Prepaid Balances: Using & Viewing Balance

All Membership Credits must be used during the membership year in which they were issued. All balances will expire on December 31st if not used.

1. To view your \$150 Membership Credit, click on "Course Dashboards" on the left side menu and then select "My Dashboard". On My Dashboard, click on the "Prepaid Balance" tab.

Home Catalog Cart (1 item) Help/Cor	tact Us FAQ			
Welcome! Test Member User ~	My Dash	Doard Prepaid Balance Notificat	ions Certifications Badges	Advanced Search
Log Out	Search by Format Any	Filter by status ▼ In progress	Filter by certificate/CE	Search by Type
 ☆ Home ★ Getting Started ◇ Profile 	This page will display your If you would like to filter the	ks purchased or registered items. To access an ₂ products listed here, use the filter options	y of this content, simply click on a title. above.	
 Course Dashboards My Transcript 	You have 1 hidden item(s). Show Hidden Products	To view them, click the button below.		

2. This will show your remaining balance and transaction history.

Prepaid Balance Status And Usage	

ow you car	1 see your prepaid balance tra	insactions history	
	Transaction date	Transaction type	Amount
9/13/2023	at 6:10 AM (CDT)	Grant By Admin	\$150

3. To use your balance, add the courses you would like to purchase to your shopping cart. When you are ready to checkout, click the "My Cart" tab on the top navigation menu, and then click the "Use Prepaid Balance" button.

NA edu	CATE					Accessib	ility 🛈
Home Catalog Help/Contact L	Js FAQ My Cart (2 items)						
Welcome!	Your registrations are NOT con	nplete until you click "Place My Order" below.					
Test Member User + Log Out	Your cart						
	Product	Registrant		Original price	1	Final price	
HomeGetting Started	Test Product A	Test Member User Remove		\$15		\$15	
 Profile Course Dashboards 	Test Product B	Test Member User Remove		\$30		\$30	
🔲 My Transcript			Total:	\$45	Click he pay.	ere to use/view your prepaid bal	ance to
						Use Prepaid Balance	
	You are registering for the pro- Test Member User (elevateme	ducts above as: ember@nata.org).	Paymen	t Info			
	If you wish to register as some and log in with that person's a	one else, Log Out	Payr	nent Method	Credit Card	•	
	If you wish to edit your inform	ation, please Edit Your Profile		First Name *	Test Member		

4. Select the courses you would like the balance to apply to and then click "Apply Prepaid Balance." If your prepaid balance is lower than the total purchase amount, you will have a remaining amount to be paid upon checkout.

Prepaid Balance Status And Usage

th oc	ox(es) next to the j ie Apply Bonus Poi	product(s) below that you wou ints button.	ld like to pay for with your	bonus poir
	Product	Registrant	Original price	Price
Tes	st Product A	Test Member User	\$15	\$15
Tes	st Product B	Test Member User	\$30	\$30
ir Pi	st Product B repaid balance i: ng amount to be	s lower than the total purch	ase amount, you will hav	\$30 /e a

If you are unable to see the full pop-up box, your screen resolution/size may be set too high to display the entire area properly. Try zooming out by holding ctrl and pressing the - key until the desired size is found. You can also access the zoom in/out feature by using the three-dot top menu icon on most browsers.

5. Your cart will now show a discount amount for each course the credit was applied to and a final price of \$0. Read and accept the terms of purchase and then click on "Complete Registration" to complete your purchase.

me Catalog Cart (2 items) Help,	/Contact Us FAQ				
Welcomel	Your registrations are NOT con	nplete until you click "Complete Registration" be	low.		
Test Member User 👻	Your cart				
	Product	Registrant	Original price	Discounts	Final price
 Home Getting Started 	Test Product A	Test Member User Remove	\$15	\$15 - prepaid	\$0
 Profile Course Dashboards 	Test Product B	Test Member User Remove	\$30	\$30 - prepaid	\$0
🔲 My Transcript		Total:	\$45	\$45 - prepaid	\$0
	5		[Use Prepaid Balance	Don't Use Prepaid Balance
	You are registering for the proc Test Member User (elevateme If you wish to register as some and log in with that person's a If you wish to edit your inform	uuts above as: imber@nata.org). one else, Log Out ccount. ation, please Edit Your Profile	Add	itional Info for «Diagnostic Testing : he Lumbar Spine» eve read, understand, and accept the R dom-Discrimination Stataments. Registran e comply with the NATA Conduct and Non page.	Series: Evidence Based Assessment flund Policy and the NATA Conduct and train required to Rotanowedge and agree -Discrimination policies found on our FAQ aphtration

6. This will complete your purchase and provide you with access to the courses and a printable receipt. If you need to access this receipt again, you can have a copy emailed to you in "My Dashboard" under each course.

Home Catalog Cart (0 items) Help	Contact Us FAQ				
Welcome! Test Member User -	Registration	Complete		(🖹 Printable Receipt
Log Out	Product	Registrant	Original price	Discounts	Final price
A Home	Test Product A View product	Test Member User	\$15	\$15 - prepaid	\$0
★ Getting Started	Test Product B View product	Test Member User	\$30	\$30 - prepaid	\$0
O Profile	Total:		\$45	\$45 - prepaid	\$0
Course Dashboards			1		
🔳 My Transcript	Buyer's information Email: elevatemember@nata.org Order ID: 11587199				Payment Information Not Applicable

7. The Prepaid Balance in your dashboard will now reflect your remaining amount of credit, and you can view your transaction history.

Prepaid Balance Status And U	Jsage	×
Your current balance is \$105		
Below you can see your prepaid balance tra	ansactions history Transaction type	Amount
09/13/2023 at 6:10 AM (CDT)	Grant By Admin	\$150
09/13/2023 at 6:18 AM (CDT)	Used	\$-45

8. Please note that all Membership Credits must be used during the membership year. If they are not used, they will expire on December 31st and be removed from your account.

	ige	
Your current balance is \$0		
elow you can see your prepaid balance trans	actions history	
Transaction date	Transaction type	Amount
09/13/2023 at 6:10 AM (CDT)	Grant By Admin	\$150
09/13/2023 at 6:18 AM (CDT)	Used	\$-45
00/12/2022 at 6:21 AM (CDT)	Used	¢ 10 75
12/31/2023 at 11:59 PM (CST)	Deleted	\$-56.25

9. To view your purchased courses, navigate to "Course Dashboards" on the left side menu and then select "My Dashboard". You can sort or filter your courses by using the dropdown menus. This page also shows your course expirations.

