

TO REGISTER FOR A MSA PRIVATE TRAINING COURSE:

If you are a:

New Customer

1. Enter the URL in your browser's address bar: msasafety.configio.com
2. Click on 'Login' (top right button)
3. Click on 'Register for an Account' in the New Customers block
4. Complete the account registration form >> click on 'Create Account'
5. Enter your address >> click on 'Save as Account Address'. Your account has been created
6. You will receive an email with your account details
7. Follow the 'Returning Customer' instructions below (go to #4)

Returning Customer

1. Enter the URL in your browser's address bar: msasafety.configio.com
2. Click on 'Login' (top right button)
3. Enter your Username and Password in the Returning Customers block >> click on 'Login'
4. Click on the '**Private Classes**' tab (top menu). Select the course to register.
5. The course details will appear. Choose or add a new participant (bottom of the course page) >> complete the form and click on 'Register'
IMPORTANT: If you need to enter additional participants, click on 'Register Another Participant'. The system will prompt you if you try to enter a person more than once for the same course.
6. When finished adding participants >> click on 'Checkout'
7. Select payment method >> click on 'Save and Continue'
8. Read and approve the disclaimer >> click on 'Save and Continue'
9. Complete the form to add the billing address >> click on 'Save as Required Order Address' >> click Okay
10. Review Your Order >> click 'Process Order'. Your order has been processed. You will receive a confirmation email

IMPORTANT: Your order is not complete until you click 'Process Order'. Once processed, you will receive a confirmation email.