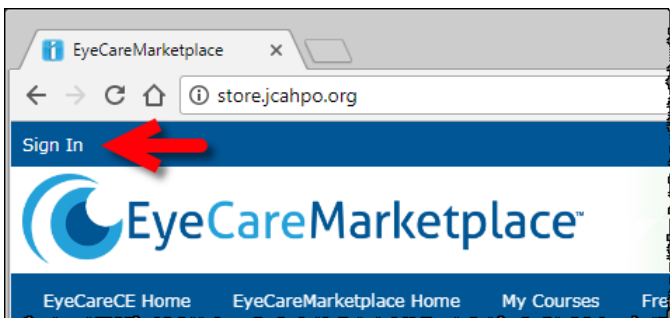
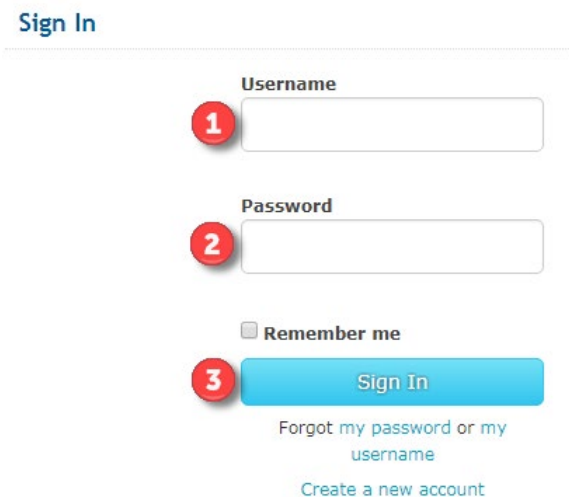


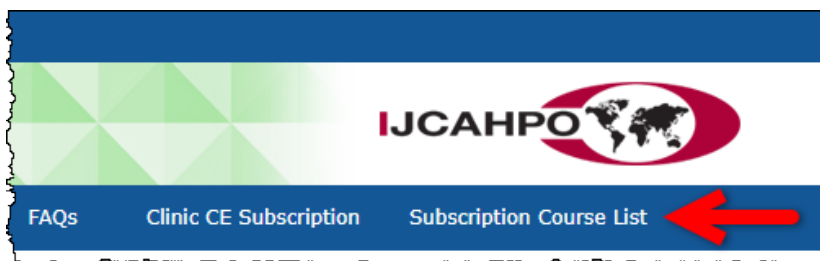
CLINIC STAFF GUIDE

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

Ordering a Course

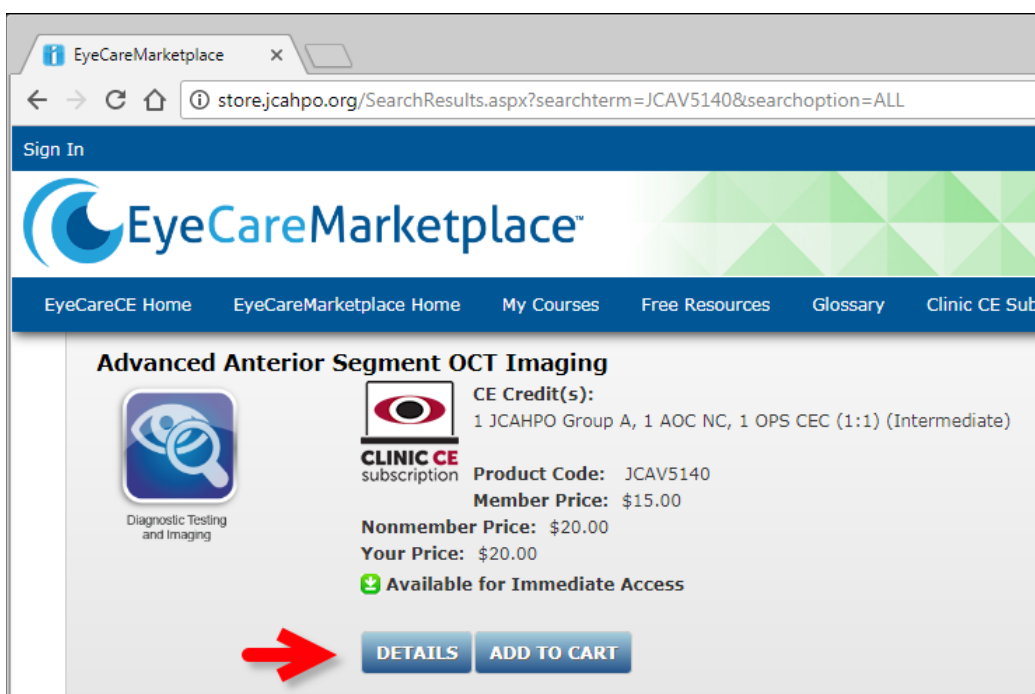
STEP	ACTION
1.	Go to https://store.jcahpo.org .
2.	<p>Click Sign In in the upper-left corner of your window.</p> 
3.	<p>Enter your Username and Password, and then click Sign In.</p> 

4. Click **Subscription Course List** to view a list of all eligible Clinic CE Subscription courses.



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

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



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

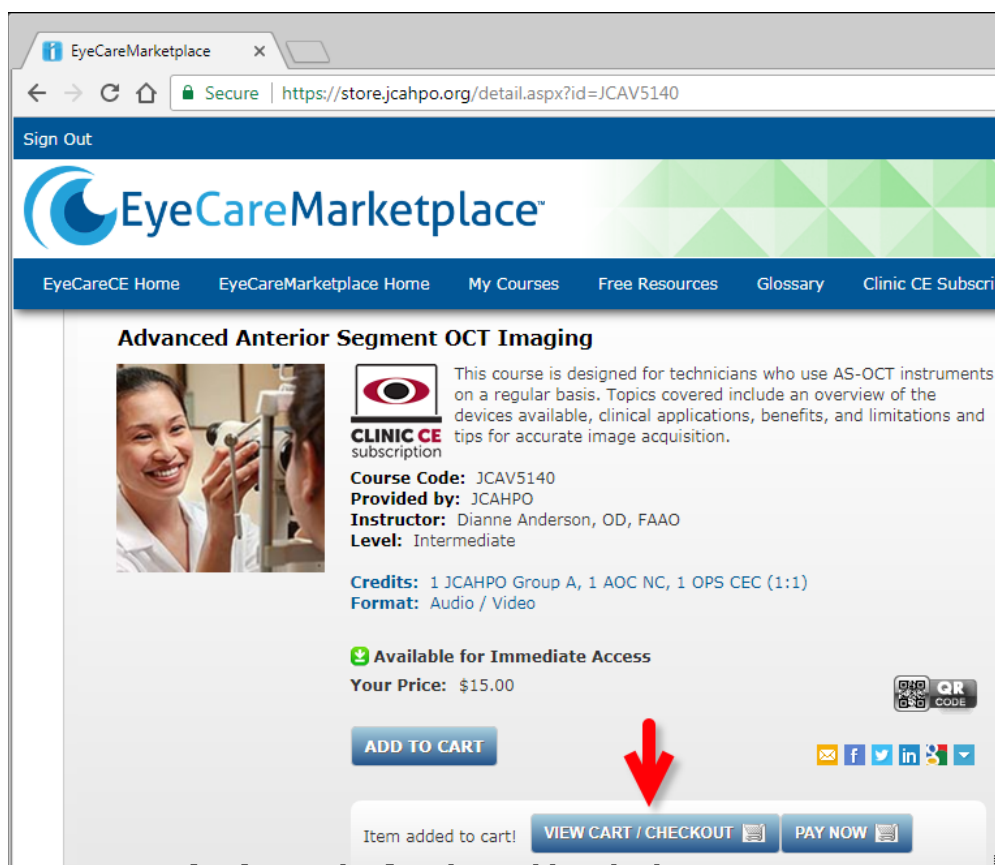


6. Click **ADD TO CART** to order the course.




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.)

Qty	Item Description	Total Price
Delete	 Advanced Anterior Segment OCT Imaging	\$15.00
Coupon Code: <input type="text"/> <input type="button" value="APPLY"/>		
Subtotal:		\$15.00
Shipping:		\$0.00
Handling:		\$0.00
Tax:		\$0.00
Total:		\$15.00

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.

Qty	Item Description	Total Price
Delete	 Advanced Anterior Segment OCT Imaging	\$15.00
Delete	Coupon:  Free for 	(\$15.00)
Coupon Code: <input type="text"/> <input type="button" value="APPLY"/>		
Subtotal:		\$0.00
Shipping:		\$0.00
Handling:		\$0.00
Tax:		\$0.00
		\$0.00

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**.

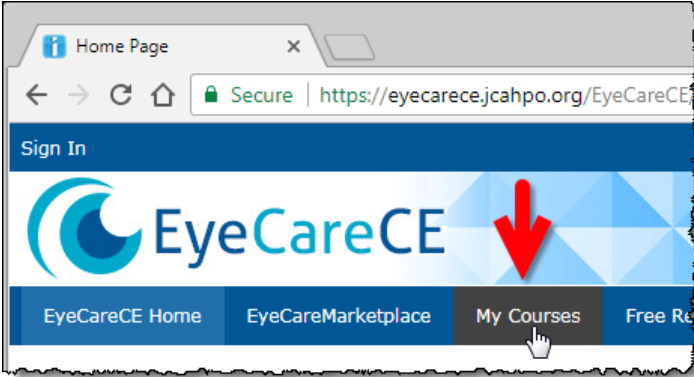
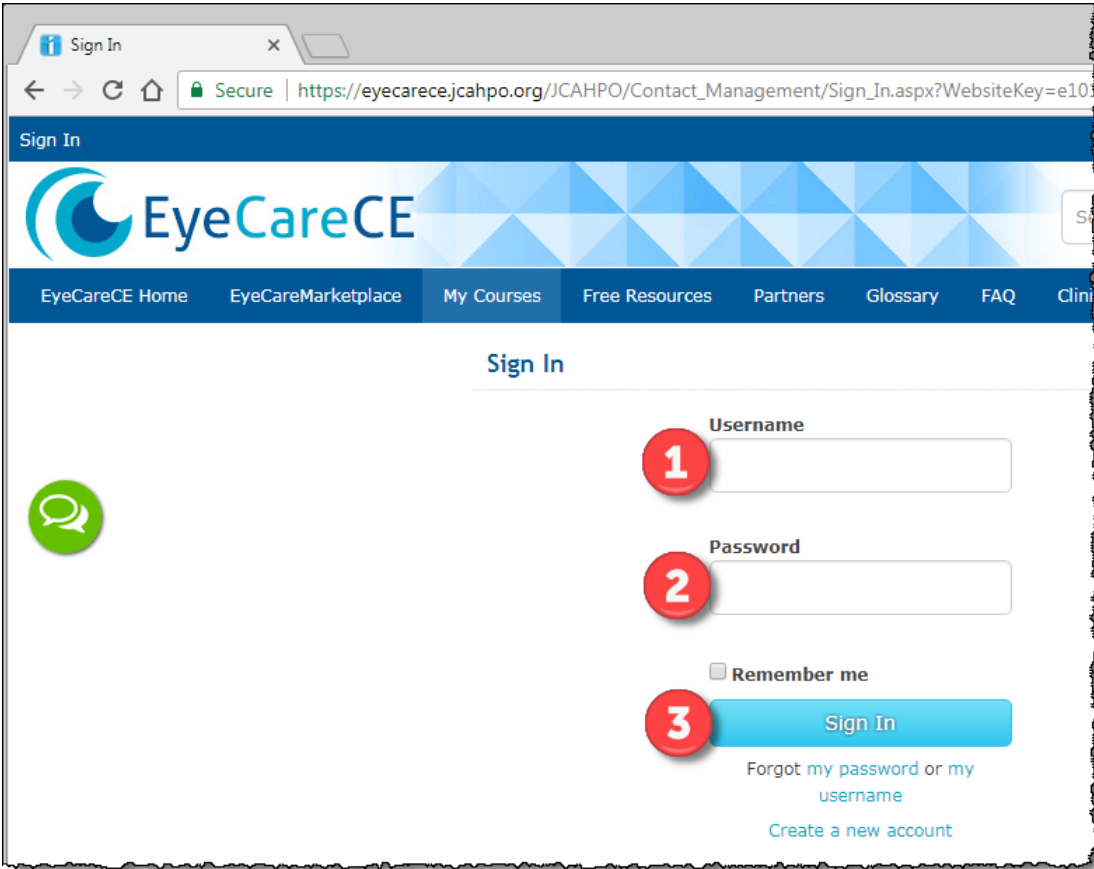
CONTINUE SHOPPING

PLACE ORDER

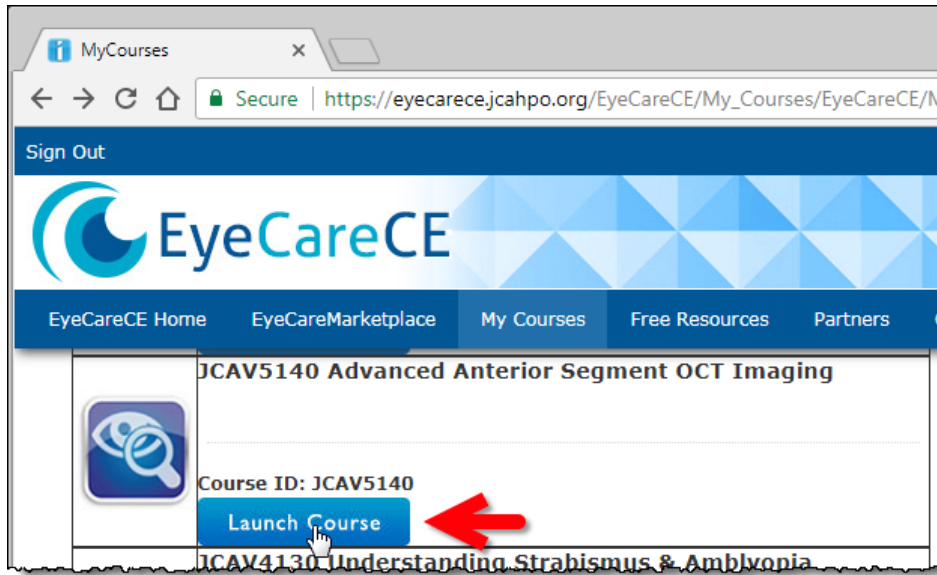
10.

Please wait a few moments for your receipt to appear.

Taking an EyeCareCE Course

STEP	ACTION
1.	Go to https://eyecarece.jcahpo.org .
2.	<p>Click My Courses.</p> 
3.	<p>If prompted, enter your Username and Password, and then click Sign In.</p> 

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.