



# Bulk purchases

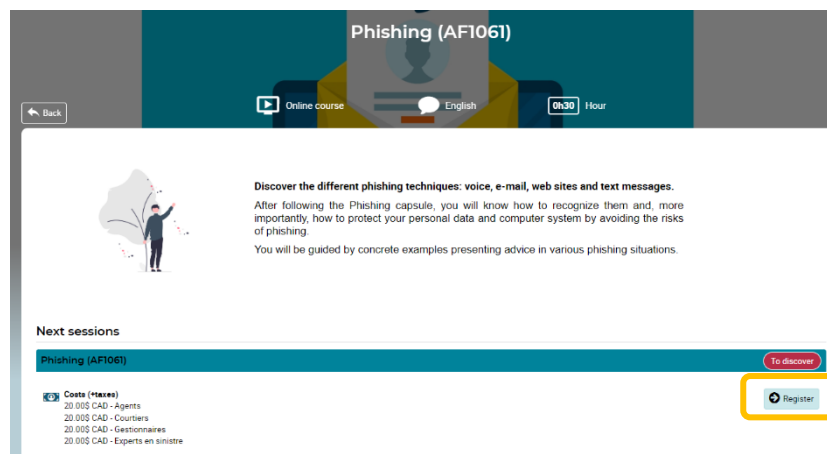
▶▶ **BACKGROUND INFORMATION:** Employers may purchase spaces in bulk for training offered on ÉduChAD and assign them to their employees. Here's how:

## ▶▶ PROCESS



## PROCEDURE

1. Find the training you wish to take in the [training catalogue](#) by following the procedure.
2. Once you have found and selected the training you want, you will be directed to the training's fact sheet. Scroll down to the bottom of the fact sheet and click on the "Register" button in the lower right-hand corner.





3. Choose “Register other people” as well as the number of spaces you would like to purchase. If you yourself would like to take the training, activate the “Include myself in the registration” button. Click on “Confirm.”

Add to shopping cart : Phishing (AF1061)

What type of purchase would you like to make?

Register

Register other people  
Allows you to buy several places simultaneously which can then be assigned to users.


Include myself in the registration

1

4. Click on “Go to shopping basket.”


Add to shopping cart : Phishing (AF1061)

**Article added**

 PHISHING (AF1061)

5. In the shopping basket, verify the billing information and add a promotional code if you have one.

Click on “Next.”

	<p><b>Phishing (AF1061)</b> <b>Phishing (AF1061)</b> Discover the different phishing techniques: voice, e-mail, web sites and text messages.</p> <p><input type="checkbox"/> Include yourself in the registration <input checked="" type="radio"/> 20.00\$ CAD - Agents <input type="radio"/> 20.00\$ CAD - Courtiers <input type="radio"/> 20.00\$ CAD - Gestionnaires <input type="radio"/> 20.00\$ CAD - Experts en sinistre</p>	<p>Number for places 1</p>	<p><b>20.00\$ CAD</b> Total :</p>	<table><tr><td>Price</td><td>40.00\$ CAD</td></tr><tr><td>(Estimated) GST (5%)</td><td>2.00\$ CAD</td></tr><tr><td>(Estimated) PST (9.975%)</td><td>4.00\$ CAD</td></tr><tr><td>(Estimated) Taxes</td><td>6.00\$ CAD</td></tr><tr><td><b>Total amount</b></td><td><b>46.00\$ CAD</b></td></tr></table> <p><b>Promo code</b> Add promo code <input type="text"/> Add</p> <p><input type="button" value="Next step"/> <a href="#">Back to catalog</a></p>	Price	40.00\$ CAD	(Estimated) GST (5%)	2.00\$ CAD	(Estimated) PST (9.975%)	4.00\$ CAD	(Estimated) Taxes	6.00\$ CAD	<b>Total amount</b>	<b>46.00\$ CAD</b>
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6. Choose an existing billing address or enter the required information to create a new billing address. If you are paying by credit card, make sure this address and your credit card address are identical. Click on “Next.”

#### Billing Address

**▲** If payment is made using a credit card, please make sure the address below matches the address of the credit card.

Bill to  
Christelle Chesneau

Address (civic no., street) \*  
999, boul. De Maisonneuve O.

Address 2 (app, PO box)

City \*  
Montréal

Postal code \*  
H3A 3L4

Country \*  
Canada

State / Province / Region  
Quebec

Save the address in my account for future use

[Previous step](#) [Next step](#)

7. Review your transaction summary and choose your method of payment (credit card or payment upon invoice). Accept the terms and conditions of the registration and cancellation policies. Click on “Confirm.”

Payment method: Credit card

Credit card

Once you have pressed the Confirm button below.

#### Registration and Cancellation Policies

##### ONLINE TRAINING

You may be refunded for online training if you request the refund within 30 days of purchase and have not yet begun the training. If you have begun the training, no refund is possible.

If the CHAD no longer offers a training activity but equivalent training is available, registration will be transferred. If not, you will receive a refund.

##### TRAINING PROGRAM

A refund for the purchase of a training programme may be issued within 30 days of purchase, as long as none of the training activities included in the programme have begun. If one of the training activities has begun, no refund is possible.

##### BUNDLE PURCHASE

If you have purchased a bundle of training activities, a refund may be issued within 30 days of purchase. A refund will only be issued for training that has not yet begun.

##### SELF-DECLARATION

Once an application has been submitted for analysis, no refund is possible, even if the application is refused.

##### PROFESSIONAL DESIGNATIONS

Once the application for analysis has been submitted, no refund is possible. If the application is refused, the amount of \$25 for the cost of printing the certificate will be refunded.

Important: your registration will not be completed until your payment has been received and confirmed

I accept the conditions\*

[Previous step](#) [Confirm](#)



8. You will be directed to a confirmation of payment. Click on “Continue.”

**\*Important: your registration will not be completed until your payment has been received and confirmed.**

**Confirmation**

Votre paiement a bien été complété.

**Détails du paiement**

<b>Numéro de référence :</b> 1352037	ChAD	44,00\$ CAD
<b>Date :</b> 2023-08-17 13:19:19	TPS (5%)	2,20\$ CAD
<b>Facturé à :</b> Desjardins	TVQ (9,975%)	4,39\$ CAD
<b>Nombre d'inscription :</b> 1	Taxes	6,59\$ CAD
	<b>Montant total</b>	<b>50,59\$ CAD</b>

Vous avez choisi de faire un paiement par Paiement par facturation. Vous devez effectuer un paiement de 50,59\$ CAD, selon les instructions ci-dessous :  
Veuillez contacter l'organisation responsable des inscriptions pour plus d'information.

[Imprimer cette page](#) [Voir les transactions](#) [Télécharger le reçu](#)

**Accès à la gestion des achats en lot**

Vous pouvez gérer les places de votre achat à partir de l'onglet « Lot de places » dans la section « Inscriptions »

[Continuer](#)

9. You will then be able to assign the spaces to your employees. To learn how to do so, please take the tutorial on [assigning spaces](#) that have been purchased in bulk.