

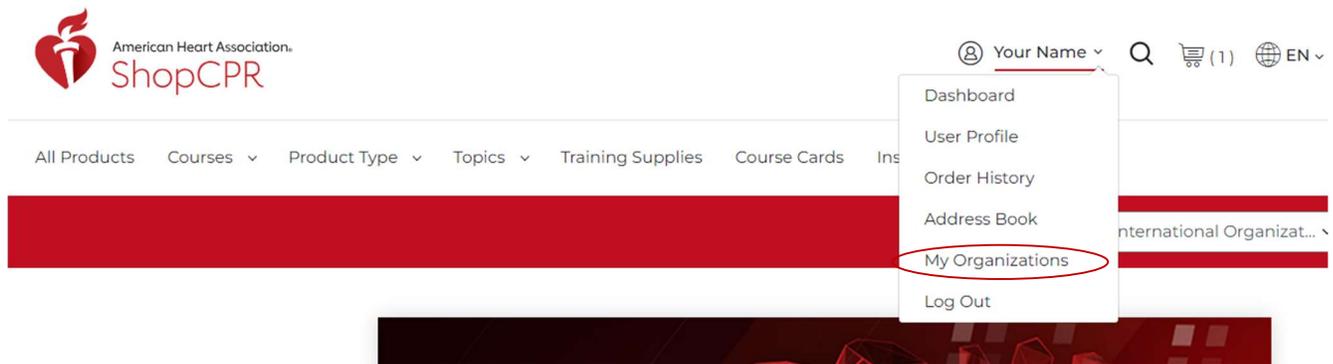
# How-To Guide



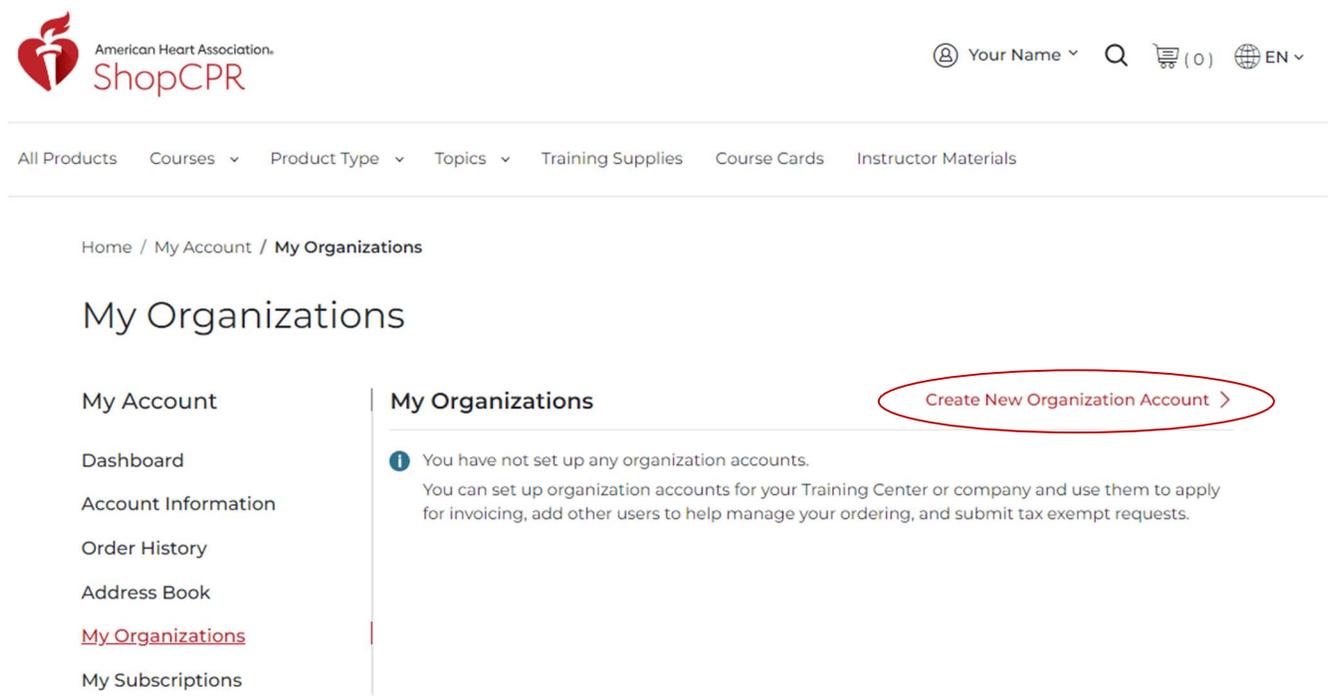
## CPR & EMERGENCY CARDIOVASCULAR CARE

### 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."



# How-To Guide



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

### Training Center ID

If you are a Training Center, enter or confirm your AHA Training enter ID number. If you are not a Training Center, select I don't have a TC ID Number.

Training Center ID Number\*

Cancel

Next

I don't have a TC ID Number >

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

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

### Organization Details

Company Name\*

International Organization

Tax ID or VAT number

TESTVAT

Note: Max 25 alphanumeric characters are allowed including (-,/,)

Tax Exempt Status

No

Back

Next

# How-To Guide



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## CPR & EMERGENCY CARDIOVASCULAR CARE

5. Enter the billing information for the organization.

### Organization Billing Details

Bill To

Test Name

Department

Procurement

Billing Email Address\*

test.name@internationalorg.com

Billing Email CC

tester.two@internationalorg.com

Phone Number \*

 +52 1 222 123 4567

Street Address\*

1 Test Street

Apt, Suite, Others

City

Test City

State/Region\*

Distrito Federal

Postal Code\*

12345

Country\*

Mexico

Back

Next

# How-To Guide



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## CPR & EMERGENCY CARDIOVASCULAR CARE

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 **International Organization**. This allows us to automatically send your eLearning and eBook inventory to your Training Central account after purchase.

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

Purchase Code

Back

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 for Organizations

A new organization account has been created for International Organization. Please accept the [Terms of Use](#) and the [Privacy Policy](#) to use the site on behalf of International Organization.

- Yes - I accept the terms of use and privacy policy
- No - I do not accept the terms of use and privacy policy

Accept and Continue

# How-To Guide



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## CPR & EMERGENCY CARDIOVASCULAR CARE

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



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Your Name (0) EN

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## My Organizations

### My Account

[Dashboard](#)

[Account Information](#)

[Order History](#)

[Address Book](#)

[My Organizations](#)

### My Organizations

[Create New Organization Account](#) >



International Organization

Invoicing: [Apply For Invoicing](#)

Users: 1

[View / Edit](#)