How To Register In A Program

Step 1: Go to www.HoustonIndustrialTraining.com and click on the button "Register" in the left hand menu.	
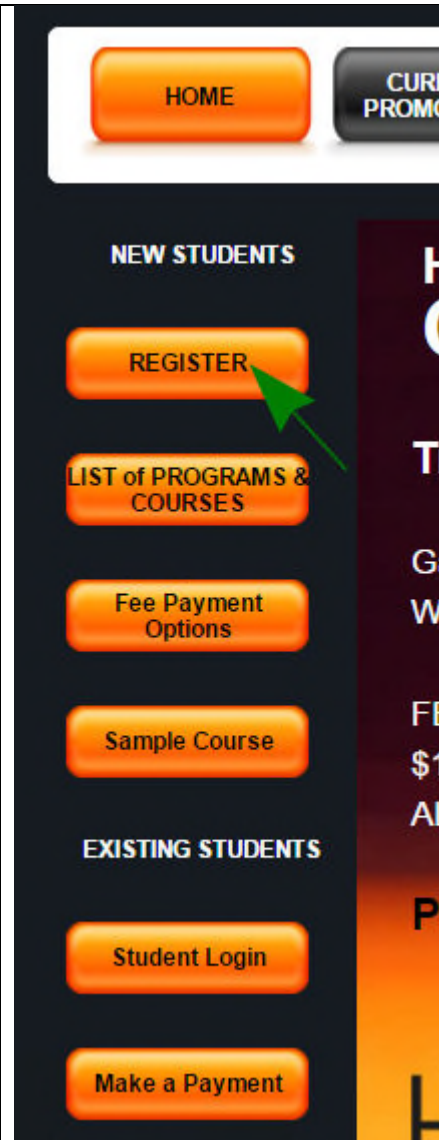
Step 2: Select the program that you want to register in and click the button "**Register**."

For the purposes of this example, I will select the course "**Electrician Training- C**."

1. Entry Level Industrial Programs (Category: CAT1)

Course Name	Description	How To Take This Course	Cost	$/hr	Register
Biofuel Production Operations	Description	How To Take This Course	$2999.00	$7.00	Register
Chemical Plant Operations	Description	How To Take This Course	$2999.00	$7.67	Register
Drilling For Oil-Gas	Description	How To Take This Course	$2999.00	$9.00	Register
Electrician Training - C	Description	How To Take This Course	$470.00	$2.00	Register
HVAC Training - C	Description	How To Take This Course	$470.00	$2.00	Register
Natural Gas Plant Operations	Description	How To Take This Course	$2999.00	$6.73	Register
Oil Refinery Operations	Description	How To Take This Course	$2999.00	$7.00	Register
Paper Mill Operations	Description	How To Take This Course	$2999.00	$6.00	Register
Plumbing Training - C	Description	How To Take This Course	$470.00	$2.00	Register

Step 3: Select the payment option you want to choose and click "Confirm."

Note- Please select your payment option carefully- you cannot change it afterwards.

I will select the FULL COURSE FEES option for this example.

Student Registration

Select one of the following options to jump start your life today!

○ I Want to pay the FULL COURSE FEES

GET 15% OFF YOUR COURSE FEES!!!

Regular Program Fee: 470.00 USD
You will pay: 399.50 USD

Offer available to customers paying with Credit Cards, PayPal, Money Orders or Cheques.

○ I want to make MONTHLY PAYMENTS of $100.00/month

WE WILL PAY YOUR PROGRAM FEE FOR THE FIRST MONTH!!!

This is a limited time offer. Promotion ends March 31, 2016.
Regular Program Fee: 470.00 USD
You will pay: 370.00 USD

Offer available to customers paying with Credit Cards, PayPal, Money Orders or Cheques.

Please choose a payment option carefully as you cannot change it later.

Confirm

Step 4: Fill in the Student Registration form and submit.

In the form on the right, we have picked the FULL COURSE FEES option, but you can also select the monthly payment on the previous screen. The student registration information required is the same in both cases.

Note- The following fields can be left blank if they do not apply to you-

Discount Code

Sales Territory Manager Code

Social Security Number

In this example, we will leave these fields blank.

Student Registration Pay Full Course Fees

Field	Value
Last Name	
First Name	
Middle Initials	
Course Name	Electrician Training - C
Regular Program Fee	$530.00
Your fees (15% off for Making a Full Payment)	$450.50
Discount Code (if applicable)	[ ] APPLY DISCOUNT CODE
Remaining Total Payment	$450.50
Sales Territory Manager Code (if applicable)	ⓘ
Primary Email	
Confirm Primary Email	
Secondary Email	
Confirm Secondary Email	
Address Line 1	
Address Line 2	
City	
Country	Select ▾

Step 5: The student will be asked to confirm the information he or she filled out in the previous window. Please verify the information and click "**Confirm**." If editing is required, please click "Change Data" to go back to the input form.

Student Registration Pay Full Course Fees

Last Name	▬
First Name	▬
Middle Initials	
Username	▬
Course Name	Electrician Training - C
Regular Program Fee	$470.00
Your fees (15% off for Making a Full Payment)	$399.5
Discount Code	
Remaining Total Payment	$399.5
Payment Option	Full Payment
Affiliate Code	▬
Primary Email	▬
Secondary Email	▬
Address Line 1	▬
Address Line 2	
City	▬
Country	▬
State / Province	▬
Postal code	▬
Phone 1	▬
Phone 2	▬
Password	▬
Social Number	
Where did you hear about us?	▬

Change Data   Confirm

Step 6: After clicking "Confirm" in Step 6, you will get a message saying, "Student data has been added successfully. Please wait"

Please wait for the next window to load- no action required from student.

Student Registration Pay Full Course Fees

Student data has been added successfully. Please wait.

Last Name	▇
First Name	▇
Middle Initials	
Username	▇
Course Name	Electrician Training - C
Regular Program Fee	$470.00
Your fees (15% off for Making a Full Payment)	$399.5
Discount Code	
Remaining Total Payment	$399.5
Payment Option	Full Payment
Affiliate Code	▇
Primary Email	▇
Secondary Email	▇
Address Line 1	▇
Address Line 2	
City	▇
Country	▇
State / Province	▇
Postal code	▇
Phone 1	▇
Phone 2	▇
Password	▇

Step 7: Student is requested to review our Terms of Services and Agree.	**Terms of Services** ☐ I agree to the Terms of Service, Limitations and Caveats Rev 2016-02-20 Ref: ToS1.txt Terms and Conditions Note: This document is liable to change over time. Please print and keep a copy of this document to record our terms and conditions that apply to you. 1. The course materials are supplied by Houston Industrial Training Institute (to be referred as HITI, for the purposes of this document), sometimes in conjunction with its partners, associates and affiliates. The term - training materials - refers to online training materials provided by HITI. 2. HITI is not a Job Placement Agency. No promises or representations are made to students regarding getting them or helping to get them a job in any industry. 3. The training material is not presented as legal, technical or design information. Also, this material is not presented as authoritative interpretation of regulations mentioned therein. For all regulatory, technical, safety, general operational, or design issues, please seek advice from your management, or the relevant regulatory bodies. **Agree**
Step 8: Student will be requested to make a payment, based on the payment option selected. In this case, we picked the Full Payment option. Student is requested to choose a payment mechanism- Credit Card or PayPal or Money Order/Certified Check.	**Make The Full Payment** **Your Fee Payment Amount** Regular Program Fees: 470.00 USD Discount awarded for making a full payment (15%): 70.50 USD Additional Discounts Applied (if applicable): Not Applicable Payment Required from you: 399.5 USD **Payment Options** Click on **Pay with Credit Card or Paypal** to pay your fees now with a credit card or paypal and get immediate access to your program. Click on **Pay with Money Order** to pay your fees with a money order or certified check, mailed to us. **Pay with Credit Card or Paypal** **Pay with Money Order**

Step 9A: If the student chooses the **Pay with Money Order** option, he or she will be brought to this screen which has instructions. Note: Access is only granted after the payment has been received and processed. The student will be sent an email after the payment has been processed. The student can also click "Back to Payment Options" if he or she would like to make a payment immediately.	**Full Payment- Pay with Money Order or Certified Check** Shina Minhas, you are being registered in the program Electrician Training - C. You have chosen the option to make a full payment using a Money Order or Certified Check. Payment Required : 399.5 Your money order or certified check should be payable to "Houston Industrial Training Institute" and mailed to "5348 Vegas Drive #998, Las Vegas, NV, USA, 89108." Please note that we do not accept personal checks. We will provide you full access upon receiving your money order and processing it. This process can take up to 2 weeks and is contingent on the time it takes for Houston Industrial Training Institute to recieve your payment. You will be sent an email notification once your payment has been received and processed by us. If you have changed your mind and would like to make a payment via credit card or paypal, please click on "Back to Payment Options" to return to the previous page. [Back to Payment Options]

Step 9B: If the student chooses the Pay with Credit Card or Paypal option, he/she will be brought to this screen. Please enter the required payment amount and pick one of the two payment options- Pay with PayPal or Credit Card.	**Full Payment- Pay with Credit Card or Paypal** ██████ you are being registered in program Electrician Training - C. To get immediate access to the course, please pay the amount specified below. You have 2 payment options: Pay with PayPal - click this to be re-directed to the PayPal site, where you can sign into your PayPal account and make a payment. Pay with Credit Card- click this to make a payment with a credit card. Please click on "Back to Payment Options" to return to the previous page. Payment Required: 399.5 USD Payment Amount [399.50] USD [Pay with PayPal] [Pay with Credit Card] [Back to Payment Options]

Step 10 (continued from step 9B): If the payment is made successfully, a success message, such as the one shown here, is displayed. If the payment does not go through for any reason, the student will be shown an error message and he/she will not be charged.	**Course Payment** Your payment has been accepted and a confirmation email has been sent to you. You can go to the homepage by clicking on the button below and log into your program. HOME PAGE