Go to the [Georgia Professional Certifications Course Access](#) storefront on the UGA marketplace. You will see four categories of courses as shown in this picture:

To order one or more of the courses that cover the National Pesticide Applicator Certification Core Manual 2nd Edition, **click** on the "**Commercial Applicators**" course category name or picture. This will open the Commercial Applicators course description page.
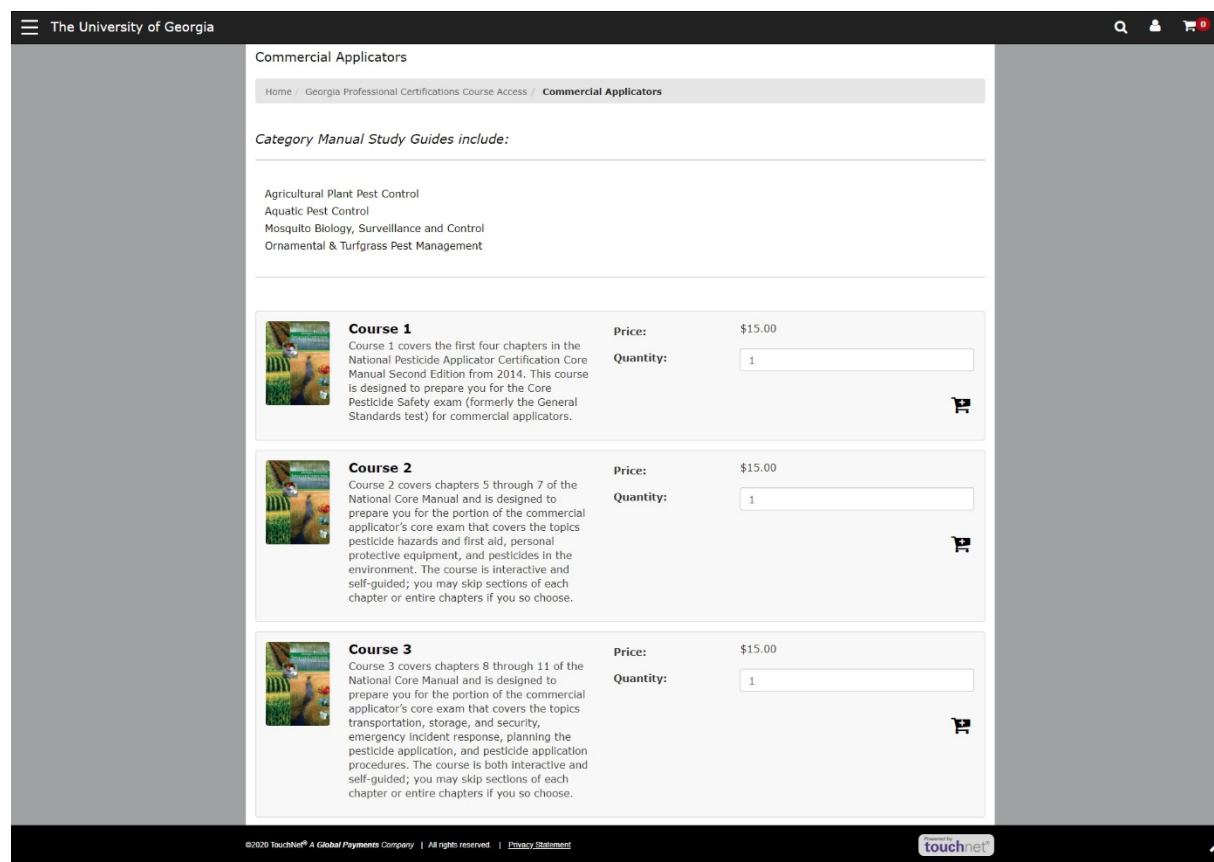
You will also see a listing of the category manual study guides that are available at the top of the page. Select the Core Manual courses you would like to order and **click** on the **cart icon** for each course that you would like to purchase. Each time you click on a **cart icon**, the screen will change to display the items currently in your cart. You have the option to click on the Continue Shopping button to go back to

the course listing page and order another Core Manual study guide or click on the **Checkout** button if you are ready to check out. If you want to remove a course, change the quantity of that course to 0 (zero) and click on the **Update Cart** button.

For example, if you have elected to purchase all three core manual courses, your computer screen will look like the picture above.

Also, you can click on the **Continue Shopping** button and then select the Georgia Professional Certifications Course Access at the top (it is between "home" and "Commercial Applicators" in the second picture on page 1) to go back to the front page to go to the Category Manual Study Guides page. There you can order one or more category manual study guides. Any time you have finished shopping, click on the **Checkout** button to begin the checkout procedure. This will open the Buyer information page, which you will complete. Complete the buyer information page by inserting your first and last name (commercial applicators don't get a Certificate; this language is fixed for this page and we can't change it), the primary county you will be operating within with the license, and your contact phone number in the format area code-exchange-number, e.g. 777-672-2567. See the example in the picture below.

Select the **Continue** button, which will take you to the Contact Information page. Enter your email address but **do not enter anything in the username or password blanks**. That is only for companies that wish to store their contact information on the UGA Marketplace site because they plan to order things frequently from the website. Select **Checkout as Guest** after entering your email address. See the picture at the top of the next page.

When you select the Checkout as Guest button, you will go to the payment information page. Complete the required information being very careful to enter credit card numbers carefully. If a number is incorrect your payment will not be processed and your access to the courses may have to be suspended until you submit a new order with the correct credit card information.

Once you have done that, **click** on the "Continue" button. Then review your order **carefully** and when you are satisfied **click** on the "Submit Order" button. This will bring up your Order Receipt, which you can print for your records. A copy of your Order Receipt will also be sent to your email address.

The following steps will occur automatically once you submit your order. Dr. Mickey Taylor will immediately receive a notification of your order, including the name you entered on the Payment Methods page and your email address. Dr. Taylor will enroll you in the courses that you have purchased

sometime during each workday, typically around 10:00 AM or 5:00 PM. He will send you an email with your user name and a temporary password. You will be required to change this temporary password when you log onto the gaprocerts.com site for the first time. **You CANNOT self-register on the gaprocerts.com website.**