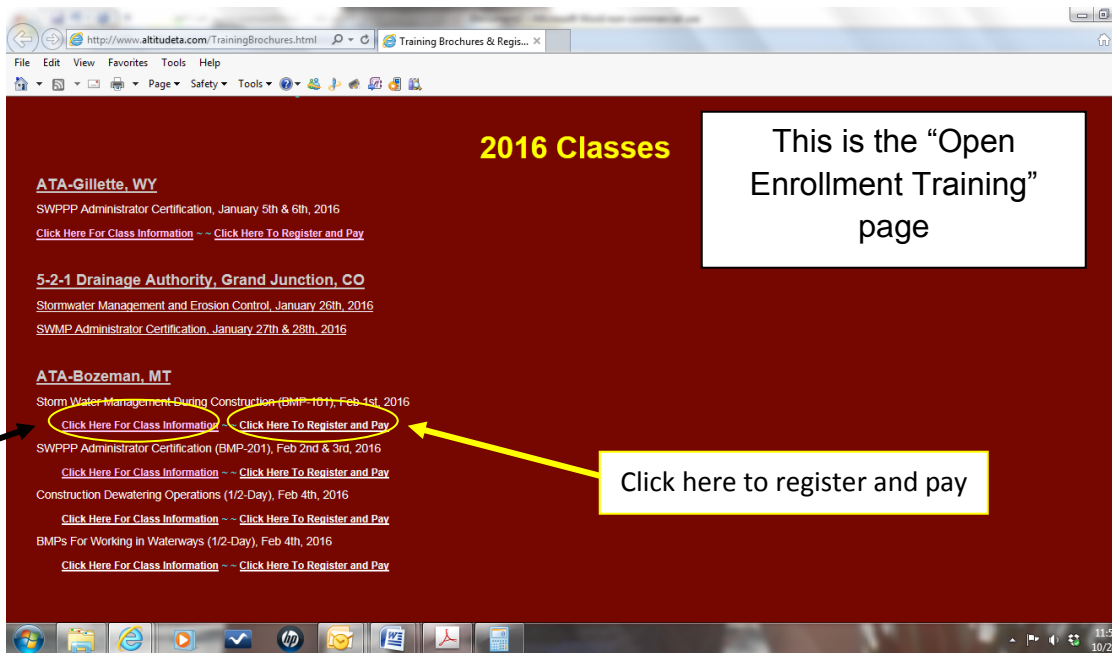


# How to Register & Pay for an ATA Training class

**Step 1** – Go to the ATA web page – [www.altitudeta.com](http://www.altitudeta.com) and scroll down to “Class Registrations and Brochures” and click on the button.

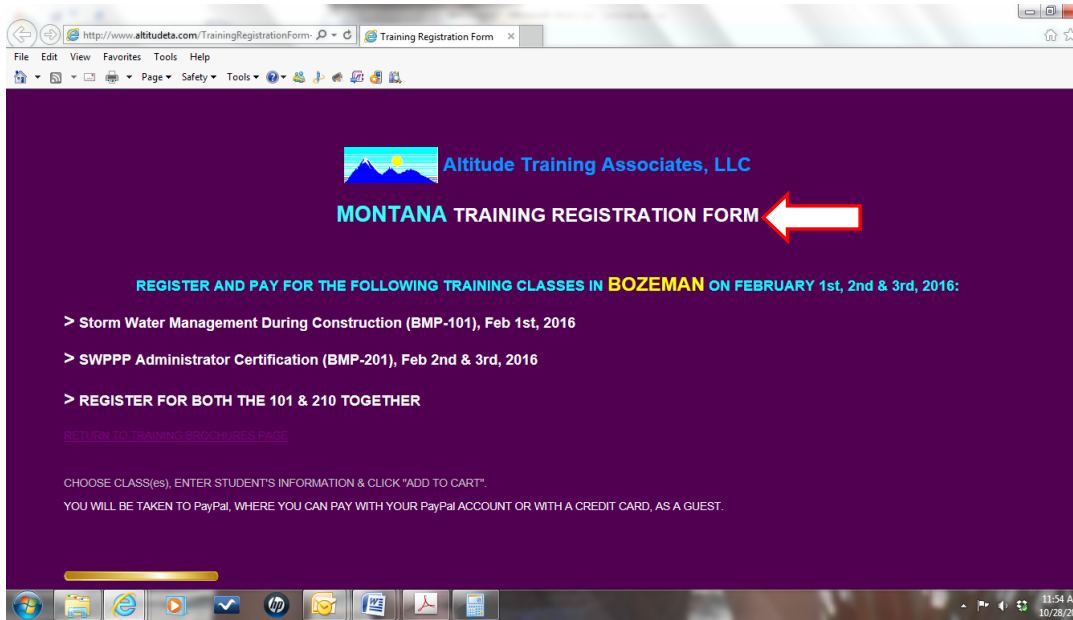


**Step 2** – Find the location and class you want before clicking on the class information or register and pay link.



## How to Register & Pay for an ATA Training class

**Step 3** – Click on the “Register and Pay” link which brings you to the Training Registration Form (see below). Scroll down until you find the class you want.



### PAYMENT OPTIONS (Credit Card, PayPal or Check)

#### Payment Option #1

To Pay with Credit Card or with your PayPal account:

Fill in the required fields and click on “Add to Cart”. This will take to the PayPal site to make payment.

The screenshot shows the registration form with the following fields and callouts:

- 3. PROVIDING THE DATE YOU WILL BE TAKING THE BMP-101 COURSE PRIOR TO THE 201 COURSE IN THE FORM BELOW.**
- Bozeman BMP 201 - Feb. 2nd & 3rd, 2016** (Class selection dropdown) - Callout: "The class you want"
- Bozeman \$140.00 USD (Price dropdown)
- Student Name: Linda Student
- Student Email: lstudent@gmail.com
- Student Phone: (406) 123-4567
- Company/Organization: ABC Consulting, LLC
- Verification of Prerequisite Training:
  - I HAVE COMPLETED THE BMP-101 COURSE WITHIN THE PAST 3-YEARS AND WILL EMAIL MY CERTIFICATE OF COMPLETION TO: INFO@ALTITUDETA.COM
  - OR
  - I WILL BE TAKING THE BMP-101 CLASS ON: XX-XX-20XX
- Add to Cart** button - Callout: "Complete Form and click 'Add to Cart'. This will take you to the PayPal website, where you can pay with your PayPal account or with a credit card as a guest."

# How to Register & Pay for an ATA Training class

## Step 4 – Review Student and Course Information

PayPal's secure payment website

Altitude Training Associates, LLC

**Your Shopping Cart**

Description	Item price	Quantity	Amount
Storm Water Training BMP 201: Bozeman, Student Name: Linda Student, Student Email: Lstudent@gmail.com, Student Phone: (406) 123-4567, Company/Organization: ABC Consulting, LLC, Prerequisite Training: Yes, Prerequisite Completion: XX-XX-20XX	\$140.00	1 Update   Remove	\$140.00

Item total: \$140.00

~~Continue Shopping~~ OR **Check Out** **Check out with PayPal**

**Review Registration Information**

**Do Not click here to add additional classes/students. Instead, return to the ATA Training Brochure or Registration page. Additional registrations will be added to your basket.**

**When your selections have been completed, click "Check Out" to complete purchase as a guest, OR click "Check Out with PayPal" to make payment with your PayPal account.**

## Payment Option #2 To Pay By Check

> Storm Water Management During Construction (BMP-101), Feb 1st, 2016

> SWPPP Administrator Certification (BMP-201), Feb 2nd & 3rd, 2016

> REGISTER FOR BOTH THE 101 & 210 TOGETHER

[RETURN TO TRAINING BROCHURES PAGE](#)

**TO PAY BY CHECK:**

MAIL A CHECK FOR THE AMOUNT OF THE REGISTRATION TO:

ALTITUDE TRAINING ASSOCIATES  
688 ENTRADA DR.  
GOLDEN, CO 80401

INCLUDE WITH THE CHECK THE COMPLETED FORM YOU [DOWNLOAD HERE](#)

OR

PAY THROUGH PayPal, USING CREDIT CARD or YOUR PayPal ACCOUNT

To Register and pay by check, open up the linked Microsoft Word file, complete information on the form and mail with check to the listed Golden, CO address.

**NOTE: When you make payment with PayPal, you will receive an emailed receipt. Regardless of your payment type, you will receive a confirmation from ATA of the registration and payment.**

