

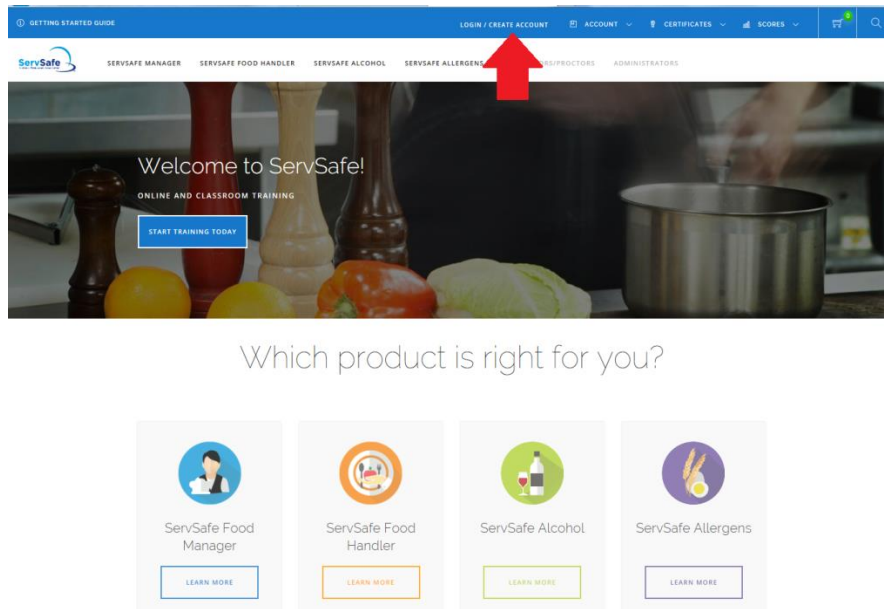
ServSafe Food Handler Certification

How to Take Online Course

Access ServSafe Website

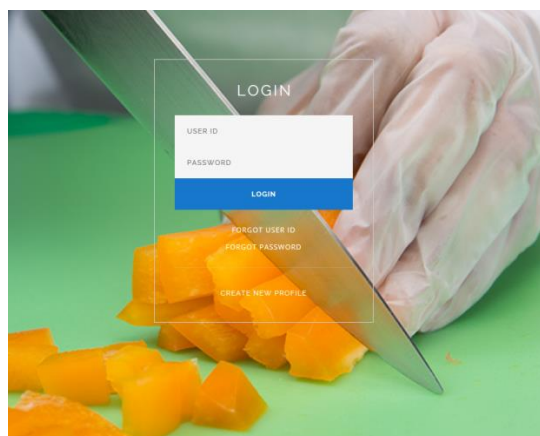
This website would not work well with Chrome, please use Internet Explorer.

Go to <http://www.servsafe.com> and click on “LOGIN/CREATE ACCOUNT” link at the top of the screen.



Login / Create a Profile

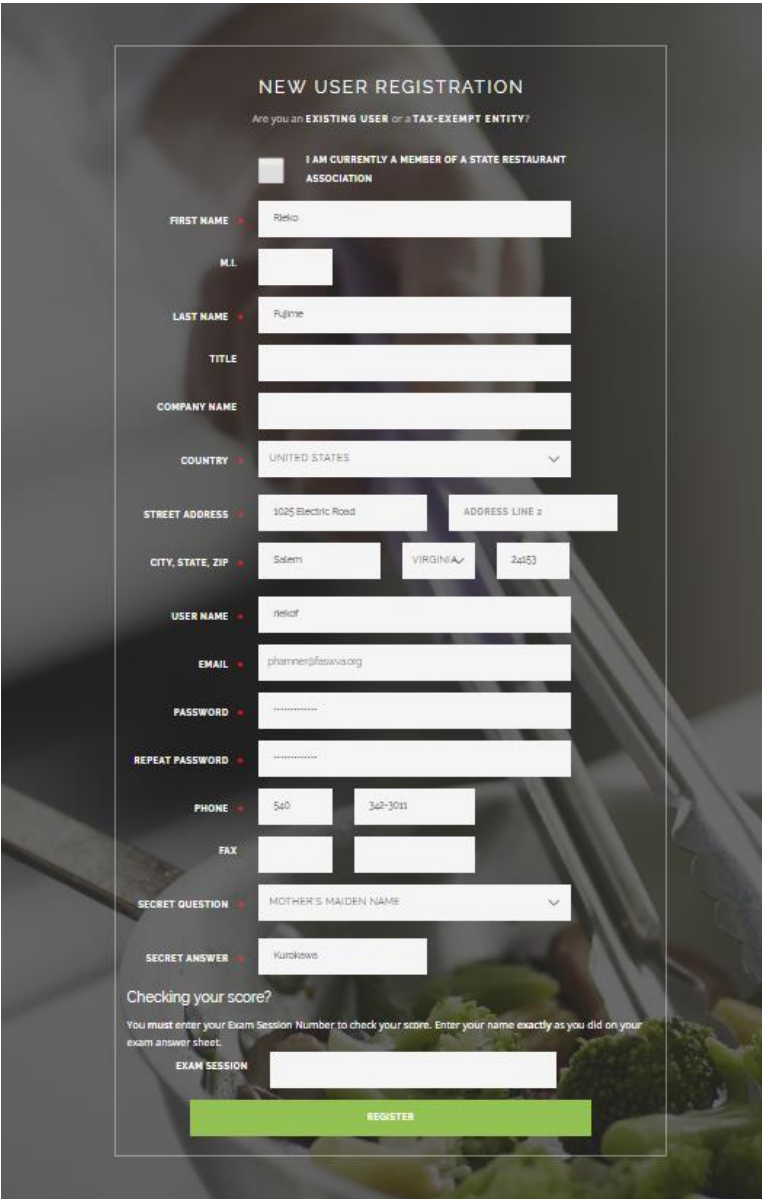
You will be taken to the login screen shown below. If you have created a user ID with ServSafe website before, login to the site using your user ID and Password that you created before. If you forgot user ID or password, click on “Forgot User ID” or “Forgot Password” link to reset them. If you are new to the website, create a profile by clicking on “Create New Profile”.



New User Registration (new user only)

When you click on “Create New Profile”, you will be taken to the following “NEW USER REGISTRATION” page. Fill out all the fields that have red asterisks (You can set any User Name and Password you want) and click “REGISTER” button.

*If you get an error message “User Id exists”, but you have never created an account with ServSafe before, this means the User Name that you chose is already taken by somebody else. Please choose another User Name and click on “Register” button again.



NEW USER REGISTRATION

Are you an **EXISTING USER** or a **TAX-EXEMPT ENTITY**?

☐ I AM CURRENTLY A MEMBER OF A STATE RESTAURANT ASSOCIATION

FIRST NAME * Relief

M.I.

LAST NAME * Fujine

TITLE

COMPANY NAME

COUNTRY * UNITED STATES

STREET ADDRESS * 1025 Electric Road **ADDRESS LINE 2**

CITY, STATE, ZIP * Salem VIRGINIA 24153

USER NAME * relief

EMAIL * phanner@ssava.org

PASSWORD *

REPEAT PASSWORD *

PHONE * 540 342-3011

FAX

SECRET QUESTION * MOTHER'S MAIDEN NAME

SECRET ANSWER * Kurzkows

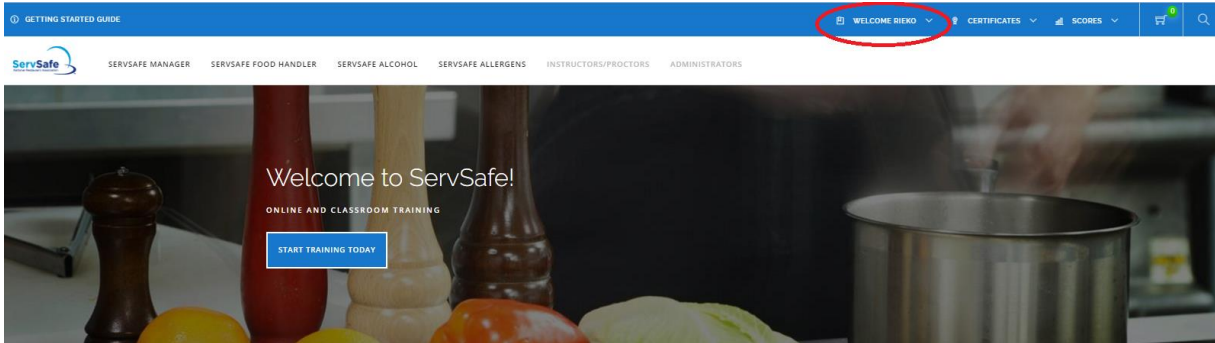
Checking your score?
You must enter your Exam Session Number to check your score. Enter your name exactly as you did on your exam answer sheet.

EXAM SESSION

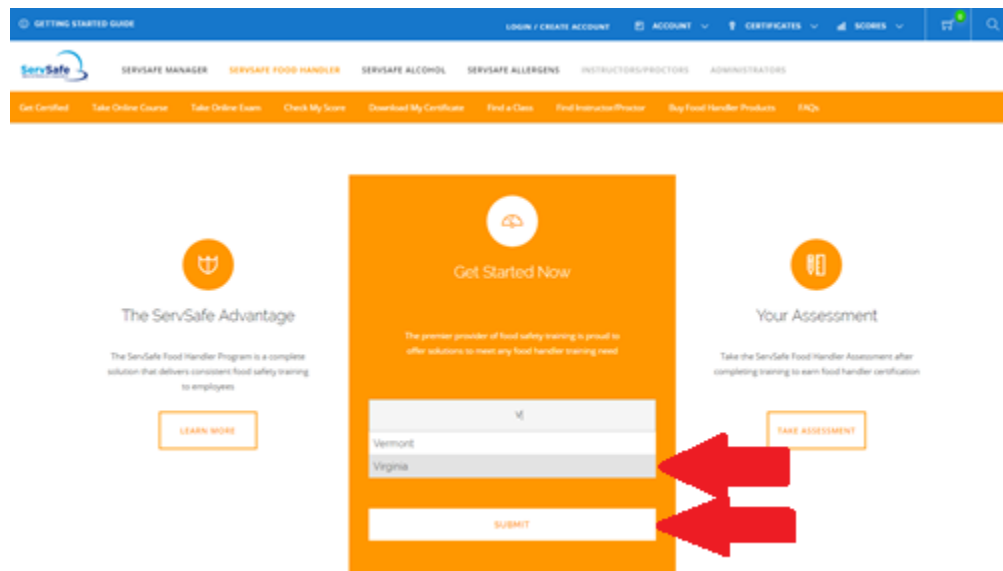
REGISTER

Purchase a Course (for both New and Existing User)

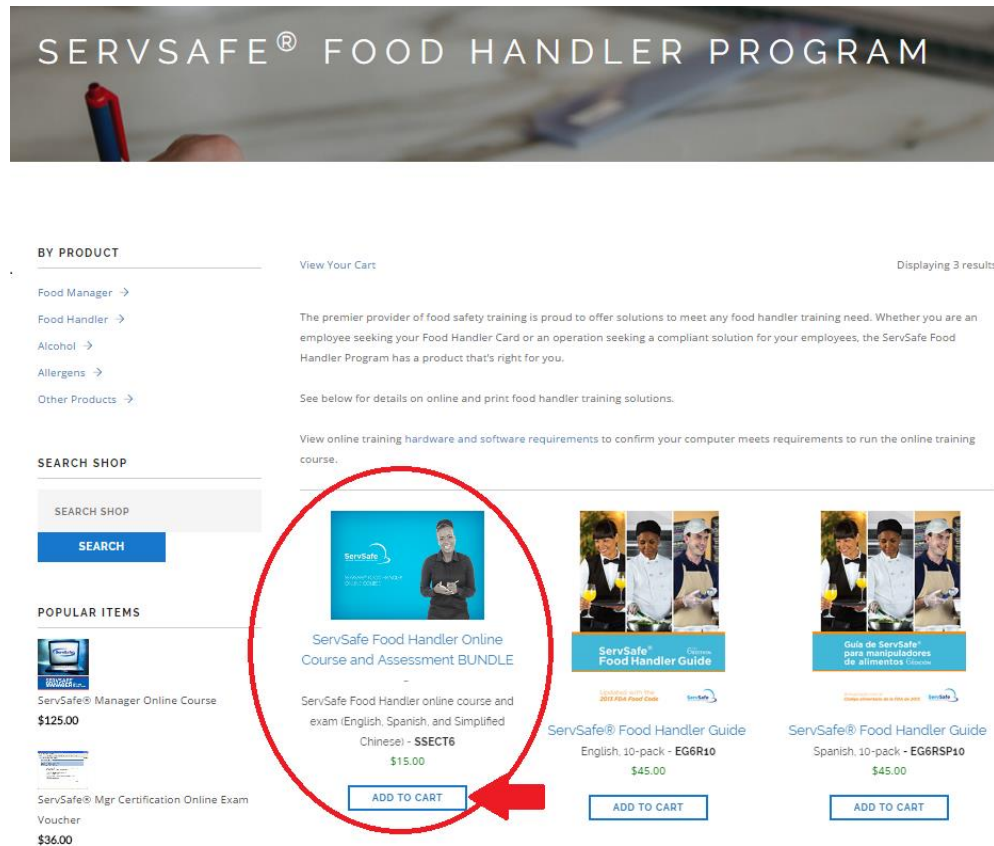
When you successfully created an account or logged into your account, you will be taken to this screen. At the top of the screen, you will see “WELCOME (your first name)”. This means you are logged into the site. Click on orange “Learn More” button in the “ServSafe Food Handler” section.



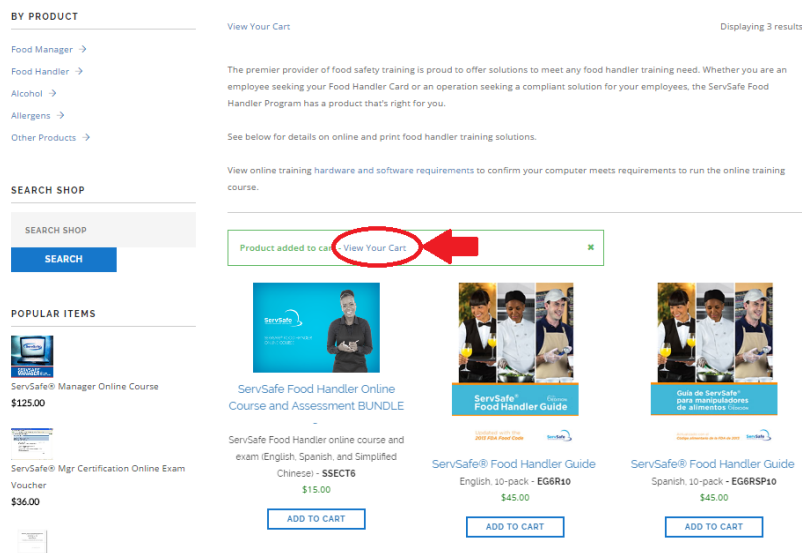
Once you click the button, you will be taken to the following page. Type in the letter “V” into the first field which says “ENTER STATE”, you will get 2 options to choose from, “Vermont” and “Virginia”. Select “Virginia” and click “Submit” button.



When you see the following screen, you will see a “ServSafe Food Handler Online Course and Assessment BUNDLE”. Click on “ADD TO CART” button to purchase the course.




Now your course is added to the cart. Click on “View Your Cart” link.



In your shopping cart page, confirm that “ServSafe Food Handler Online Course and Assessment BUNDLE” is added to your cart as shown in the picture below. Confirm that Quantity is “One” (\$15.00) and click on “Checkout” button.

MY CART

Product	Product Description	Price	Quantity	Total	ESTIMATED TOTAL
	ServSafe Food Handler Online Course and Assessment BUNDLE - ServSafe Food Handler online course and exam (English, Spanish, and Simplified Chinese) - SSECT6	\$15.00	1	\$15.00	Cart Subtotal \$15.00
				UPDATE CART	CHECKOUT

On the Checkout page, make sure the information under “SHIPPING” in Step 1 (left column) is correct. If the information needs to be updated, please change it here and click on “Continue” button at the bottom.

FOODHANDLER LOGO CHECKOUT

1. SHIPPING


2. BILLING

PAYMENT TYPE

BILLING INFO

3. REVIEW

1 Item(s)

 ServSafe Food Handler Online Course and Assessment BUNDLE - 1 \$15.00

CONFIRMATIONS WILL BE SENT TO: phamam@freesia.org

ADD SOME CONFIRMATION EMAIL AND PHONE TO

ADD A PROMO CODE

SEE SERVSAFE RETURN POLICY

1 Item(s)

Subtotal	\$15.00
Shipping & Handling	\$0.00
Sales Tax	\$0.00
Order Total	\$15.00

Next, have your credit card ready to enter the billing information in Step 2 (middle column). If your billing information with your credit card company is the same as your address in the left column, check on the “Use same address for billing” box, if not, enter the billing information and click on “Continue” .

FOODHANDLER LOGO CHECKOUT

STEP 1 STEP 2 STEP 3

1. SHIPPING 2. BILLING 3. REVIEW

PAYMENT TYPE

AMERICAN EXPRESS

BILLING INFO

USE SAME ADDRESS FOR BILLING

ADD A PROMO CODE

CONTINUE

Lastly, enter the Coupon Code “**FEEDAMER10**” in Step 3 (right column) and click on “APPLY” button. When you click on “APPLY” button, your order total amount will be reduced to \$10.50 from \$15.00. Please make sure this discount is applied before clicking on “Checkout” button. Once all the information has been entered and confirmed, hit “CHECKOUT” button.

FOODHANDLER LOGO CHECKOUT

STEP 1 STEP 2 STEP 3

1. SHIPPING 2. BILLING 3. REVIEW

1 item(s) Edit My Cart

Subtotal \$10.50

Shipping & Handling \$0.00

Sales Tax \$0.00

\$10.50

CHECKOUT

Once your order was placed successfully, you will be taken to the screen below. You will also receive an email from ServSafe with your receipt and order confirmation number. Click on the link “My Courses” to go to the Course Management page to launch the test.

ORDER PLACED SUCCESSFULLY


Thank you for your purchase! Your order number is: **4769185**.

If you purchased this course for yourself, please click **My Courses**.
If you purchased this course to assign to someone else, please click **Assign Course Access**.

Bill To


Rieko Fujime
113 Norfolk Ave, SW Apt. #7
Roanoke, VA 24011
Payment method: AMEX

Invoices are sent via email and are delivered to the email address contained in the customer's user profile as well as any other email addresses entered when placing this order. To ensure that you receive these emails, you may need to add the domain address @restaurant.org to your safe list.

Product	Product Description	Price	Quantity	Total
	SSECT6 ServSafe Food Handler online course and exam (English, Spanish, and Simplified Chinese) - SSECT6	\$14.00 \$10.50	1	\$10.50
Subtotal				\$10.50
Shipping & Handling				\$0.00
Sales Tax				\$0.00
Order Total				\$10.50

On your “MY ONLINE COURSES” page, you should see “ServSafe Food Handler Online Course” that you just purchased listed under “START YOUR COURSE”. Simply click on “LAUNCH/ABRIR” button next to the name of the course to start the course. The course will take 90-120 minutes.

MY ONLINE COURSES

STUDENT

HOME / MY ONLINE COURSES

Have questions on how to Start or Manage your Course(s)? Find the answers in our [Course Management Overview](#).

MY COURSESCOURSE ACTIVITIES

START YOUR COURSE

View online course hardware and software [requirements](#) or use our [system check](#) to confirm your computer meets requirements.

Click on launch button next to the name of the course. If you do not have a course, redeem your Course Key below.

Course Name	Status	Expiration date	Actions
ServSafe Food Handler Online Course	Not Started	06/27/18	LAUNCH/ABRIR

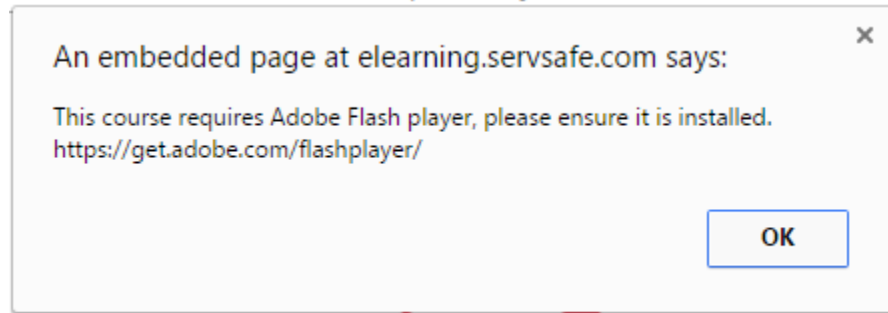
REDEEM COURSE KEY

If you do not see your assigned course, enter your Course Key below.

ENTER YOUR COURSE KEY

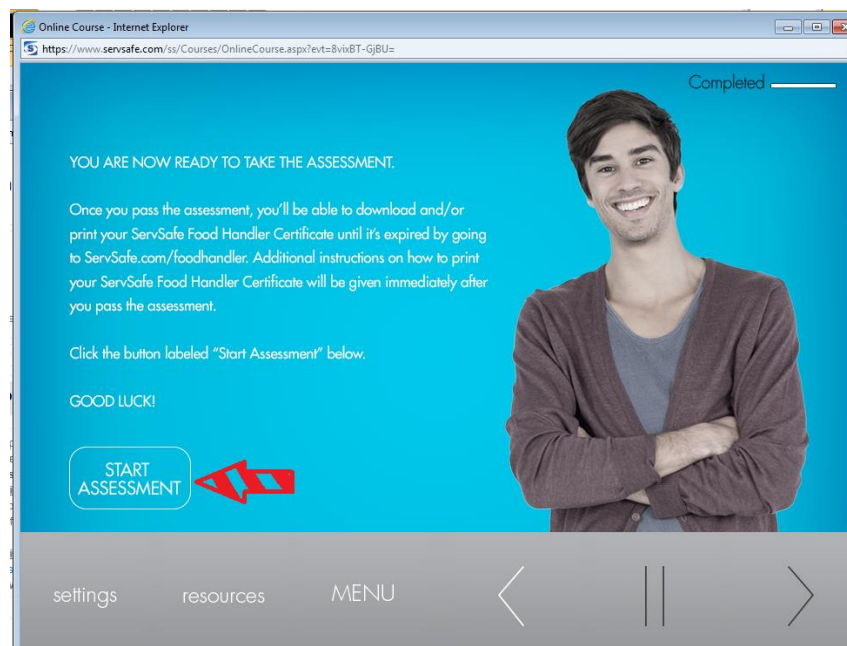
REDEEM

In order to take this online course, Adobe Flash player must be installed onto your computer. If you do not have Adobe Flash player, you will see the following error message. Please go to <https://get.adobe.com/flashplayer/> and download Adobe Flash player (Free Software) and go back to the screen above and click on “LAUNCH/ABRIR” button again.



Take a Test

Once you complete the course, you will see a screen as shown below. Click on “START ASSESSMENT” to take the test. You must pass the test in order to receive a certificate. **You have 3 attempts to pass the assessment. If you fail 3 times, you will need to purchase a new course and repeat the whole process again.**



Download/Email Certificate

Once you complete the course and pass the test, you are able to download the certificate by clicking on "My Certificates".

Online Examination

Examinee	
Exam Access Code	1880-76x3-P72W-6Fs9
Course	ServSafe Food Handler Course and Assessment
Exam Session Number	731965

Congratulations! You have passed this Examination!

The above result is presented for your information only and is not deemed official until detailed results appear on our website. Print outs of this screen are not deemed official proof of passing this Examination.

To Receive your Official Certificate

You may download your Certificate of Achievement on [My Certificates](#) and click on the "Print My Certificate" link in the left navigation bar of the Web Site.

To Receive your Official Examination Results

Go to [My Exams](#) and click on the "Check My Score" link in the left navigation bar of the Web Site.

On "MY CERTIFICATES" page, you can view and save or print the certificate or you can email a certificate by inputting the email address you want to send the certificate to and click on "EMAIL THIS CERTIFICATE".

Your certificate is good for 3 years from the time of acquisition. Please make sure you submit a copy of your certificate to Feeding America Southwest Virginia.

MY CERTIFICATES

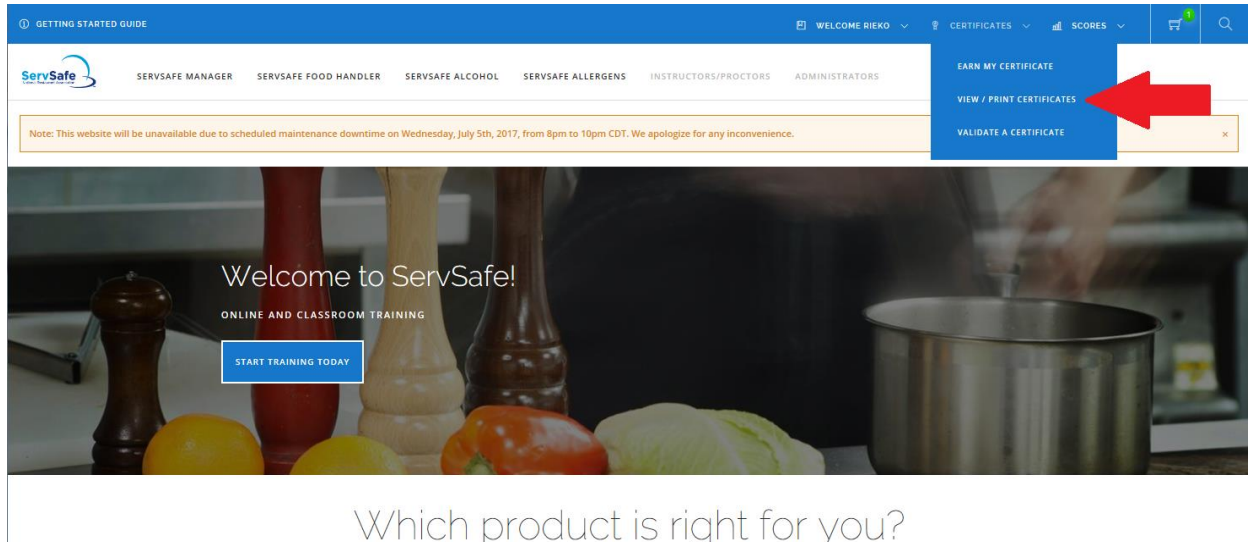
HOME / MY CERTIFICATES

To download or print your certificate, click on "view". You may need to turn off your browser's pop-up blockers to view or print your certificate.

Certificate ID	Curriculum		
2977402	ServSafe Food Handler	VIEW OR PRINT CERTIFICATE	EMAIL THIS CERTIFICATE

View/Reprint Certificate

If you want to view or reprint certificate, first login to your account with your ID and password, and hover a mouse over “CERTIFICATES” at the top navigation bar and select “VIEW/PRINT CERTIFICATION”.



On “MY CERTIFICATES” page, you can view and save or print the certificate or you can email a certificate by inputting the email address you want to send the certificate to and click on “EMAIL THIS CERTIFICATE”.

