken back to the student list. From here, scroll down to the “Not Enrolled Students” section.
19. Select all the students you want to enroll in the course then click “Enroll Selected Students”
20. Click “Confirm Enroll”
21. This will automate an email to the selected student for them to redeem their license:



**You have been assigned licenses, [click this link to redeem.](#)**

### **Course Details**

Rose Rosette Disease

Customer Services Contact Information

Email: [coursepurchases@ag.tamu.edu](mailto:coursepurchases@ag.tamu.edu)

22. Repeat this process until you run out of seats.