

# How-To Guide



American Heart Association.  
ShopCPR

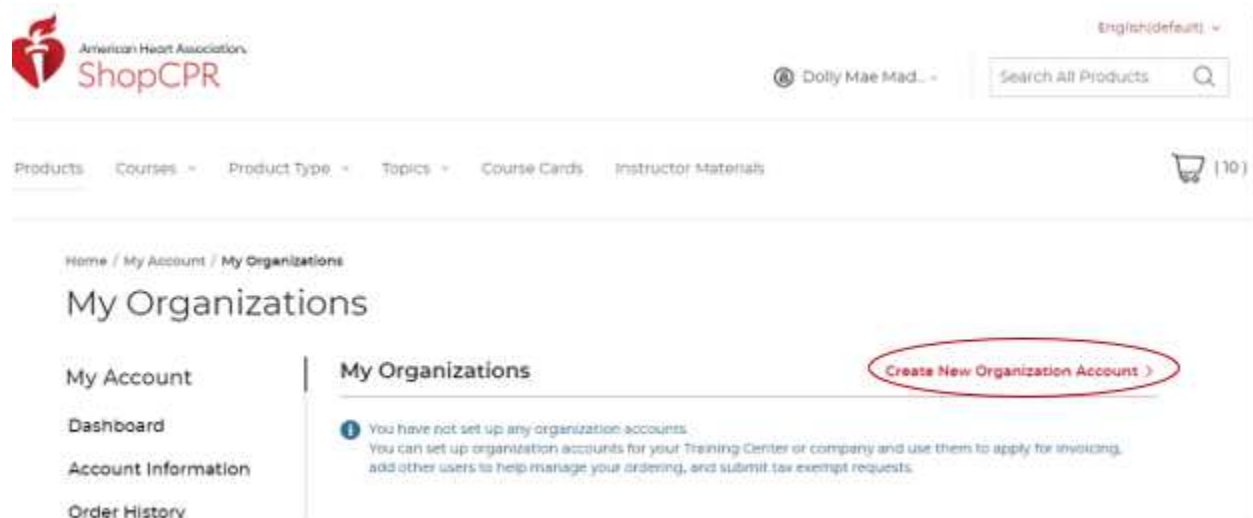
## CPR & EMERGENCY CARDIOVASCULAR CARE

### Create a New Organization

1. To create a new Organization to shop for on ShopCPR, go to your profile and click on My Organizations.



2. Click "Create new organization account."



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3. Enter your Training Center ID, if applicable, (not using one for this example).

### New Organization

Enter or select your AHA Training Center ID number.

Training Center ID Number

Cancel

Next

I do not have a TC ID number >

4. Enter your company (organization) name, and any tax information such as tax exemption status and ID number.

Note: Tax will not be waived on orders until a valid tax certificate has been submitted to [shopcpr@email.shopcpr.heart.org](mailto:shopcpr@email.shopcpr.heart.org). Please allow 2 to 3 business days for review and approval.

### New Organization

<b>Company Name*</b>	<b>Tax Exempt Status</b>
<input type="text" value="Dolly's CPR"/>	<input type="text" value="Yes"/>
<b>US Tax ID</b>	<p><b>i</b> Note: Tax will not be waived on orders until a valid tax certificate has been submitted to <a href="mailto:shopcpr@email.shopcpr.heart.org">shopcpr@email.shopcpr.heart.org</a>. Please allow 2 to 3 business days for review and approval.</p>
<input type="text" value="TX1540322-05"/>	

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5. Enter the billing information for the organization.

### New Organization

**Bill To**

Dolly Madison

**Billing Email Address \***

dolly.madison@dollycpr.com

**Department**

Procurement

**Phone Number \***

972 555 8121

**Street Address \***

50 Magento Way

**Apt, Suite, Others**

**City\***

Dallas

**State / Region \***

Texas

**Postal Code \***

75080

**Country\***

United States

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6. Add your purchase code if you have a Training Central account.
  - If you have a purchase code, if you enter it here, the inventory will automatically be applied to your Training Central account.
  - If you don't have a purchase code or don't know it, you can download purchased licenses.

### Training Central Account

Do you have a [Training Central](#) account? Please enter the Training Central purchase code you would like to use for [Dolly's CPR](#). This allows us to automatically send your eLearning and eBook inventory to your Training Central account after purchase.

 Your Training Central purchase code can be found in the Orders section of your Training Central account.

Purchase Code

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Next

[I do not have a Purchase Code](#)

7. You'll be asked to accept the terms and conditions for your new organization (this is on behalf of your new organization, which is separate from the terms and conditions you accepted for yourself).

### Terms and Conditions

A new organization account has been created for Dolly's CPR, Please accept the [Terms & Conditions](#) and the [Privacy Policy](#) to use the site on behalf of Dolly's CPR.

- YES - I accept the terms & conditions and privacy policy
- NO - I do not accept the terms & conditions and privacy policy

Accept and Continue

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8. Once accepted, you'll see the organization has been added to your account.



English(default) ▾

I am buying for Dolly's ▾

Dolly Mae Mad... ▾

Search All Products



11 Products Courses ▾ Product Type ▾ Topics ▾ Course Cards Instructor Materials



Home / My Account / My Organizations

## My Organizations

### My Account

Dashboard  
Account Information  
Order History  
Address Book  
**My Organizations**

### My Organizations

[Create New Organization Account >](#)

Dolly's CPR

Invoicing: [Apply for invoicing](#)

Users: 1