

Checklist for Coupon Administrator

Are you planning on distributing your coupons to other users within your organization? Here is a checklist to guide you.

- To access Training Central, the users need to [create a PTC.com account](#). You will need your organization's Customer Number and Sales Order Number (SON) that has been provided in your coupon notification email.
- Provide the specific coupon codes to each intended user along with our job aid on how to successfully redeem a coupon. As a reminder, one coupon code is required per half-day class or certification.

If you need assistance with tracking what coupons have been redeemed, please contact trainingcentral@ptc.com.

Additional questions? Check out our coupon FAQ or email trainingcentral@ptc.com.