## How to Use IJCAHPO’s Clinic CE Subscription Coupon to Order Online Courses

### Ordering a Course

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Go to <a href="https://store.jcahpo.org">https://store.jcahpo.org</a>.</td>
</tr>
<tr>
<td>2.</td>
<td>Click <strong>Sign In</strong> in the upper-left corner of your window.</td>
</tr>
<tr>
<td>3.</td>
<td>Enter your <strong>Username</strong> and <strong>Password</strong>, and then click <strong>Sign In</strong>.</td>
</tr>
</tbody>
</table>
4. Click **Subscription Course List** to view a list of all eligible Clinic CE Subscription courses.

   ![Subscription Course List](image)

   **NOTE:** Be patient as it may take a few moments to display.

5. Click **DETAILS** for additional information about each Clinic CE Subscription course.

   ![Details](image)

   **NOTE:** All eligible Clinic CE Subscription courses are identified by the following icon:

   ![Clinic CE Subscription](image)

6. Click **ADD TO CART** to order the course.

   ** NOTE:** To ensure a speedy transaction, we recommend limiting the number of courses in your cart to 10.
7. When you are ready to complete your order, click **VIEW CART/CHECKOUT**.

8. Enter your clinic’s coupon code in the **Coupon Code** field and then click **APPLY**.

   Coupon Code: ______________________ (Write your coupon code here for future reference.)

   **NOTE:** It is not necessary to complete this step each time you add a course to the cart. It is only required when you are ready to check out.
8. (cont.) **NOTE:** After the Coupon Code has been applied, you will see that the price of each course has been deducted.

![Image]

**NOTE:** If this is not the case, confirm the following:
- Was the Coupon Code entered correctly?
- Has the Coupon Code expired? (Your Administrator can confirm this.)
- Are all of the courses Clinic CE Subscription eligible?

9. Click **PLACE ORDER**.

10. Click **PLACE ORDER** again. After a few moments, a receipt for your order will appear (a copy of the receipt is automatically emailed to the address listed in your account as well).

**NOTE:** A copy of the receipt is automatically emailed to the email address listed in your account as well.

11. Please wait a few moments for your receipt to appear.
# Taking an EyeCareCE Course

<table>
<thead>
<tr>
<th>STEP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Click <strong>My Courses</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>If prompted, enter your Username and Password, and then click <strong>Sign In</strong>.</td>
</tr>
</tbody>
</table>
4. Click **Launch Course** to begin taking the course.

**NOTE:** In order to earn CE Credit for each course, you must pass the Quiz with a score of 80% or higher AND complete and submit the Curriculum Evaluation.