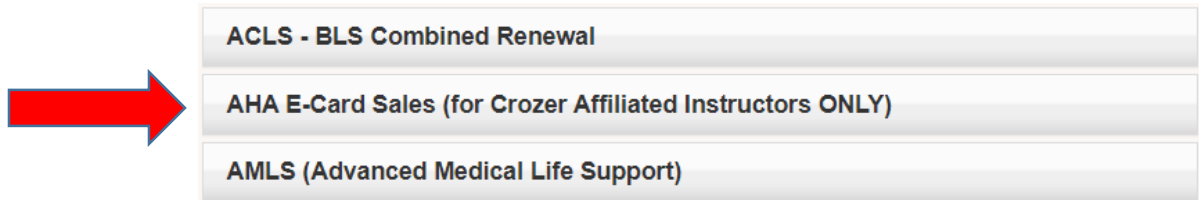



Directions on How to Pay for AHA e-Cards via Enrollware (for Instructors Affiliated with Crozer's AHA Training Center)

1. Login into Enrollware at: www.crozerkeystone.enrollware.com
2. Scroll down the screen and **CLICK ON:**

"AHA E-Card Sales (for Crozer Affiliated Instructors ONLY)"



3. This will bring you to information regarding the purchasing of AHA e-cards as an Crozer affiliated Instructor. Please read over this information.



Crozer Instructor AHA E-Card Sales

(for CKHS Affiliated Instructors ONLY)

BLS e-CARDS \$10.00
HEARTSAVER e-CARDS \$20.00
ACLS AND PALS e-CARDS \$20.00

Please select this item if you are a Crozer affiliated AHA Instructor, and you are paying for AHA e-cards (BLS, Heartsaver, ACLS or PALS).

We have offered this item in order to facilitate the option to our instructors to pay for AHA cards when teaching an outside class. Additionally, this item has been offered as a direct link for outside entities that wish to pay for cards when on-site classes have been provided to a client/entity by a Crozer affiliated AHA Instructor.

There is NO ADDITIONAL ADMINISTRATIVE FEE(S) CHARGED to purchase your AHA e-cards. We ONLY charge for the cost of the e-cards themselves (as per the e-card charge free noted above in **RED TEXT**). As always, feel free to contact us at Crozer's AHA Training Center at (610) 447-2485 if you would like to pay over the phone with a debit / credit card.

PLEASE NOTE: AHA eCard distribution will be delayed until payment for AHA e-Cards has been received. Once payment has been received we will ensure that your AHA e-Cards are distributed in accordance with AHA policies and procedures. We strive to provide/issue ALL AHA e-cards in a minimum amount of time.

When paying for cards, please enter YOUR information (the Lead Instructor OR the organization purchasing cards), as well as the DATE and LOCATION of the course(s) in the "Comments or Special Requests" field. Your e-cards CANNOT be provided / issued without this information.

Tuesday, December 31, 2030 from 8:00 AM to 9:00 AM
Crozer Simulation Center

4. At the very bottom of this information page, **CLICK ON** the date “Tuesday, December 31, 2020” (please don’t get confused with this date, it’s simply a “dummy date” that we utilized to create this e-card payment system):



Tuesday, December 31, 2030 from 8:00 AM to 9:00 AM
Crozer Simulation Center

5. This will bring you to a similar information page. At the bottom of this page you’re going to need to calculate and select the total amount that you will be paying (owe) for your e-cards. Just as a reminder, here are our AHA cost per e-card:

BLS e-CARDS: \$10.00

HEARTSAVER e-CARDS: \$20.00

ACLS AND PALS e-CARDS: \$20.00

Example: If you taught a BLS course and you had twenty-four (24) students, you would multiply that by \$10.00 (the cost per BLS e-card) and your total would be \$240.00. You would then select the appropriate amounts using the radio buttons at the bottom of this page (see pic below illustrating \$240.00 selected):


\$500 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$500)
\$450 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$450)
\$400 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$400)
\$350 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$350)
\$300 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$300)
\$250 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$250)
\$200 Dollar add-on charge (for purchasing AHA e-cards)	<input type="radio"/> No <input checked="" type="radio"/> Yes (add \$200)
\$150 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$150)
\$100 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$100)
\$90 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$90)
\$80 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$80)
\$70 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$70)
\$60 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$60)
\$50 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$50)
\$40 Dollar add-on charge (for purchasing AHA e-cards)	<input type="radio"/> No <input checked="" type="radio"/> Yes (add \$40)
\$30 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$30)
\$20 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$20)
\$10 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$10)



6. After you have selected the correct total amount for your e-cards, immediately under the bottom of the radio buttons **CLICK ON** “Continue with Registration”:

\$20 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$20)
\$10 Dollar add-on charge (for purchasing AHA e-cards)	<input checked="" type="radio"/> No <input type="radio"/> Yes (add \$10)

Continue with Registration



7. This will then bring you to a demographics form that you must complete in FULL. You should enter **YOUR** demographic information in the “**Student Information**” section, enter your mailing address, and answer ALL of the questions at the bottom of the page. You then need to accept the “Terms and Conditions”, then **CLICK ON** “Continue with Registration”:

Class Information
Course: AHA E-Card Sales (for Crozer Affiliated Instructors ONLY)
Date/Time: Tue 12/31/2020 from 8:00 AM to 9:00 AM
Location: Crozer Simulation Center
Class Price: \$0.00
Selected Options: \$240.00
Promo Code:


Student Information
First Name:
Last Name:
Email Address:
Confirm Email Address:
Mobile Phone:
Alternate Phone:


Mailing Address
Address 1:
Address 2:
City:
State/Province/Region:
Zip/Postal Code:
Country:

Additional Information
How many BL 8 cards (\$10 each) are you purchasing?
How many ACL 8 cards (\$20 each) are you purchasing?
How many PAL 8 cards (\$20) are you purchasing?
How many Heartsaver cards (\$20 each) are you purchasing?
Please type the name of the AHA Instructor that taught the class in the text box. Cards will not be processed unless this field is filled out accurately.


Please include any comments or special requests here:

Terms and Conditions:

☐ I have read and agree to the above terms and conditions



Continue with Registration



8. You will then be brought to an order confirmation page. Please review your information carefully. If you need to make any changes, please select “Make Changes” at the bottom of the page. If all of your information is correct, please enter your credit card information in the “Enter Payment Information” field, and click on “Pay Now”:

Please Review and Confirm

Course:	AHA E-Card Sales (for Crozer Affiliated Instructors ONLY)
Date/Time:	Tue 12/31/2030 from 8:00 AM to 9:00 AM
Location:	Crozer Simulation Center
Current Charge:	\$240.00
Name:	Bubba Hamilton
Email Address:	robert.hamilton@crozer.org
Phone:	610-447-2485
Mailing Address:	1 Medical Center Blvd 1st Floor EAST, Sim Lab Upland, PA 19013 United States
Comments:	
Payment Method:	Credit Card

Enter Payment Information

Name on Account:	<input type="text" value="Bubba Hamilton"/>
Country:	<input type="text" value="United States"/>
Zip Code:	<input type="text" value="19013"/>
Card Number:	<input type="text"/>
Card Security Code:	<input type="text"/>
Expiration:	<input type="text" value="Select"/> / <input type="text" value="Select"/>

or

9. You will then be brought to your order confirmation page. If you would like, you can print-out your receipt at this time. You will be emailed a receipt, to the email address that you used when completing this form. If you have any follow-up questions, please feel free to contact Crozer’s AHA Training Center Coordinator at:

Bubba Hamilton
Robert.hamilton@crozer.org
(610) 447-2485

PLEASE NOTE: E-cards will **ONLY** be issued to students that appear on a valid AHA roster, submitted by a Crozer affiliated Instructor. AHA rosters **MUST** be accurately completed, signed by the Lead Instructor, approved by Crozer’s AHA Training Center Coordinator, and paid for in full **PRIOR** to e-cards being sent. AHA course completion e-cards will be issued in accordance with AHA timelines.