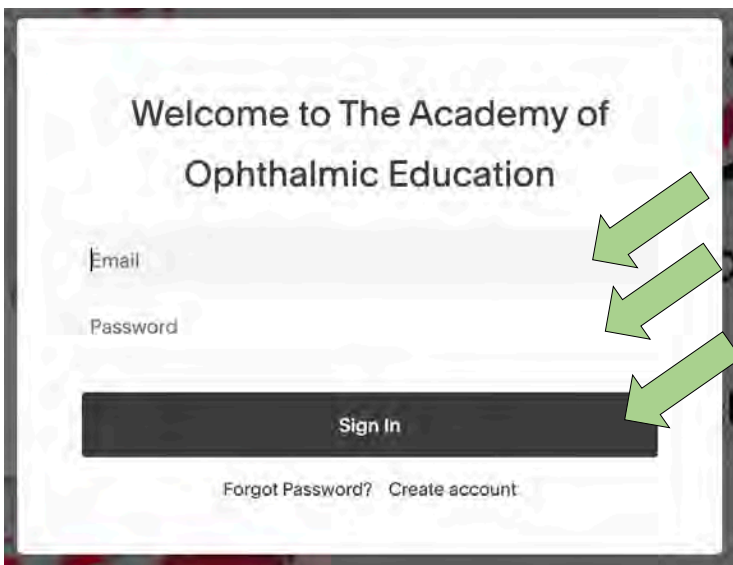


Ordering a Course or Subscription with your AOE Billing Account

*To order courses or subscribe with AOE, you need two accounts

- 1) A **Billing Account** on aoece.com (Canada) or aoece.international (US/World)
- 2) A **Learning Account** on [AOE On-Demand](#)

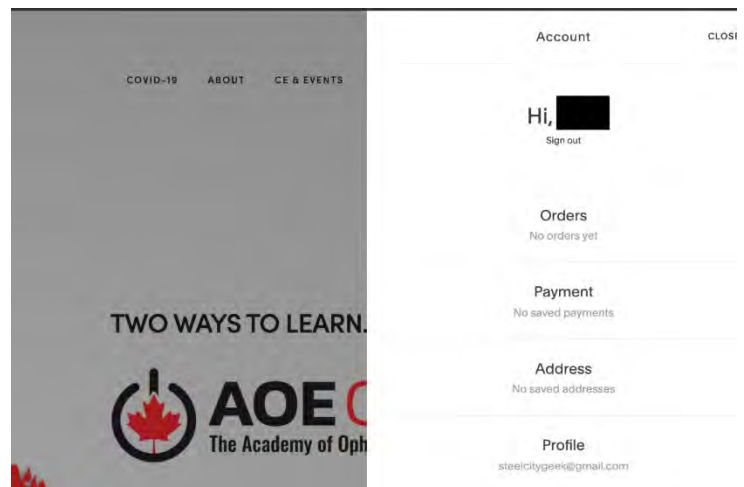
1. Open a browser and visit: <https://aoece.com/account> (Canada)
or <https://www.aoece.international/account> (US/International)
 - a. The following message will appear
 - b. Put in your **email**, **password** and **click sign in**



NOTE If you do not have an account, you can [click here for instructions to create an account](#).

NOTE If you have an account but don't remember your password, you [can click here for instructions on how to reset your password](#).

2. After signing in, you will see the **“Account”** window like the image to the right.



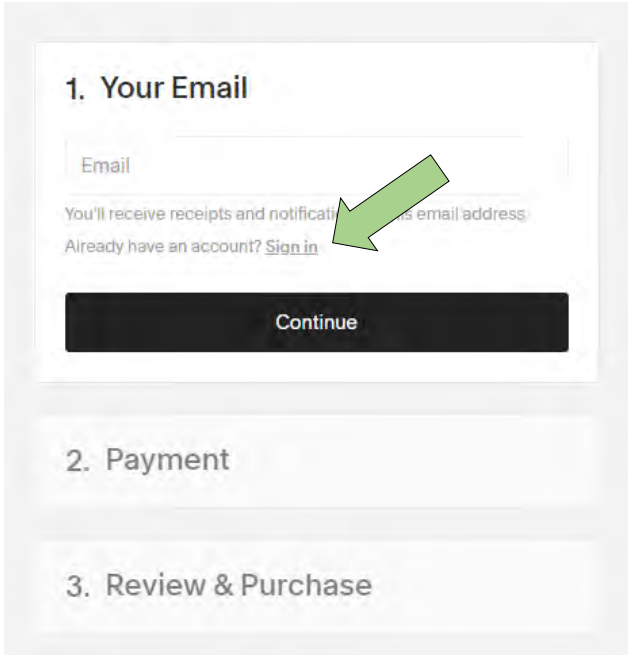
3. Now that you are logged in you can order a course or subscribe.
 - a. If you are in Canada:
 - i. To **subscribe** – go to: <https://www.aoece.com/online>
 - ii. For **courses** – go to: <https://www.aoece.com/on-demand>
 - b. If you are in the USA / International:
 - i. To **subscribe** – go to: <https://www.aoece.international/>
 - ii. For **courses** – go to: <https://www.aoece.international/international-store>

4. After you click “**Subscribe**” or add a **course** you will see the following form:
 - a. Your **AOE Learner ID** is the number in the upper left corner of [AOE On-Demand](#) when you are logged in ([AOE On-Demand Account creation instructions here](#))
 - b. Complete the rest of the form

The image shows a web form titled "AOE Online" with a close button (X) in the top right corner. The form contains the following fields and labels:

- AOE Learner ID ***: A single-line text input field. A green arrow points to this field. Below it is a small note: "If you do not have your AOE Learner ID yet, please visit [aoeceonline](#) and create a FREE account. Once you login, your Learner ID will be shown on the left side."
- Name ***: Two side-by-side text input fields labeled "First Name" and "Last Name".
- Address ***: Three stacked text input fields labeled "Address 1", "Address 2", and "Address 3".
- City** and **State/Province**: Two side-by-side text input fields.
- Zip/Postal Code**: A single-line text input field.
- Country**: A single-line text input field.
- Phone ***: Three separate text input boxes for phone number digits, with labels "(###)", "###", and "####" below them.
- Email ***: A single-line text input field.

- a) On the check out screen, you'll see a field for Email (unless you are already logged in). Click on **Sign In** below in grey.



1. Your Email

Email

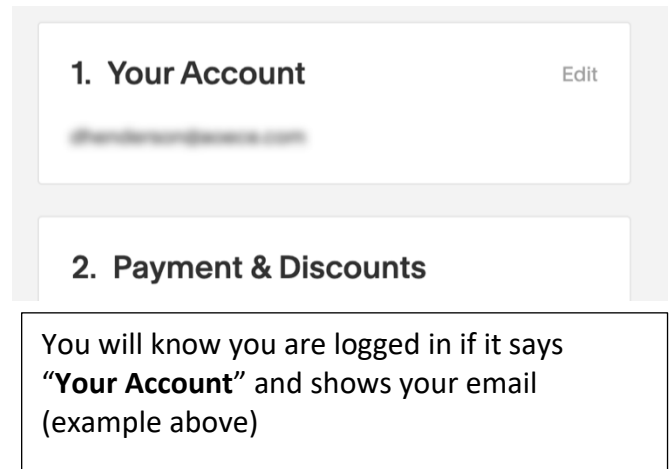
You'll receive receipts and notifications at this email address.

Already have an account? [Sign in](#)

Continue

2. Payment

3. Review & Purchase



1. Your Account Edit

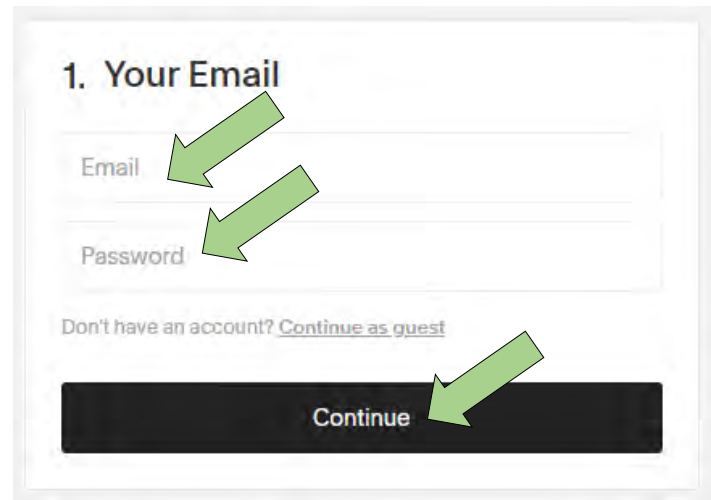
[@example.com](#)

2. Payment & Discounts

You will know you are logged in if it says **"Your Account"** and shows your email (example above)

- b) If you forgot your password, [follow the instructions here to reset your password](#).

- c) If you do not have account yet, you can
- input your **email**
 - click **continue**
 - input your **password**
 - click **continue**



1. Your Email

Email

Password

Don't have an account? [Continue as guest](#)

Continue

5. Complete the payment information. Please note that **taxes are INCLUDED** in the subtotal

6. You will receive an **email confirmation** with and **order number** when your order has been successfully submitted.

7. Please allow **1 business day** for your course to be added or your subscription activated.