

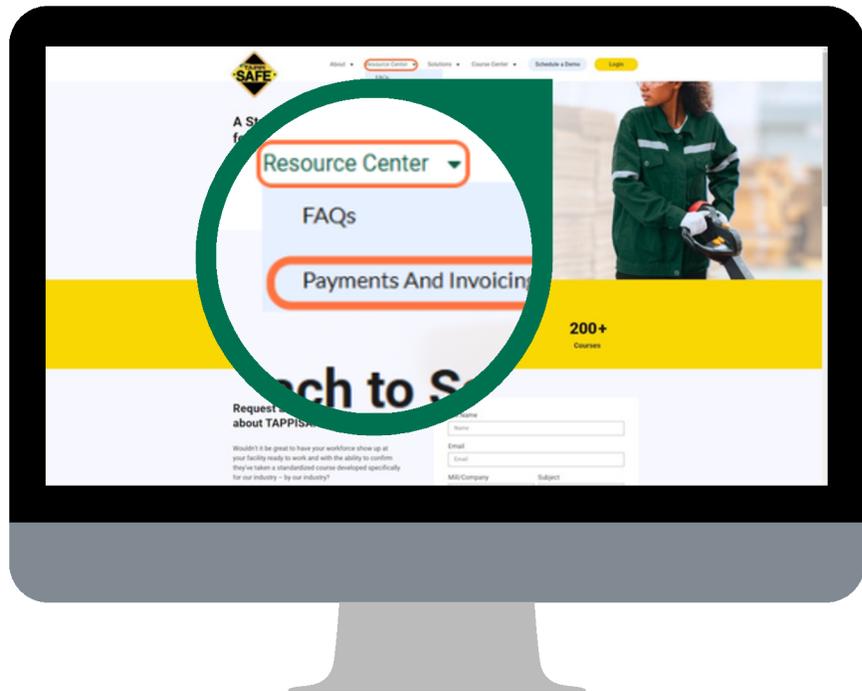
How To: Apply for Invoicing



Go to the TAPPISAFE website www.tappisafe.org

STEP 1 Click on Resource Center

Click Payments
and Invoicing



STEP 2 Sign up for Invoicing

To apply for invoicing,
select clicking here to
fill out the application

For payment by credit card, you will select "Credit Card" in the Billing Method box. You will then choose "New credit card" or "Credit card on file."

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 account, please call us at 844-930-4877.

Invoicing

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

To set up invoicing, your company must complete a credit application with Alliance Safety Council. There will be a \$100.00 per year charge for invoicing.

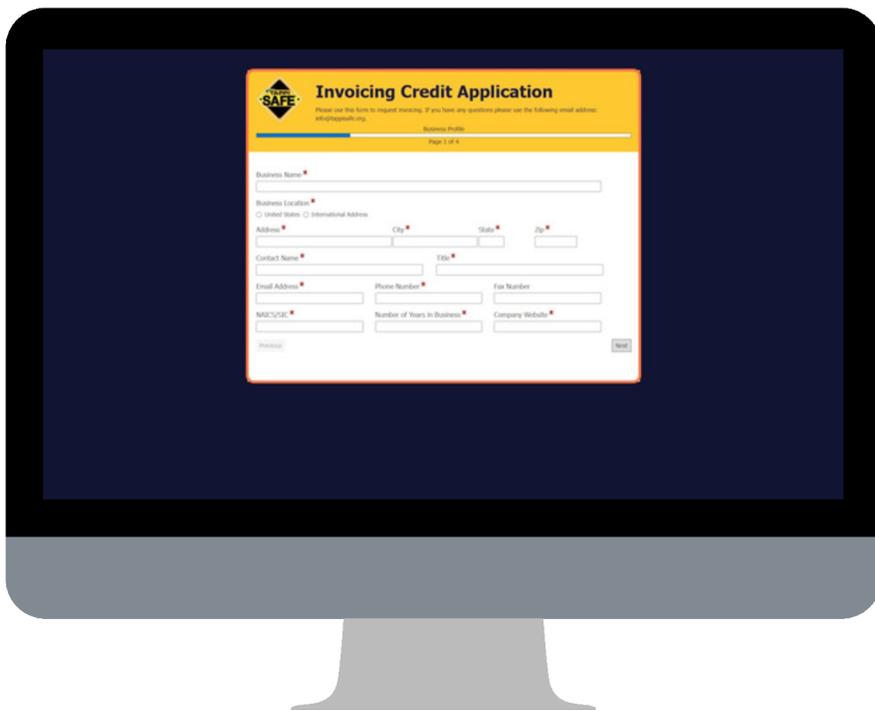
If you already have invoicing set up through the Alliance Safety Council, you do not have to reapply.

The credit application can be accessed by [clicking here](#).

the Alliance
[clicking here.](#)

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STEP 3 Invoicing Credit Application

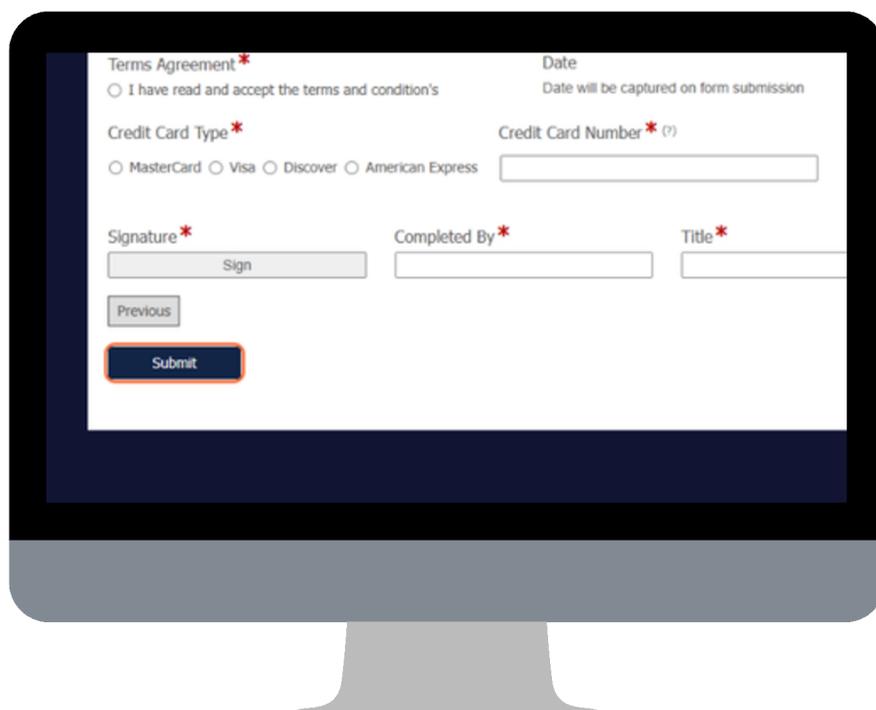


The image shows a computer monitor displaying the first page of an 'Invoicing Credit Application' form. The form is titled 'Invoicing Credit Application' and includes a 'SAFE' logo. It contains several input fields for business information, including Business Name, Business Location (with radio buttons for United States and International Address), Address (City, State, Zip), Contact Name, Title, Email Address, Phone Number, and Fax Number. There are also fields for NAICS Code, Number of Years in Business, and Company Website. A 'Next' button is visible at the bottom right of the form.

Fill out the four
pages of the
application

STEP 4 Invoicing Credit Application

Click Submit
button to turn in
your application



The image shows a computer monitor displaying the final page of the 'Invoicing Credit Application' form. This page includes a 'Terms Agreement' section with a radio button for 'I have read and accept the terms and condition's' and a 'Date' field. Below this is the 'Credit Card Type' section with radio buttons for MasterCard, Visa, Discover, and American Express, and a 'Credit Card Number' field. There are also fields for 'Signature' (with a 'Sign' button), 'Completed By', and 'Title'. At the bottom, there are 'Previous' and 'Submit' buttons. The 'Submit' button is highlighted with a red border.