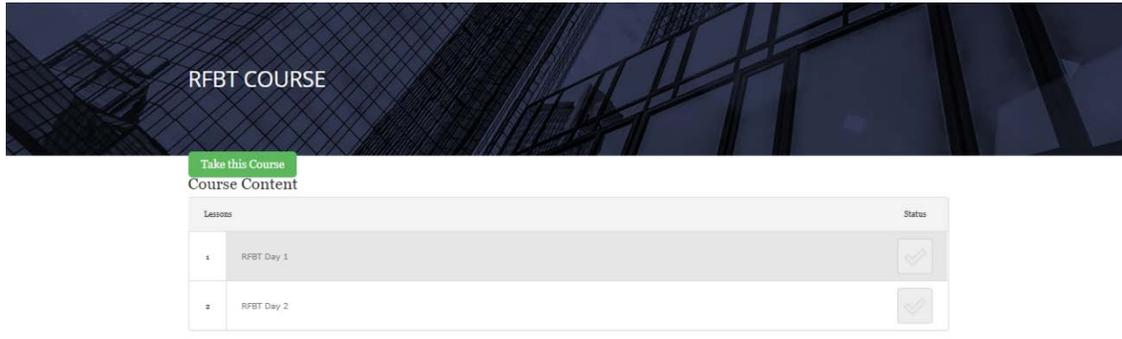


1. Go to the “View All” tab to access the videos “with fees” uploaded in the website.
2. Choose the COURSE/S you want to purchase.
3. a. If you are seeing this image below,

Click the button “Take this Course”.



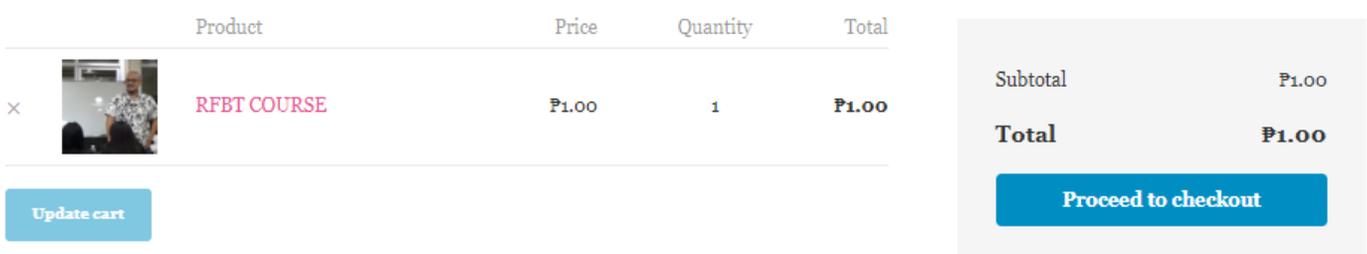
- b. Then, you will see this image below.
You may add RFBT COURSE to your cart now, and/or choose more COURSES.



4. After adding the selected COURSE/S to your cart, you will be notified in the page that the COURSE/S selected is/are added to your cart.



5. Upon viewing your cart, you will see the item/s—with the COURSE name, price and total price—that is in your cart. If you want to remove a product from your cart, you can just click the cross (x) button from the left of the thumbnail of the COURSE.



6. Proceeding to check out, you will be asked to input your billing details for the payment, or if you are a “Returning Customer”, you will be asked to login to have your details automatically inputted. Returning Customer means, someone who already has an account with us.

7. After you are done with the billing details, you will receive an email as your invoice, and you may now choose if you will pay via Direct Bank Transfer or PayPal.

a. **Direct Bank Transfer**

1. If you chose to pay via Direct Bank Transfer, you will see the following details:
 - a. The bank details to where you will transfer your payment. An email will also be sent to you as an invoice.
 - i. If you ordered an **ONLINE CPA Review Class**, you will be transferring your payment to **MM and Co. Continuing Professional Devt and Training Center Inc.** (This is the company that owns LCRC Tradename)
 - ii. If you ordered an **MM&Co. Seminar**, you will be transferring your payment

Thank you. Your order has been received.

Order number: 8812	Date: September 25, 2019	Email:	Total: P1.00	Payment method: Direct bank transfer
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Once paid please email the receipt to LCRC-MMCO-Elearning@gmail.com

FOR CPA REVIEWS: Please deposit to the MM and Co. Continuing Professional Devt and Training Center Inc. Account
 FOR SEMINARS: Please deposit to the Manaig, Manaig & Co., CPAs Account

Our bank details

MM and Co. Continuing Professional Devt and Training Center Inc.:

Bank: BPI Calamba Halang	Account number: 8631-0012-04	BIC: BOIPHMM
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Manaig, Manaig & Co., CPAs:

Bank: BPI Calamba Halang	Account number: 8631-0005-26	BIC: BOIPHMM
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to

Manaig, Manaig & Co., CPAs

b. **Your order details**

Order details

AUD Course x 1	P1.00
Subtotal:	P1.00
Payment method: Direct bank transfer	
Total:	P1.00

2. During your bank transfer, include the details of either **MM and Co. Continuing Professional Devt and Training Center Inc.** or **Manaig, Manaig & Co., CPAs** account number, whichever is applicable, and the total amount of your purchase.
3. After your bank transfer, send us your proof (either deposit slip or screen capture of bank transfer) to lcrc.mmco.elearning@gmail.com

b. PayPal

1. If you chose to pay via PayPal, you will be asked to login your PayPal account to complete the purchase.
8. After you have completed all the above steps, our admins from eLearning will process your purchase within 48 hours (holidays and Sundays not counted), and the course/seminar purchased will be soon available in your account.

If you have more questions regarding this, you can call us at: **(049) 523-6031; (02) 330-8617; (02) 330-6057; (0917)-626-3149; and (0998)-976-6560**, or email us at lcrc.mmco.elearning@gmail.com