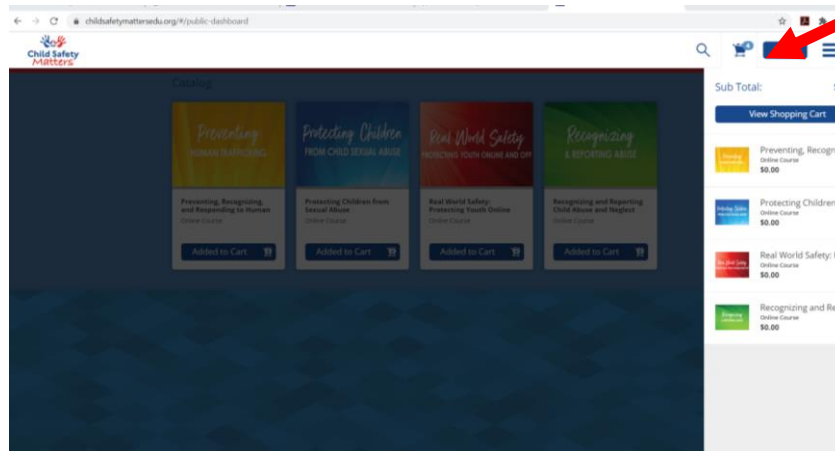
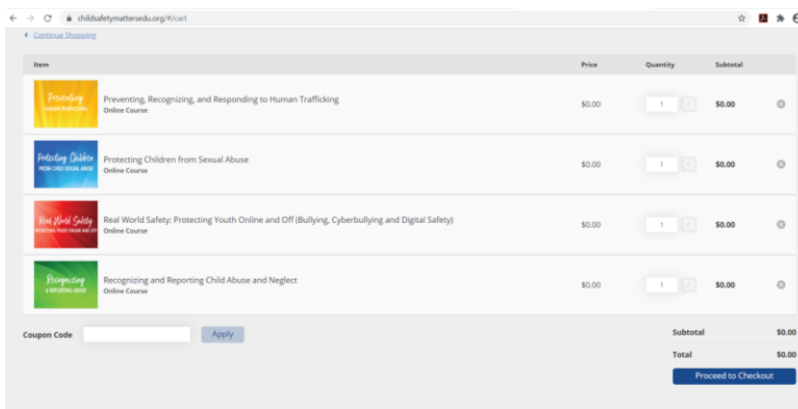




4. Click on the **Shopping Cart** in the upper righthand corner.
5. Click on **“View Shopping Cart.”**



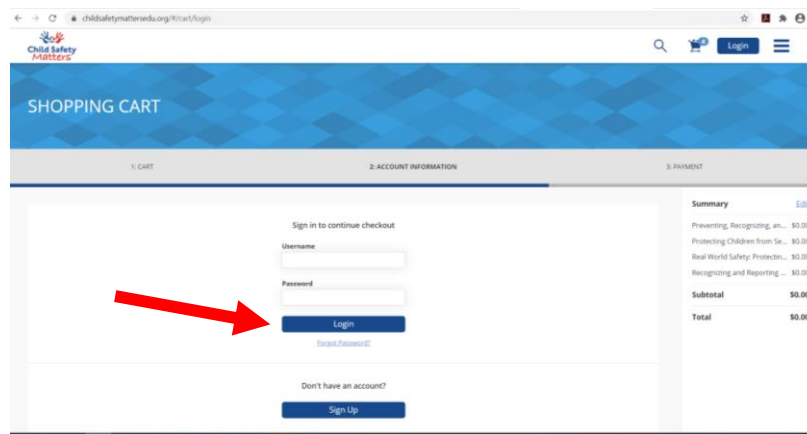
6. Click **“Proceed to Checkout.”**



7. **Log In** to your existing account or **Create a New Account.**
  - If you are unsure if you have an account, you may try the following login information:
    - User ID: **Your Email Address** – Password: **Welcome123**
  - If you need to **Create an Account**, please skip to Page 5 for instructions to set up an account.

## Existing Accounts

1. Sign In with your User ID and Password and click **“Login.”**







# New Account Set Up

1. If you do not have an existing account, create a new account by clicking **Sign Up** \_



2. Complete the Account Information fields and click **Proceed to Checkout** \_



3. Complete the Shipping Information fields and click **Proceed to Checkout** \_



Your account is now set up.

4. Next, you will receive the following two emails:

**Email #1:**

1. This email is a receipt for your records only. **There are no links in this email to connect to the training.**

Invoice #u4cWYp3U7MqtAGeB

**Order Receipt**

<b>Order Receipt</b>	Monique Burr Foundation for Children Monique Burr Foundation for Children
<b>Date:</b>	8/18/2020
<b>Purchase By / Billing Info:</b>	Your Name Here  7807 Baymeadows Road East, Suite 202 Jacksonville, Florida, 32256 United States  <a href="#">Your email here</a>
<b>Payment Type:</b>	
<b>Purchase For / Shipping Info:</b>	Your Name Here  7807 Baymeadows Road East, Suite 202 Jacksonville, Florida, 32256 United States  <a href="#">Your email here</a>
<b>Credit Card:</b>	****
<b>Reference Number:</b>	

Course Name	Quantity	Price / Item (\$)	Sub Total (\$)
Sub Total			0.00
Country Tax			
State/Province Tax			
Total Discount			- 0.00
<b>Total</b>			<b>0.00</b>

[Access Details](#)

**Ignore this Link**

[Click here to login](#)

URL:

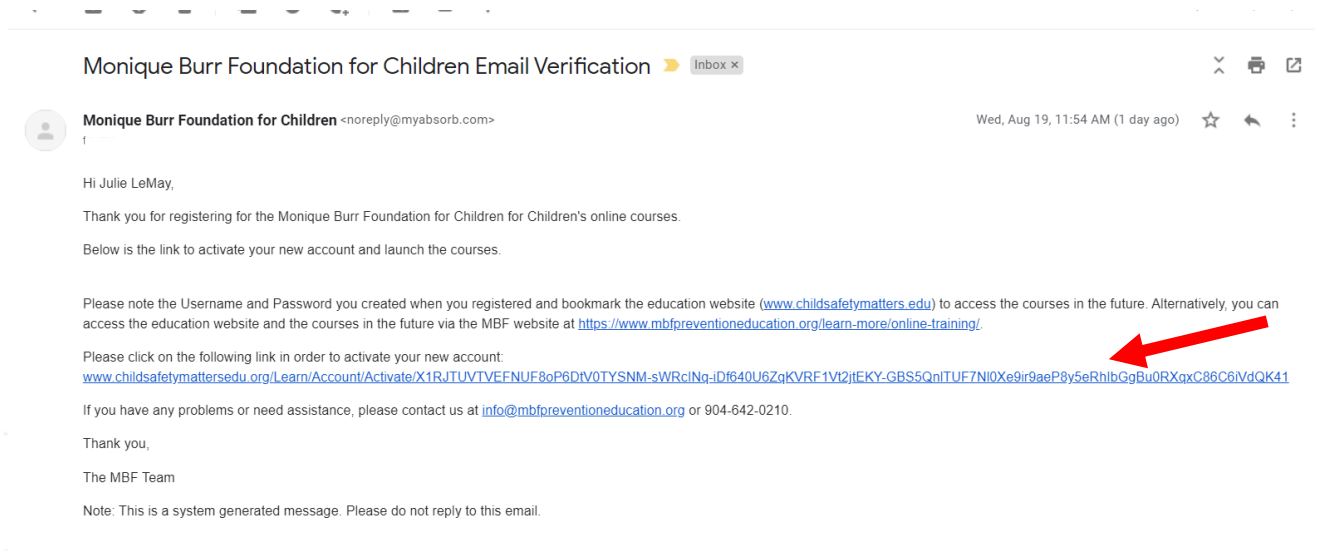
Thank you,

Monique Burr Foundation for Children

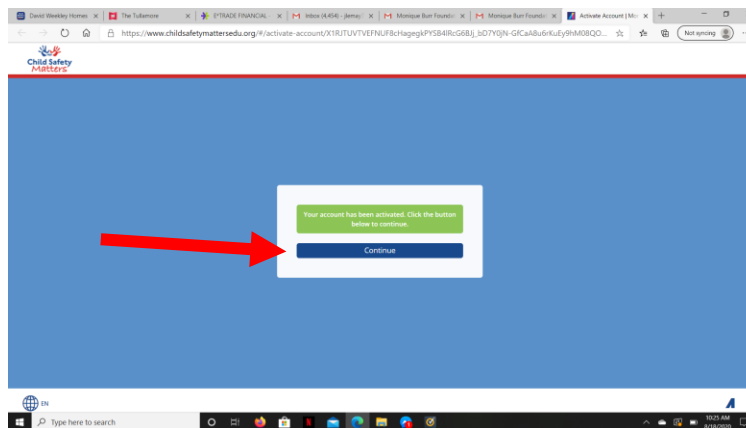
[support@mbfpreventioneducation.org](mailto:support@mbfpreventioneducation.org)

## Email #2:

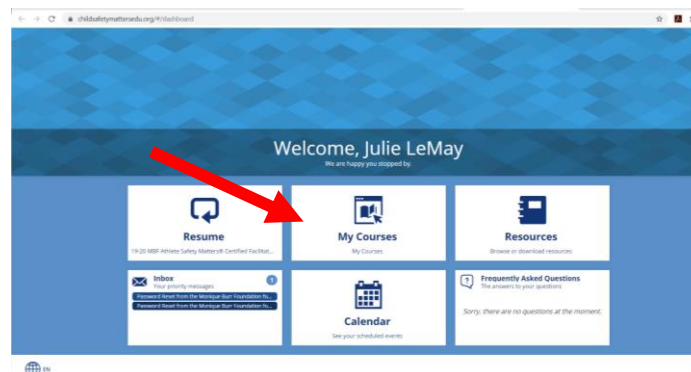
1. This email is a registration and activation email. To activate your account and access courses, click on the following link:



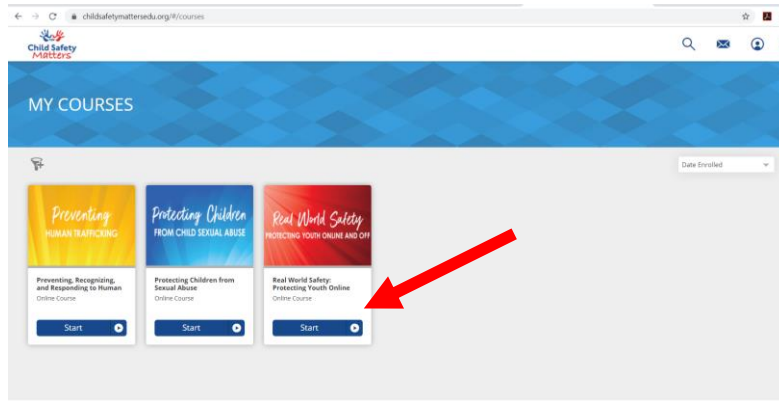
2. The link should take you to the following verifying your account is activated. Click **“Continue.”**



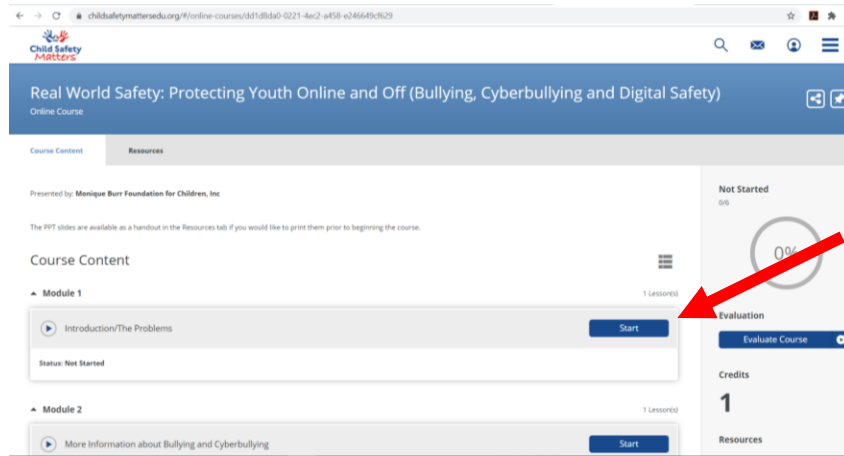
3. You will then see your account dashboard. Click **“My Courses”** to access the courses you added to your cart previously.



4. Click **“Start”** for the desired course.



5. Click **“Start.”**



*We hope you enjoy the course!*

## Customer Service Information

Users occasionally experience technical difficulties in the Absorb platform, such as courses freezing before they are able to finish or receiving error messages to “Sign up” or invalid username and passwords. If you experience any of these difficulties, we are here to help.

Please contact us for assistance at 904-642-0210 or email [support@mbfpreventioneducation.org](mailto:support@mbfpreventioneducation.org).