



## Payments

Payments can be made through credit card or invoicing, this information is entered on the log in page.

NOTE: If you are placing a personal credit card and do not want other charges to appear on this card, DO NOT CLICK SAVE.

### CREDIT CARD

For payment by credit card you will click "Credit Card" in the billing method box. You will then choose "New credit card" or "Credit card on file."

PLEASE NOTE: A credit card can be saved on file by selecting "Save credit card with your administrator username" in the billing method box. If you are placing a personal credit card and do not want other charges to appear on this card, DO NOT CLICK SAVE.

If you save the credit card, the credit card will be charged anytime a student uses the username and completes a course.

PLEASE NOTE: A valid payment method selection must be made in order to log in to the system, every time. If you do not save a payment method on file, you will have to reenter payment information the next time you log in. Charges are only made upon the completion of a course test.

If you want to disable the option to save a credit card on file to the username, please call us at 844-930-4877.

### INVOICING

For invoicing payments you will click "Invoice" in the Billing Method box. You will then choose "New invoice information" or "Invoice information on file."

To set up invoicing your company needs to complete a credit card application with Alliance Safety Council. There will be a \$50.00 per year charge for invoicing. If you already have invoicing set up through the Alliance Safety Council, you do not have to reapply.

Please contact TAPPISAFE Customer Service with any questions at 844-930-4877. Customer Service hours are Monday through Friday, from 6:30 AM to 7:00 PM EST. If any issues are not resolved, please contact Samantha Murillo, TAPPISAFE Content Manager, at 770-209-7213 or at [Smurillo@tappi.org](mailto:Smurillo@tappi.org) or Ben Hopper, Account Manager, at 770-209-7248 or [Bhopper@tappi.org](mailto:Bhopper@tappi.org).