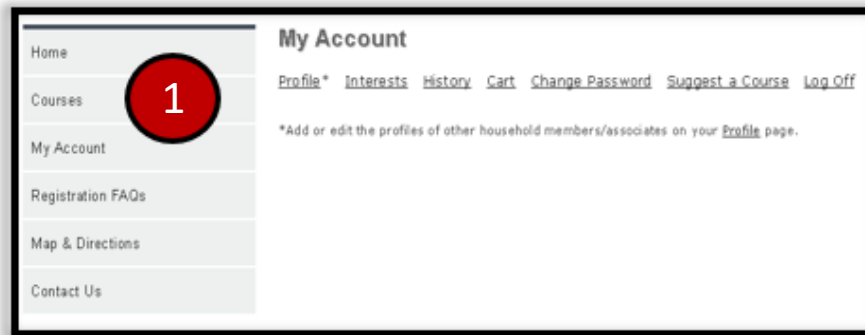


# Live Events & Live Webinars: Online Registration

## Live Event & Webinar Enrollment System

### Step 1: Course Selection

- If you are directed to the course link you selected from the CE website, proceed to Step 3
- If you are not immediately directed to the course link you selected from the CE website:
  - Click Courses on left side navigation
  - Under Other Lookup Options, select All Courses
  - Select Course Title, i.e. CE in Dallas
  - Select Enroll Yourself



### 2. Log On

- If you have previously attended a live course with UHCO, you are a Returning user. Login using the following credentials:
  - OE Tracker Number
    - If you do not know your ARBO OE Tracker Number, you may find it on the ARBO website or you may contact our office at [optce@central.uh.edu](mailto:optce@central.uh.edu) for assistance.
  - Password
    - Your password has been preset with the following:
      - first initial + last initial + zip code
        - Example: aj77204
      - NOTE: Your zip code is based on the address you provided our office during a previous registration – usually home or office. Contact our office if need assistance.

- If you have not attended a live course with UHCO, please create a new account.

**Log on ...**

**Returning?**  
If you've taken courses with us, you already have an account:

OE Tracking Number:  
  
[Reset your OE Tracking Number?](#)

Password:

Don't know your Password?  
[Reset your Password](#)

**New?**  
If you've never taken courses with us:

**New Participant?**  
Create a new Participant record.

An account with us allows you to:

- Add yourself to mailing lists
- Enroll yourself in courses
- View your registration history
- Pay Balances Online
- Update your profile

### Step 3: Registration Selection

- Select a registration fee
- Select workshop sessions you wish to attend that equal the number of registration hours you've selected
  - Each workshop session = 4 hours
- Click Proceed to Checkout

**Enrollment Cart**

Enrolling Amanda Johnson (Staff) in:  
CE in the Southwest August 22-23, 2020

**Course Options**

Basic Fee:  16 Hours (Includes Opioid/PR) \$359.00  
 8 Hours (With Opioid/PR) \$229.00  
 8 Hours (Without Opioid/PR) \$179.00  
 4 Hours (With Opioid/PR) \$119.00  
 4 Hours (Without Opioid/PR) \$99.00  
 Opioid Course Only \$35.00

Workshop Selections:

- Select a workshop:

- Select a workshop:

- Select a workshop:

- Select a workshop:

Enrollment Progress ...

## Step 4: Process Payment

- Complete all fields and click Payment Service
- Enter your payment information and click Pay Now

The screenshot shows a checkout page for Amanda Johnson (Staff) with a total amount due of \$359.00. A red circle with the number '4' highlights the 'Payment Service' button. The page includes a table of course details, a 'Payment Options' section with a 'Credit Card' tab selected, and a 'Payment Information' form with fields for name, address, city, state, zip code, phone, and email. A 'PAYMENT SERVICE' button is visible at the bottom right of the payment options section.

Course	Dates	Fee	Delete Course
CE in the Southwest	Aug 22-23	359.00	DELETE

Amount due: \$359.00

**Payment Options**

**Credit Card**

The name and address MUST match the Credit Card account information.  
If necessary, please edit the name and address before clicking the Payment Service button.

Name on Card: Amanda Johnson (Staff)  
Address: 4901 Calhoun Road  
City: Houston  
State: TX  
Zip Code: 77204  
Phone: 7137432419  
Email: apphns7@ougartnet.uh.edu

**Payment Information**

Foundation for Education and Research in Vision, Inc.  
Total: \$359.00 (USD)

Payment Method:  Credit Card  Bank Account

Cardholder Name: [Field]  
Expiration Date: [Field] / [Field]  
Card Code: [Field]

**Shipping Information**

Profile: Amanda Johnson | Last Name: [Field]  
Address: 4901 Calhoun Road  
City: Houston  
State: TX | Zip Code: 77204  
Phone: [Field]

Invoice Code: [Field]

Log out current user

Enrollment Progress: [Progress Bar]

## Step 5: Receipt & Log Out

The screenshot shows a receipt page with a 'Finish Enrollment' button at the top. The main heading is 'Thank you for your order!'. Below this, it states 'You may print this receipt page for your records. A receipt has also been emailed to you.' A red circle with the number '5' highlights the 'Transaction Completed' section. The receipt includes order information, billing information, and a detailed fee summary.

**Thank you for your order!**

You may print this receipt page for your records. A receipt has also been emailed to you.

**Order Information**

Merchant: Foundation for Education and Research in Vision  
Date/Time: 16-Jul-2020 1:05:48 CDT

**Billing Information**

Amanda Johnson  
4901 Calhoun Road  
Houston, TX 77204  
optce@central.uh.edu  
Phone: 713-743-1900

Date/Time: 16-Jul-2020 1:05:48 CDT  
Transaction ID: 123456789  
Auth Code: 0123456  
Payment Method: Visa \*\*\*\*1234

**Transaction Completed**

Enrollment Confirmation for Amanda Johnson (Staff)  
CE in the Southwest (20002350)  
Dates: August 22-23, 2020  
Meets: Sat and Sun from 8:00 AM to 5:00 PM  
Location: Live Webinar through Zoom

Notes: This program will be held using the Zoom Webinar Platform. Prior to the program start date, registered participants will receive a "sign-in" email from Zoom. Be sure to complete the "sign-in" via Zoom by entering the requested information that includes your name, license number, CE track number, and phone number. Once your information is entered directly into Zoom, you will receive reminders, with personalized links to the program, straight to your email address. Program Links are specific to you and used to track your attendance by recording the duration of time you spend in each course. All participants are required to utilize their own Program Links in order to earn CE credit.

Fee Summary  
Open Course Only - \$35.00  
Workshop: 08/22/2020, 8:00AM-12:00PM: Saturday AM Sessions - \$0.00  
Workshop: 08/23/2020, 1:00PM-5:00PM: Sunday PM Sessions - \$0.00

Total charges: \$35.00

Your credit card has been charged for the amount due.

Log out current user

Enrollment Progress: [Progress Bar]

Our goal is to make this process as easy for you as we can. As always, we are only an email ([optce@central.uh.edu](mailto:optce@central.uh.edu)) or phone call away (713-743-1900)!

[Click Here to view the In-Person and Live Webinar Conference Registration FAQ](#)