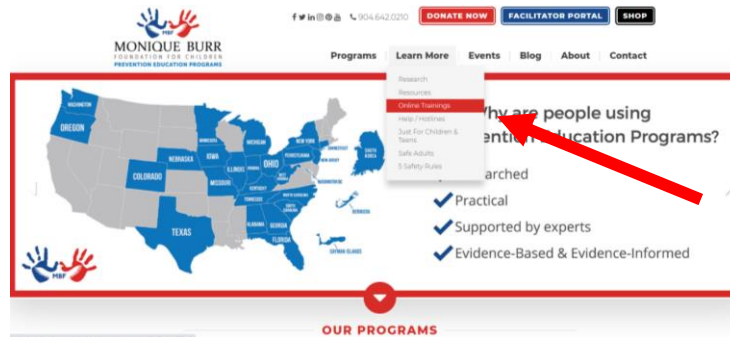


## MBF Online Trainings – Login Instructions

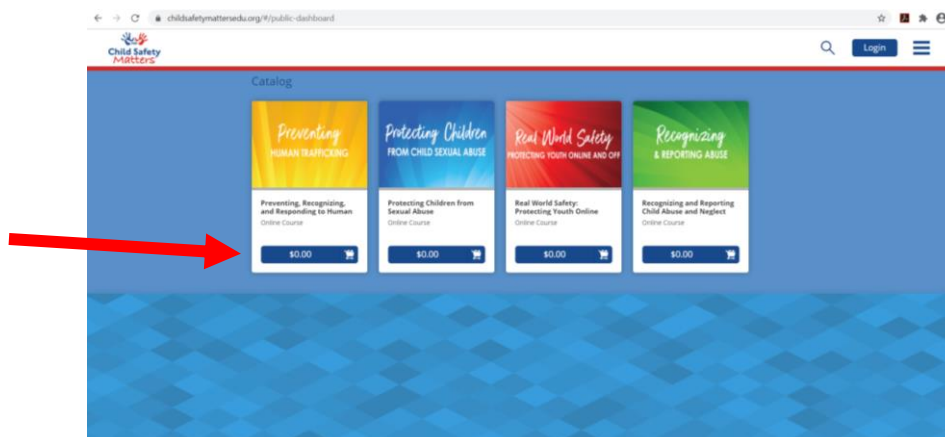
1. From the [MBF Website](#), hover over “Learn More” and click on “Online Trainings.”



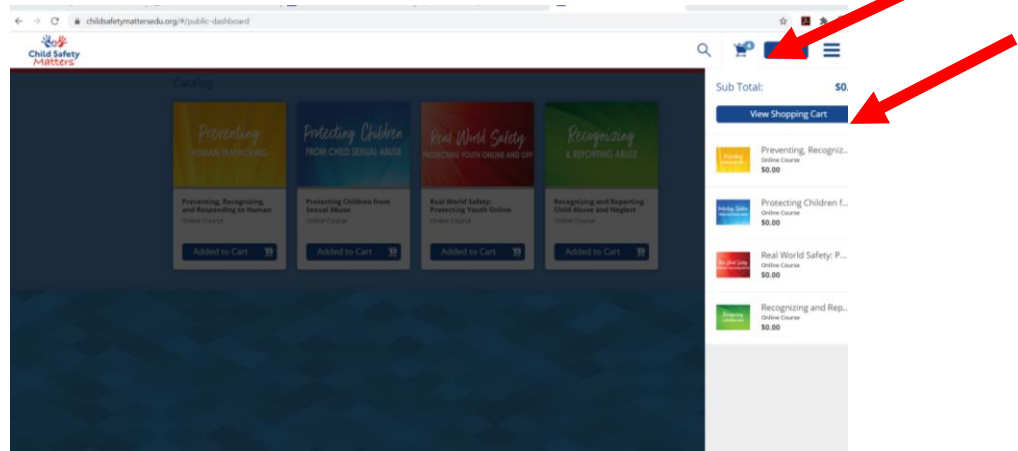
2. Choose the desired course by clicking on “ACCESS HERE.”



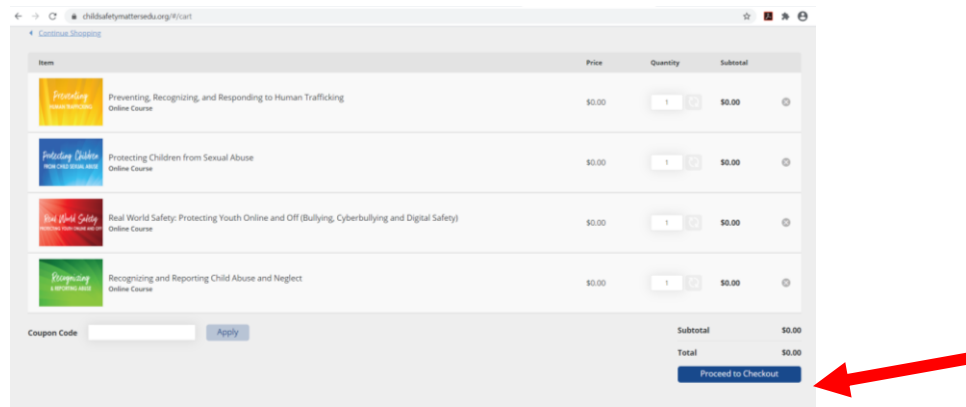
3. Click on the “blue cart bar: \$0.00” to add the desired course(s) into the cart. (You will not be charged.)
  - You may add multiple courses to your cart.



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



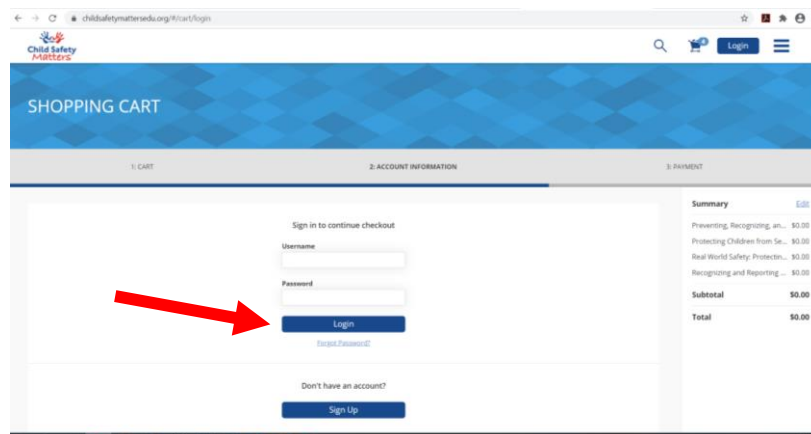
6. Click “**Proceed to Checkout.**”



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.**”



2. Click “Proceed to Checkout.”

Child Safety Matters

## SHOPPING CART

1: CART 2: ACCOUNT INFORMATION 3: PAYMENT

You are logged in as: Julie LeMay [Not you?](#)

[Proceed to Checkout](#)

Summary	
Protecting Children from Se...	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

3. Complete the Shipping Information fields and click “Proceed to Checkout.”

Child Safety Matters

## Shipping Information

1: CART 2: ACCOUNT INFORMATION 3: PAYMENT

**Personal Information**

First Name Required  
Test

Last Name Required  
Tester

Email Required  
roquies713@gmail.com

Phone Number Required

**Address**

Address Required

Address 2

Country Required  
Country

State/Province Required  
State/Province

City Required  
Atlanta

Postal/Zip Code Required

☒ Billing address is the same as shipping

[Proceed to Checkout](#)

Summary	
Preventing, Recognizing, an...	\$0.00
Protecting Children from Se...	\$0.00
Real World Safety: Protecti...	\$0.00
Recognizing and Reporting ...	\$0.00
<b>Subtotal</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$0.00</b>

4. Click “View Courses.”

Child Safety Matters

## INVOICE

1: CART 2: ACCOUNT INFORMATION 3: PAYMENT

**Order Completed!**

You have successfully completed your purchase. Please check your email inbox for a email receipt. Also, you can view a printable version below.

[View Courses](#)

**Thank you, Julie LeMay**

**Shipping Information**

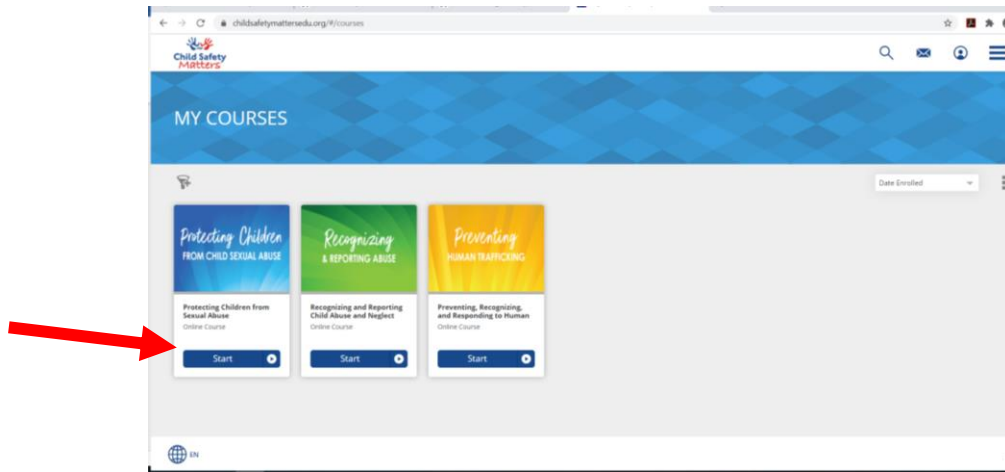
Julie LeMay  
123  
JACKSONVILLE, Connecticut 32256  
jlemay713@gmail.com

**Billing Information**

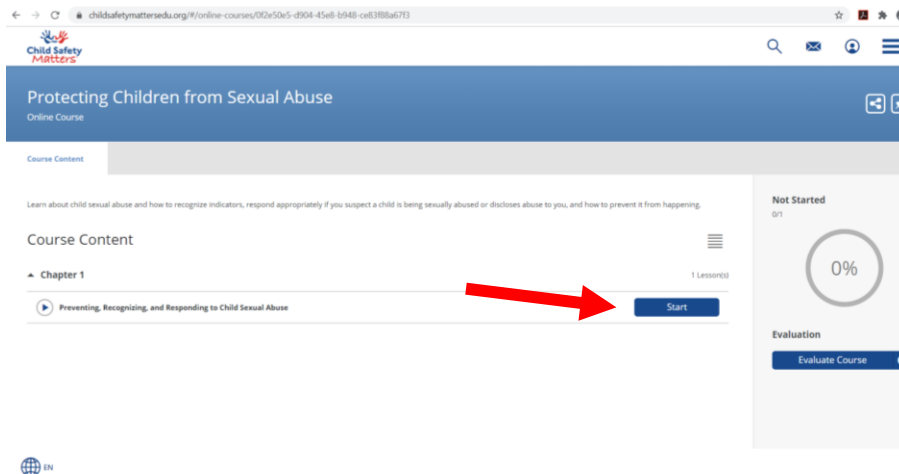
Julie LeMay  
123  
JACKSONVILLE, Connecticut 32256  
jlemay713@gmail.com

Invoice #	Date	Total	Payment Method
		1131	6 Total

5. Click **“Start”** on the desired course.



6. 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).

# New Account Set Up

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

The screenshot shows the 'Child Safety Matters' website with a 'Shopping Cart' header. Below the header, there are three tabs: '1. CART', '2. ACCOUNT INFORMATION', and '3. PAYMENT'. The '2. ACCOUNT INFORMATION' tab is active. It contains a 'Sign in to continue checkout' section with fields for 'Username' and 'Password', and a 'Login' button. Below this, there is a 'Don't have an account?' section with a 'Sign Up' button. A red arrow points to the 'Sign Up' button. On the right side, there is a 'Summary' section showing a 'Subtotal' of \$0.00 and a 'Total' of \$0.00.

2. Complete the Account Information fields and click **“Proceed to Checkout.”**

The screenshot shows the 'Account Information' form. It has three main sections: 'Account Information', 'Contact Information', and 'Additional Information'. The 'Account Information' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Username', 'Email', 'Password', and 'Re-enter Password'. The 'Contact Information' section includes fields for 'City' and 'State'. The 'Additional Information' section includes a dropdown for 'How did you learn about MBF Online Course?', a text field for 'If you selected "Other" please specify', a dropdown for 'Type of User/Organization', a text field for 'Organization Name', and a text field for 'Job Title'. There are also checkboxes for 'Do you currently use MBF Prevention Blocks...' and 'If you answered no, are you interested in learning it...'. A red arrow points to the 'Proceed to Checkout' button at the bottom right. A 'Summary' section on the right shows a 'Subtotal' of \$0.00 and a 'Total' of \$0.00.

3. Complete the Shipping Information fields and click **“Proceed to Checkout.”**

The screenshot shows the 'Shipping Information' form. It has two main sections: 'Personal Information' and 'Address'. The 'Personal Information' section includes fields for 'First Name', 'Last Name', 'Email', and 'Phone Number'. The 'Address' section includes fields for 'Address', 'Address 2', 'Country', 'State/Province', 'City', and 'Postal/Zip Code'. There is a checkbox for 'Billing address is the same as shipping'. A red arrow points to the 'Proceed to Checkout' button at the bottom right. A 'Summary' section on the right shows a 'Subtotal' of \$0.00 and a 'Total' of \$0.00.

Your account is now set up.

The screenshot shows the 'Order Completed!' page. It has a 'Thank you.' message and a 'Shipping Information' section. Below this, there is a table of purchased items. The table has columns for 'Item', 'Quantity', 'Price', and 'Total'. The items listed are 'Preventing, Recognizing, and Responding to Human Trafficking', 'Protecting Children from Sexual Abuse', and 'Real World Safety: Protecting Youth Online and Off (Bullying, Cyberbullying and Digital Safety)'. A 'Summary' section on the right shows a 'Subtotal' of \$0.00 and a 'Total' of \$0.00.


Item	Quantity	Price	Total
Preventing, Recognizing, and Responding to Human Trafficking	1	\$0.00	\$0.00
Protecting Children from Sexual Abuse	1	\$0.00	\$0.00
Real World Safety: Protecting Youth Online and Off (Bullying, Cyberbullying and Digital Safety)	1	\$0.00	\$0.00

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

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

[Access Details](#)

Use this new ID to login

**Ignore this Link**

[Click here to login](#)

URL:

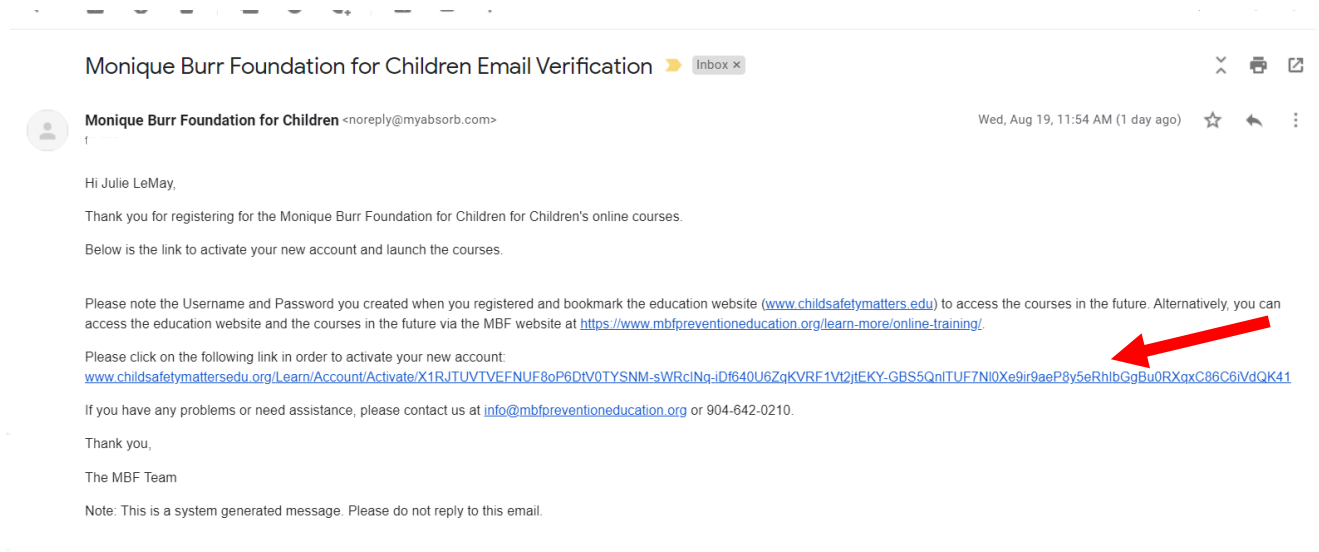
Thank you,

Monique Burr Foundation for Children

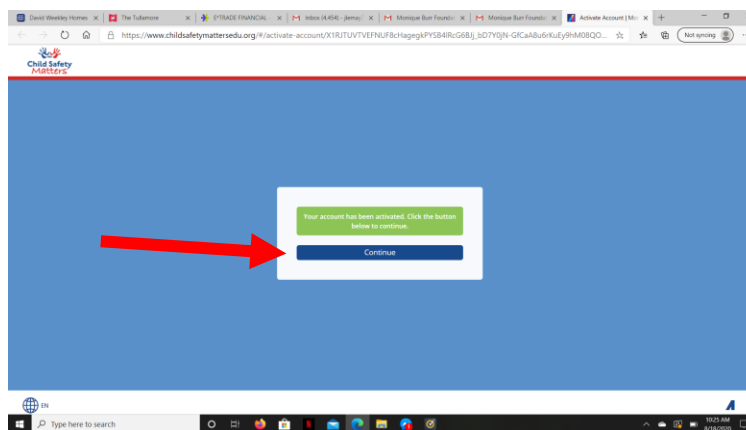
[support@mbfpreventioneducation.org](mailto:support@mbfpreventioneducation.org)

## Email #2:

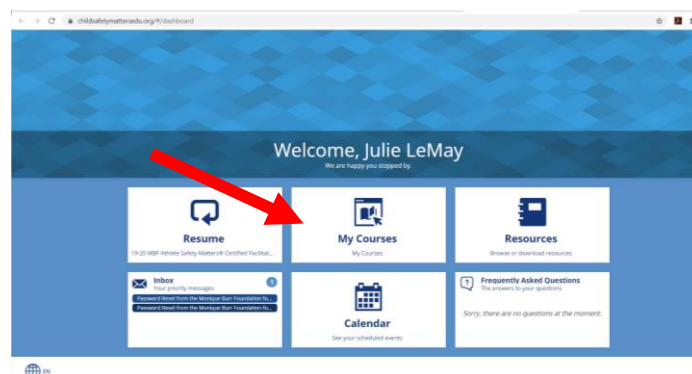
1. This email is a registration and activation email. To activate your account and access courses, click on the following link:



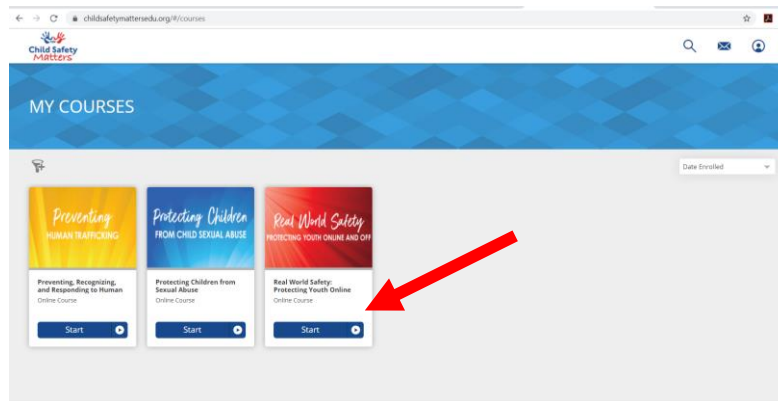
2. The link should take you to the following page verifying your account is activated. Click “Continue.”



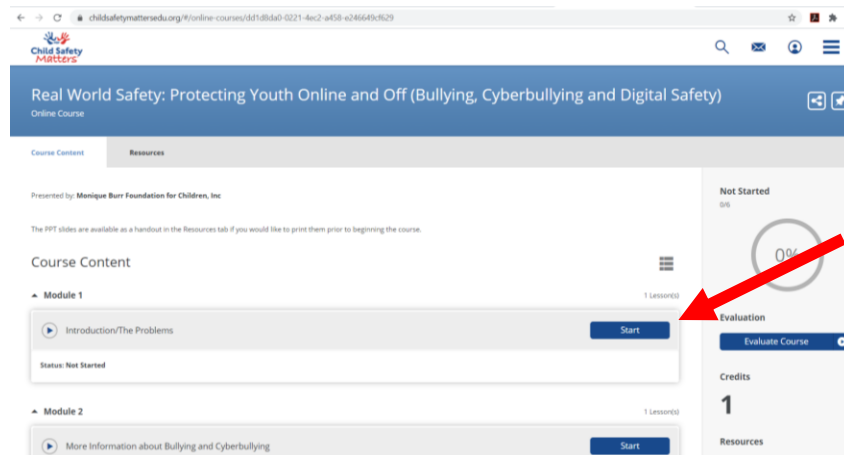
3. You will then see your account dashboard. Click “My Courses” to access the courses you added to your cart previously.



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



5. Click **“Start.”**



*We hope you enjoy the course!*

## Customer Service Information

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