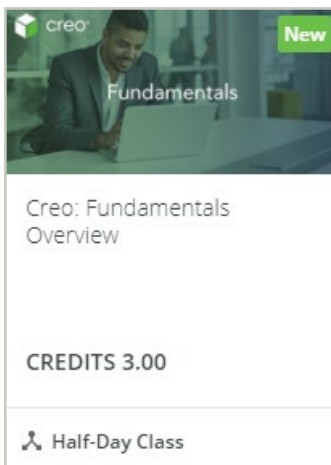


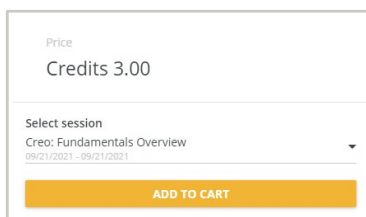
How to Redeem Your Coupon

Have you received your coupon and are ready to redeem a class?

- Step 1)** To access [Training Central](#), you'll need to create a PTC.com customer account. You will need your organization's Customer Number and Sales Order Number (SON). Your coupon administrator can provide you with that information.
- Step 2)** Once you have created your PTC.com account, login into [Training Central](#) using those credentials. Please [update your time zone preference](#) so the classes reflect in your local time zone.
- Step 3)** You'll need to identify which [half-day class](#) or [certification](#) you would like to redeem your coupon for.
- Step 4)** Once you have identified which course you would like to use your coupon for, select the course title card.



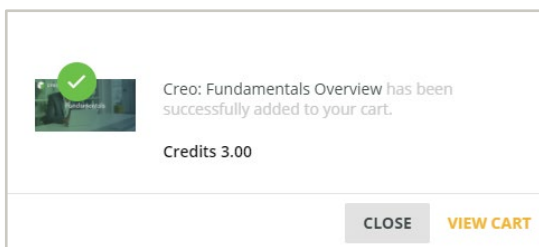
- Step 5)** Next, select the session that works best for your availability.
- Step 6)** Once you have selected the session that you would like to enroll in, select "add to cart."



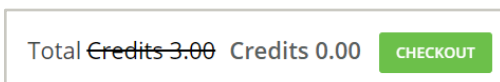
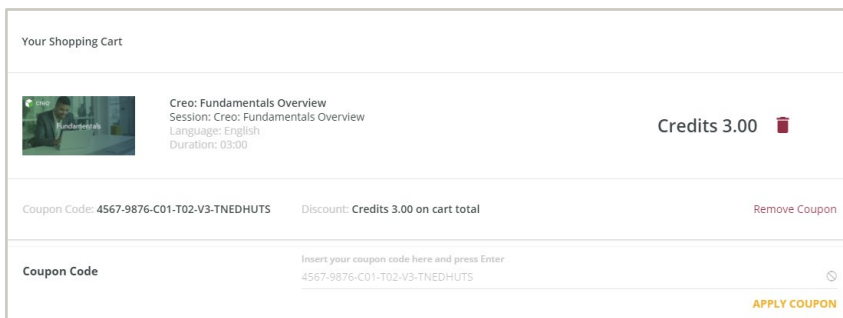
How to Redeem Your Coupon

- You can only redeem one course/certification per coupon at a time.
- Coupons require approval from the PTC University Administration Team. If you submit a coupon within 24 hours of the class start time, we cannot assure that your registration will be approved. We recommend registering at least 2-working days prior to the class start date.

Step 7) When prompted, click "view cart." You'll be redirected to new page and be able to enter your coupon code in the coupon field.

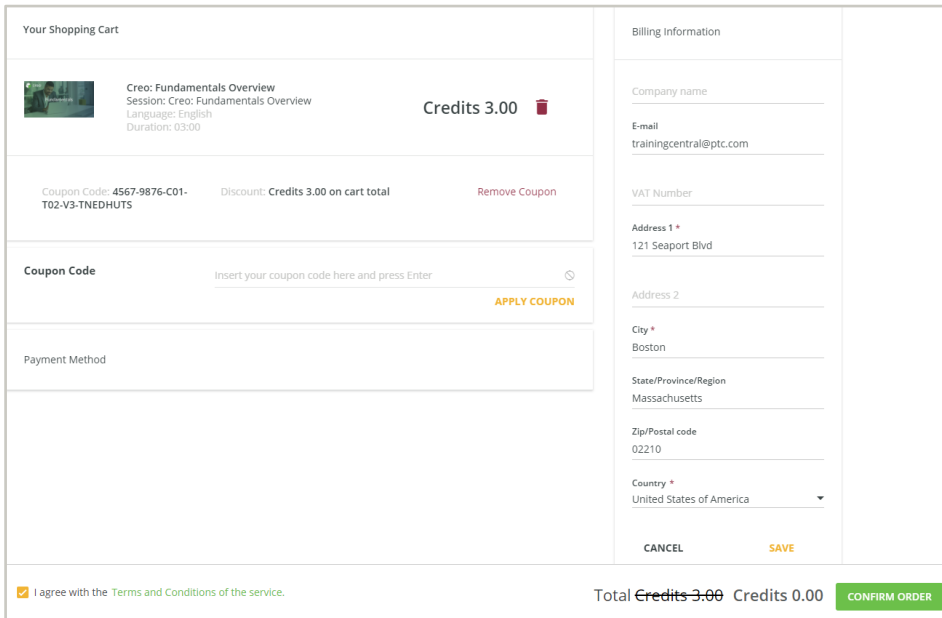


Step 8) Click "Apply Coupon" and you should now see that the total number of credits required is equal to zero. Then select "Checkout."



How to Redeem Your Coupon

Step 9) You'll be redirected to a new page in which you'll be required to fill out your billing information. Once you've completed the required information, click the required terms and conditions checkbox.



The screenshot shows a checkout page with two main sections: 'Your Shopping Cart' and 'Billing Information'.

Your Shopping Cart:

- Item: **Creo: Fundamentals Overview** (Credits 3.00)
- Session: Creo: Fundamentals Overview
- Language: English
- Duration: 03:00
- Coupon Code: 4567-9876-C01-T02-V3-TNEDHUTS (Discount: Credits 3.00 on cart total)
- Buttons: Remove Coupon, APPLY COUPON
- Payment Method: (Empty)

Billing Information:


- Company name: (Empty)
- E-mail: trainingcentral@ptc.com
- VAT Number: (Empty)
- Address 1 *: 121 Seaport Blvd
- Address 2: (Empty)
- City *: Boston
- State/Province/Region: Massachusetts
- Zip/Postal code: 02210
- Country *: United States of America
- Buttons: CANCEL, SAVE

At the bottom, there is a checkbox for 'I agree with the Terms and Conditions of the service.' and a summary: Total Credits 3.00 Credits 0.00 CONFIRM ORDER.

Step 10) Finally, click "confirm order." You'll be redirected to a page to confirm that your order has been received.

You've successfully applied your coupon. Now what?

To verify that you've successfully redeemed your coupon, please navigate to the "My Courses Page." You should see that you've been added to the course "Waiting List." You'll receive an enrollment confirmation email once a training administrator has approved your coupon transaction.

1. To navigate to the "My Course" page, please follow the steps below:
2. In the upper left-hand corner, please click on  and select "My Courses" in the sidebar.

