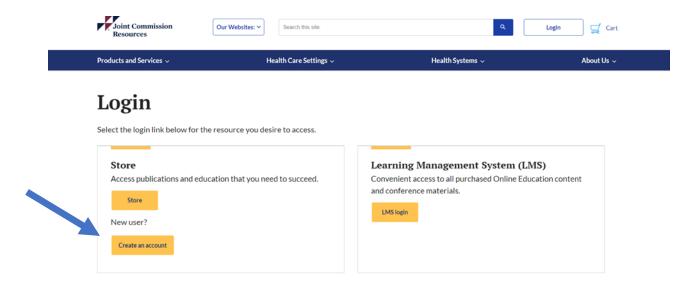


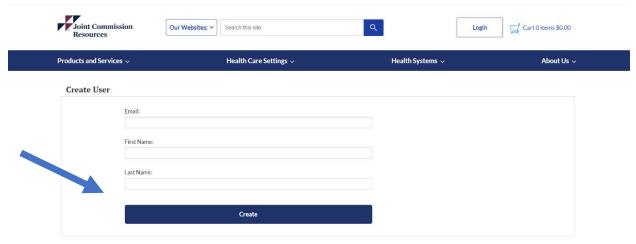
Login and Register Guide

The Joint Commission Resources E-commerce store does not allow guest purchases, please reference the steps to quickly create an account, register and purchase services and products. If you have any questions, please call the Customer Service: 877-223-6866, opt 1

1. Create a new login for the Joint Commission Resources E-commerce store. Login

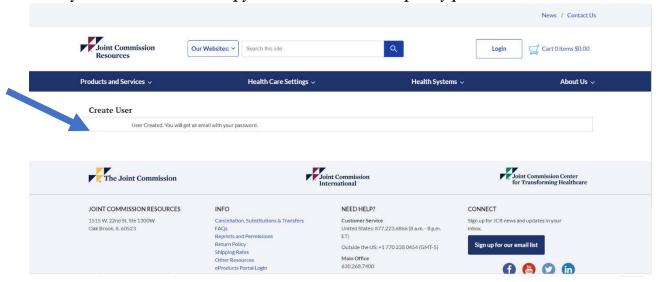


2. Fill out form and click "CREATE"

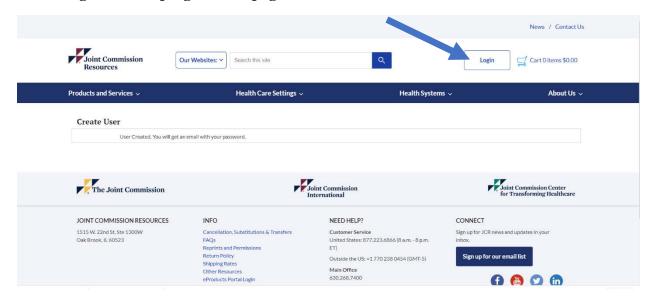




3. Go to your email inbox and copy the username and temporary password.

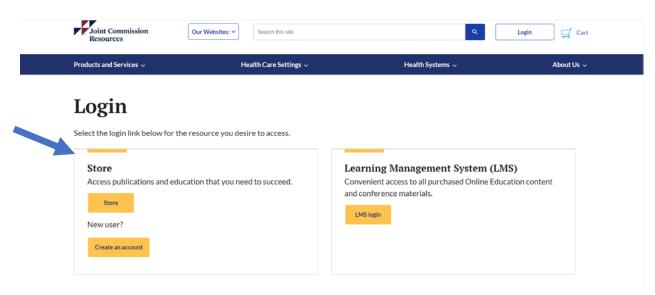


4. Click Login at the top right of the page.

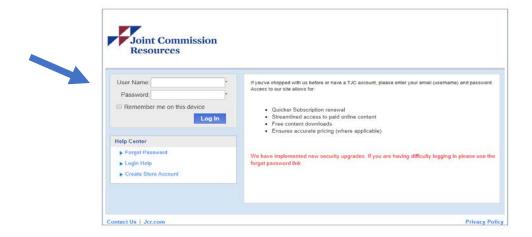




5. Click on the "STORE" option to proceed with registration.

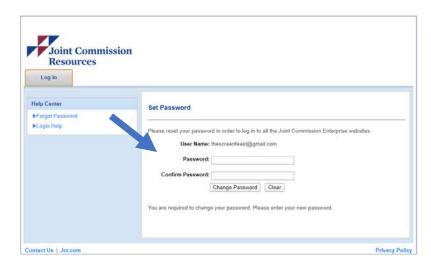


6. Enter your username and temporary password.

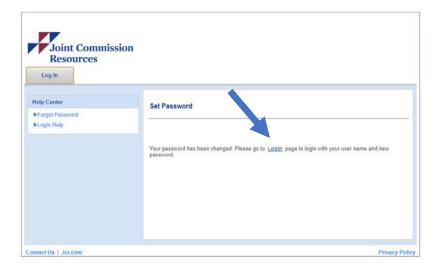




7. When you log in to the site for the first time, you will be directed to change this temporary password. Please choose a password with at least 8 characters including at least one upper-case letter, one lower-case letter, one numeral, and one special character. Click "CHANGE PASSWORD"

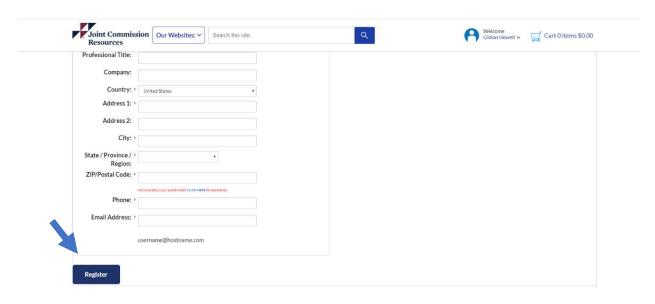


8. Click on the Login hyperlink to login with your username and new password

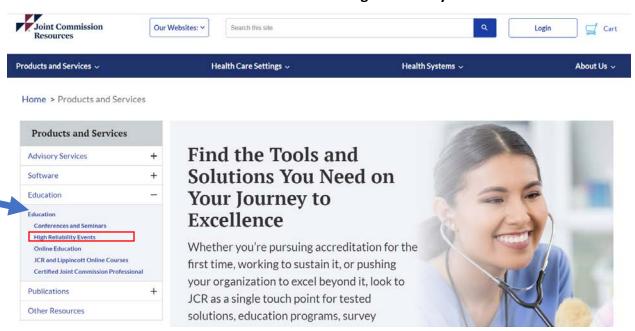




9. Please fill out billing information, and click, "Register"

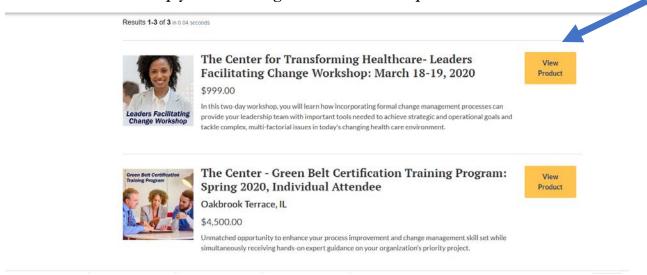


10. Click on Products and Services → Education → High Reliability Events

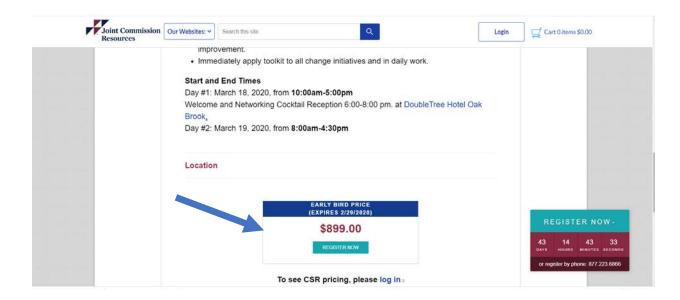




11. Choose the workshop you wish to register and click view product.

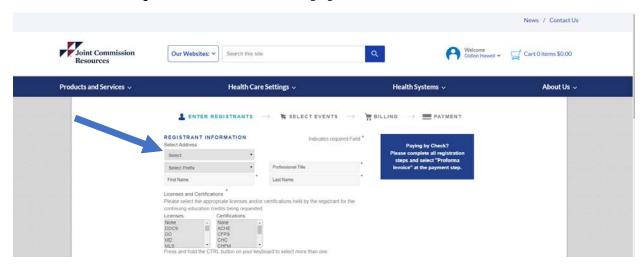


12. Scroll down and click "REGSITER NOW"

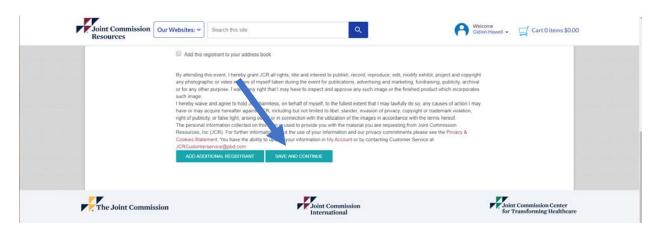




13. Click on the "SELECT ADDRESS" and select "BILLING ADDRESS" from the drop menu. All the required fields should auto populate.

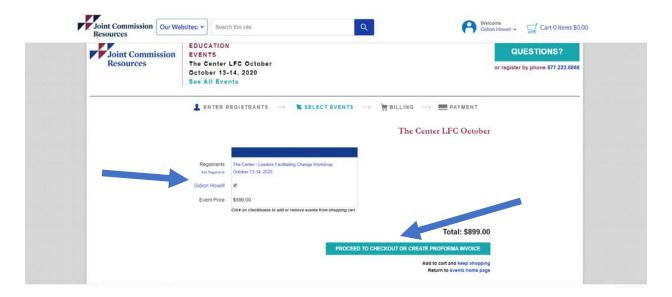


14. Click "SAVE AND CONTINUE".

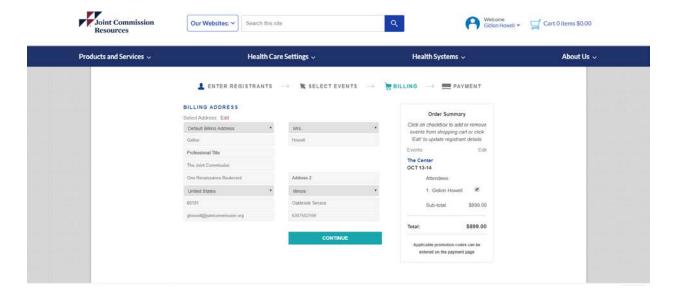




15. Select the box next to the registrant name and click "PROCEED TO CHECKOUT OR CREATE PERFORMA INVOICE"

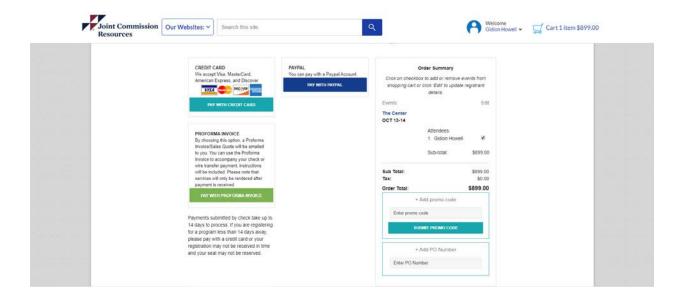


16. Confirm billing address and click "CONTINUE"





17. Choose payment option and follow the prompts to complete. A receipt and registration confirmation will be sent via email.



Need help? Please call the Customer Service at 877-223-6866, Option 1, Monday through Friday, from 8:00am to 8:00pm.