**TO REGISTER FOR A MSA PUBLIC TRAINING COURSE:**

If you are a:

**New Customer**
1.  Enter 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.  Follow the 'Returning Customer' instructions below (go to #4)


**Returning Customer**
1.  Enter 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 User Training or Authorized Service Training (tab, top menu) to view the training courses
5.  To find a course:
    a.  Click on a calendar entry
    b.  Click on a training category from the menu - left side of screen or top menu
    To find a course by instructor:
    a.  Click on an instructor's name in the Search by MSA Instructors block >> click on Search
    b.  Click on a calendar entry
6.  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.
7.  When finished adding participants >> click on 'Checkout'
8.  Select how you are paying >> click on 'Save and Continue'
9.  Read and approve the disclaimer >> click on 'Save and Continue'
10. Complete the form to add the billing address >> click on 'Save as Required Order Address' >> click Okay
11. 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'