

**Directions for purchasing the Citizen Planner Online course for another person or multiple individuals, includes directions for paying by invoice (check):**

1. Go to <https://catalog.extension.org/product?catalog=MiCP> and click the "Buy Now" button.
2. On the next page, change the quantity number to the number of people for which the purchase is being made and click the "Recalculate" button; then click the Checkout button.
3. If the purchaser is not already logged in, the next screen will give the purchaser the opportunity to create a new account. In creating a new account, the purchaser should use his/her own identity, not the identity of the person who will be taking the course.
4. Once logged in (or once the account is created), verify the user profile information, to include selecting a state (there is a bug at the moment that the system is not pulling up the state from the database). Select the payment method, either Paypal/credit card, or invoice. THEN (and this is important), check the box that says you are buying the course on behalf of someone else. Also check the terms and conditions box, and finally the "Proceed" button in the lower right hand corner.
5. If the payment is to be made by credit card, the next page will ask the purchaser for the various credit card or Paypal information. If the payment is to be made by invoice, that next page will display a set of instructions for where to submit payment. Also, if by invoice, an email will be sent to the purchaser at the address entered when creating the login account. When the payment is received by the eXtension Foundation accountant, the invoice will be marked "paid."
6. In either case in #5 above, the purchaser has now completed the financial transaction, but the system still does not know who the student(s) are. At that point, the purchaser assumes the role of a "Manager." To exercise that role, the purchaser goes back to [catalog.extension.org](https://catalog.extension.org), and in the top menu bar will find a link that says "Manager login". This purchaser/manager uses the same login ID used when purchasing the course(s), and after getting logged in, will see a screen showing how many seats he/she purchased, how many are already being used, and how many are remaining. Following the instructions on the screen, the purchaser/manager now designates the people who are to take the course by

entering their names/email addresses. These "students" will receive an email with instructions for creating an account and getting into the course. The manager can always come back later to the "Manager" console to monitor the use of the seats purchased.