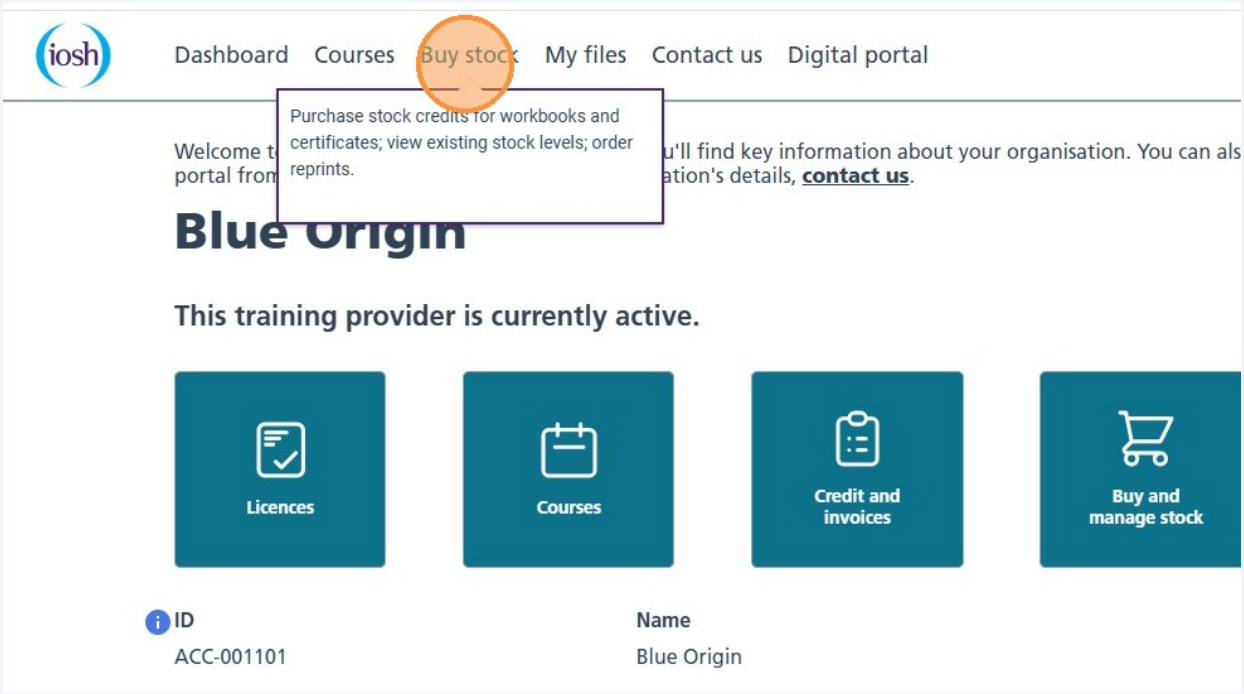
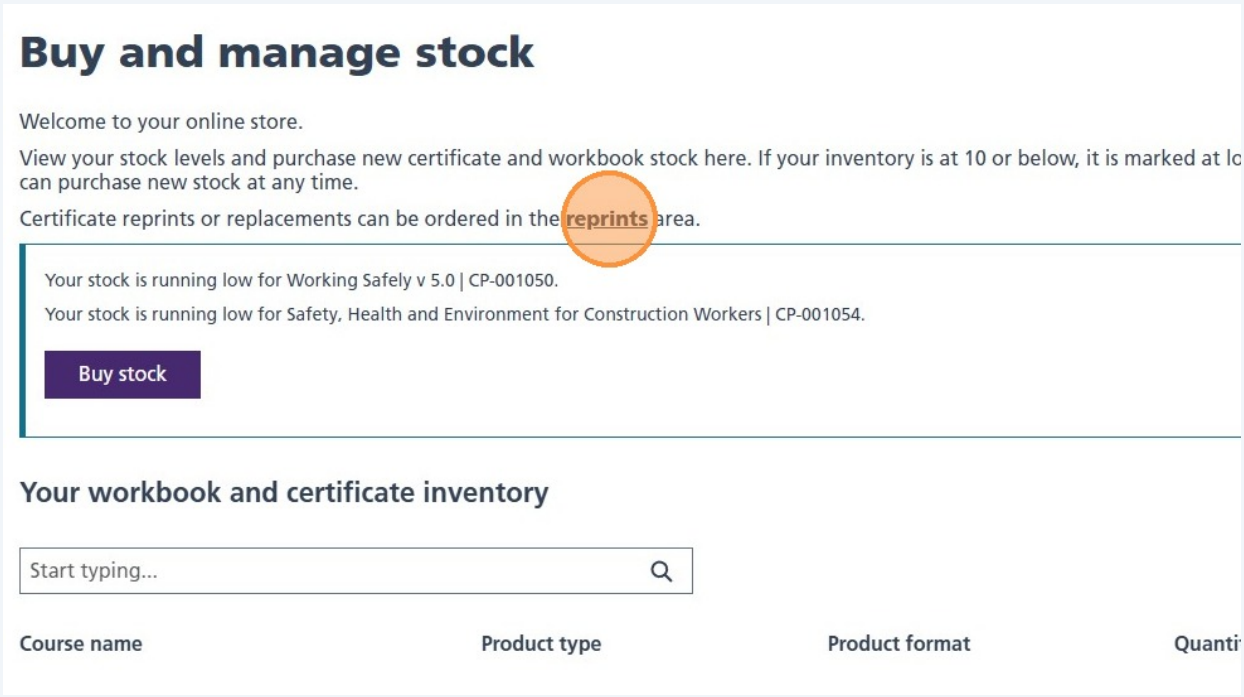
How to order reprints for training providers

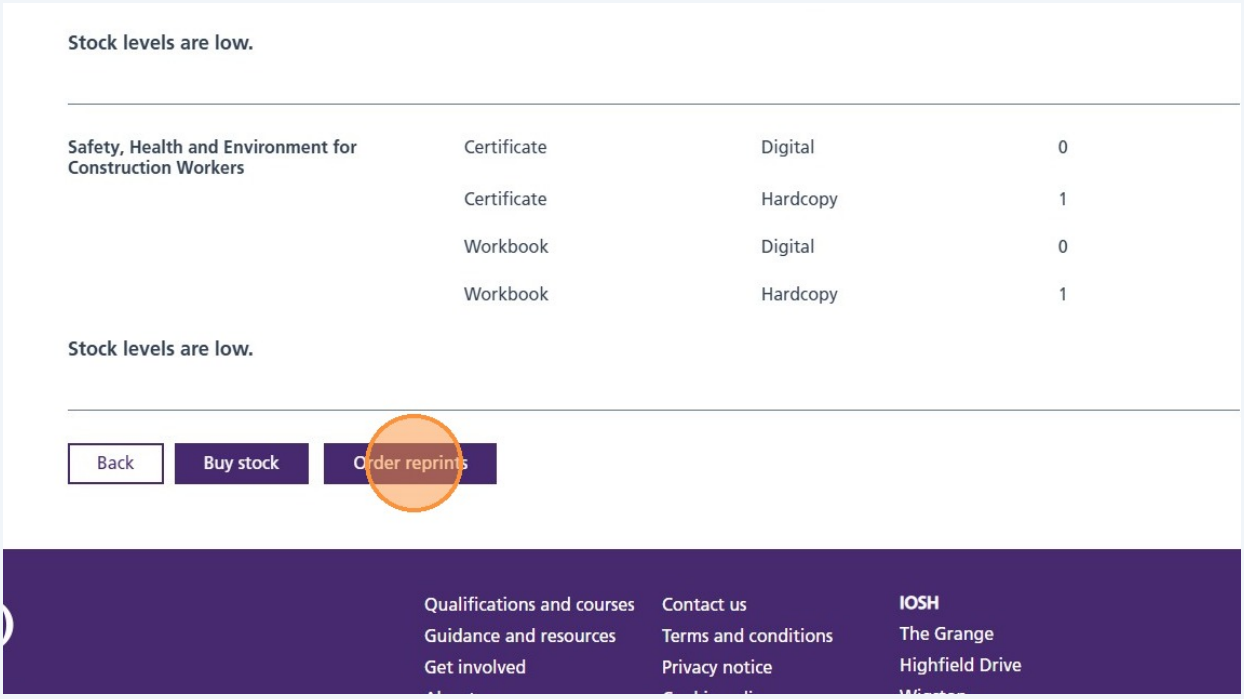
1 Navigate to Buy stock on the top bar.



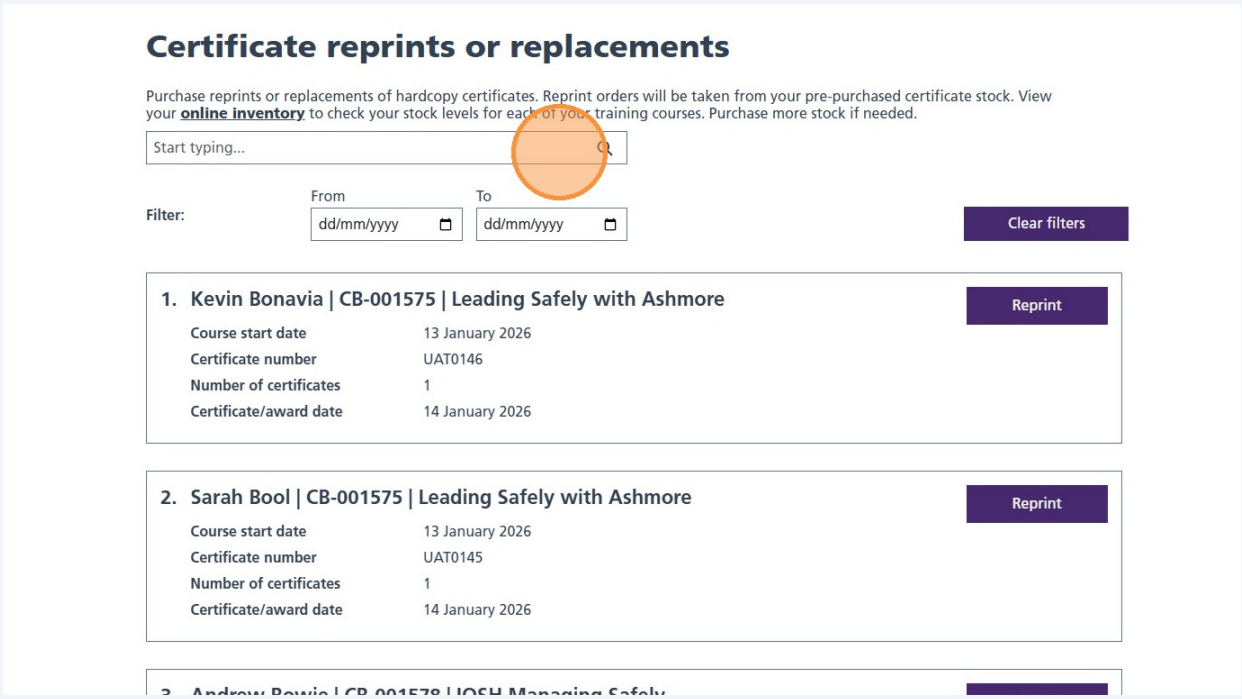
2 Training providers can find the link to reprints at the top of the page.



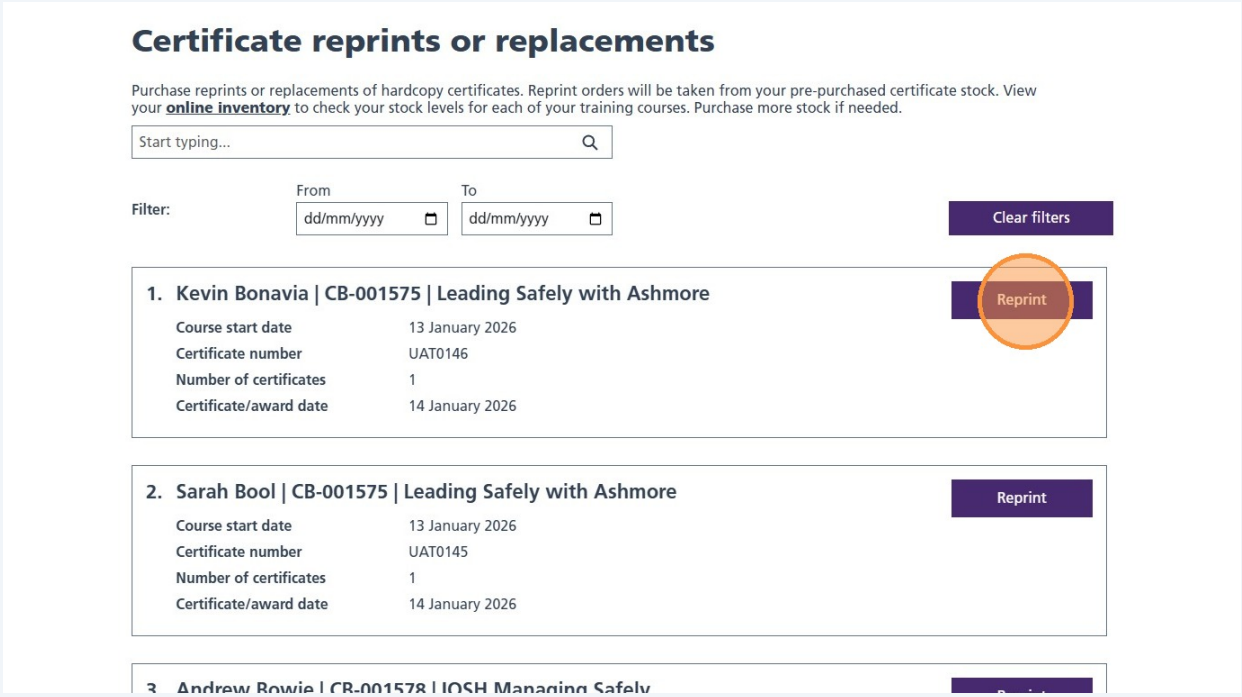
3 Or they can find the Order reprints button at the bottom of the page.



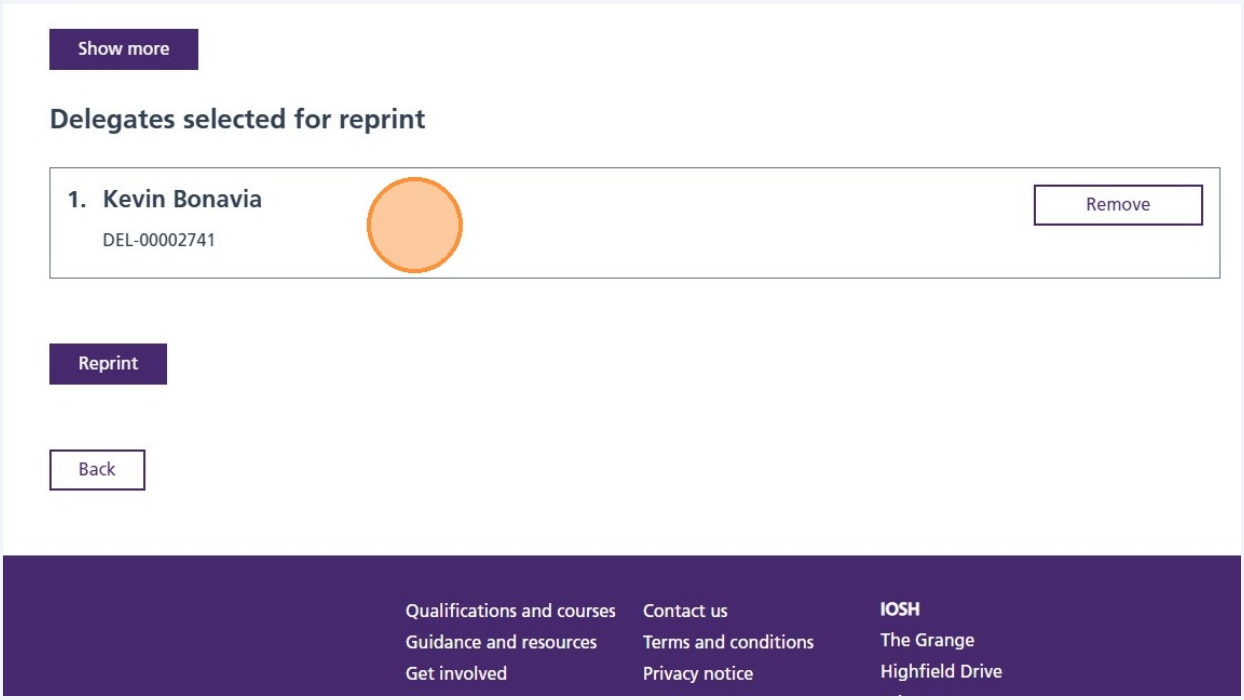
4 Training providers can search for their delegates and course ID using the search bar or filter by the dates.



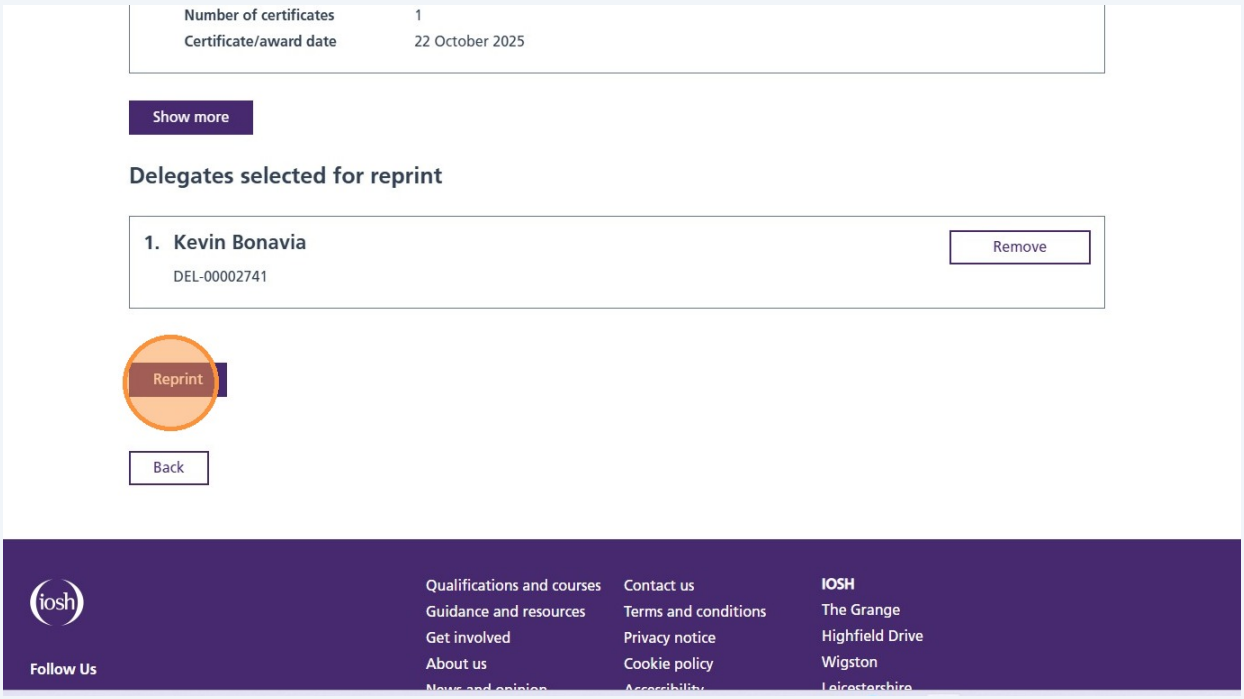
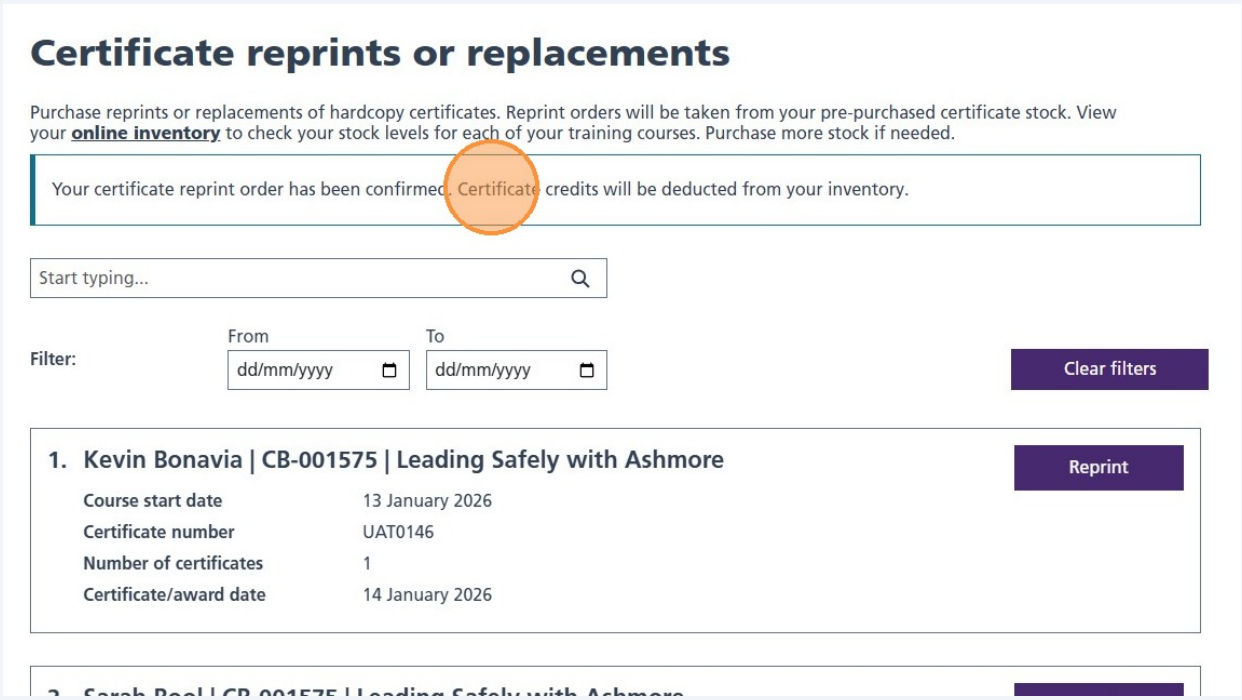
5 Once the delegate has been found, select Reprint.



6 Once the delegates have been selected for reprints, scroll down to the bottom and there will be a list of delegates.



7 Select Reprint.



8 A message will appear at the top of the page confirming the reprints have been ordered.