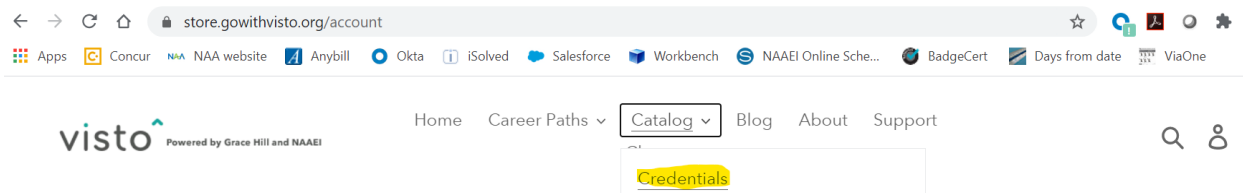


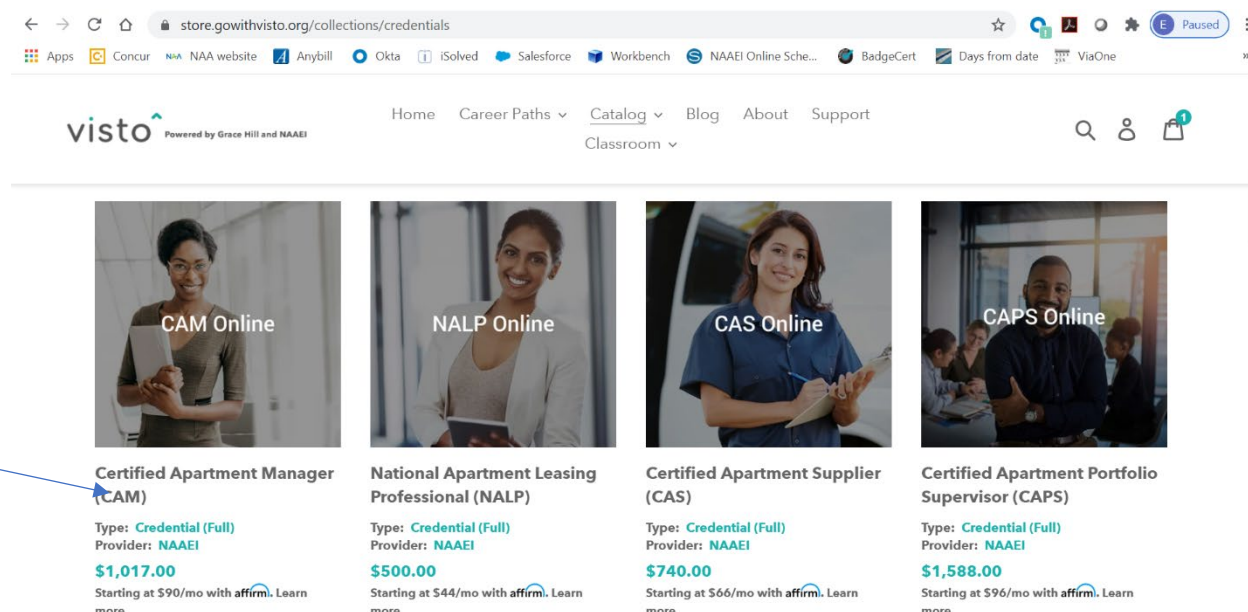
Purchasing a NAAEI credential course on Visto

Having created your Visto account, you're ready to locate and purchase your credential course. To do so, please follow steps 1- 10 below.

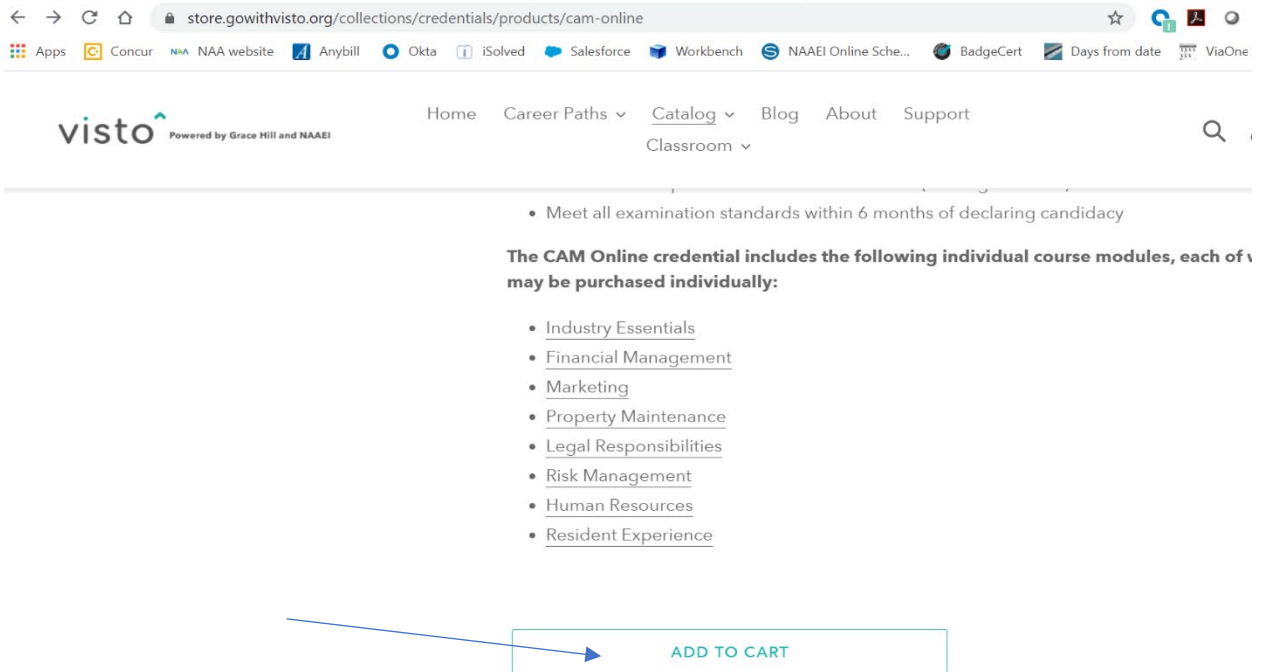
1. Click on "Catalog", and from the dropdown menu click on "Credentials." The latter is highlighted in yellow below.



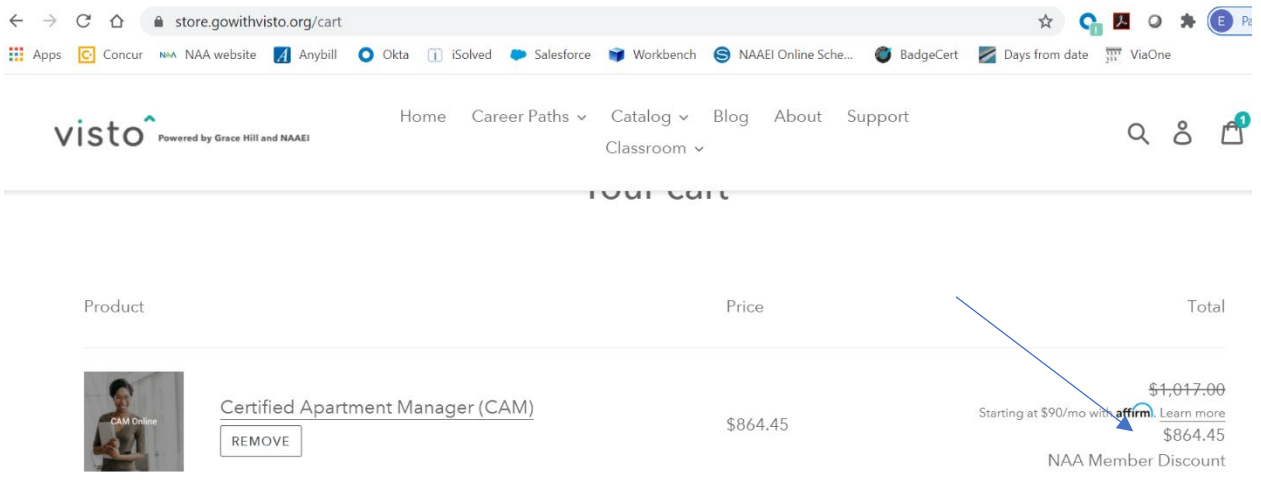
2. Locate the credential course you'd like to purchase on the page that appears, and click on it. In this example, we will show how to purchase the CAM Online credential. You may purchase more than one credential course. However, you **cannot** purchase more than one of the same credential course. (For instance, you **cannot** purchase 2 CAM Online courses.)



3. Scroll to the bottom of the page, and click on “Add to Cart.”



4. You will see the discounted price for CAM Online after you’ve added the course to your cart.



5. Scroll to the bottom of the page displaying your cart and click the green “Check Out” button.



The screenshot shows the Visto cart page. At the top, there is a navigation bar with the Visto logo and links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. Below the navigation bar, there is a note: "NOTE: Courses purchased through Visto cannot be purchased by one user and reassigned to a different user after purchase. Each course must be purchased under the intended User's profile." Below the note, there is a text area for "Add a note to your order" and a "Subtotal \$864.45" label. Further down, there is a "You're saving \$152.55" label and a note "Taxes and shipping calculated at checkout". At the bottom of the cart, there are three buttons: "CONTINUE SHOPPING", "UPDATE", and "CHECK OUT". A blue arrow points to the "CHECK OUT" button. Below the buttons, there is a "G Pay" button.

6. Complete your billing information on the left side of the screen.

The screenshot shows the Visto checkout page. At the top, there is a navigation bar with the Visto logo and links for Home, Career Paths, Catalog, Blog, About, Support, and Classroom. Below the navigation bar, there is a "Log out" button. Below the "Log out" button, there is a checkbox labeled "Keep me up to date on news and exclusive offers". Below the checkbox, there is a "Billing address" section. The "Billing address" section contains the following fields: "First name", "Last name", "Company", "Address", "Apartment, suite, etc. (optional)", "City", "Country/Region" (with a dropdown menu showing "United States"), "State" (with a dropdown menu showing "Maryland"), and "ZIP code". At the bottom of the billing address section, there is a "Return to cart" link and a "Continue to payment" button.

7. Enter any additional discount codes you may have into the text box on the right side of the screen and click "Apply" (shown below).

The screenshot displays a payment summary with the following items:

	Certified Apartment Manager (CAM)	\$1,017.00
	NAA MEMBER DISCOUNT (-\$152.55)	\$864.45

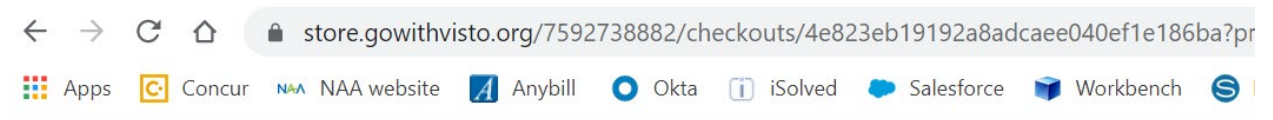
Below the items is a text input field labeled "Discount code" and a grey button labeled "Apply". Blue arrows point to the input field and the "Apply" button.

Total USD **\$864.45**

8. Scroll to the bottom of the page, and click on “Continue to Payment”.



The screenshot shows a web browser window with the URL `store.gowithvisto.org/7592738882/checkouts/4e823eb19192a8adcaee040ef1e186ba?_ga=:`. The browser's address bar and tabs are visible, including 'Apps', 'Concur', 'NAA website', 'Anybill', 'Okta', 'iSolved', 'Salesforce', 'Workbench', and 'NAA'. Below the browser, there is a 'Log out' button. A checkbox labeled 'Keep me up to date on news and exclusive offers' is present. The main section is titled 'Billing address' and contains several input fields: 'First name', 'Last name', 'Company', 'Address', 'Apartment, suite, etc. (optional)', 'City', 'Country/Region' (set to 'United States'), 'State' (set to 'Maryland'), and 'ZIP code'. At the bottom left, there is a link '< Return to cart'. At the bottom right, there is a teal button labeled 'Continue to payment'. A blue arrow points from the 'Return to cart' link towards the 'Continue to payment' button.


9. Enter your payment information by completing all required fields and click “Pay Now.”





Payment

All transactions are secure and encrypted.

Credit card VISA  AMEX  and more...





 Pay over time

[Return to information](#)

[Pay now](#)

10. You will see a payment screen. Click on “Complete Order.”

visto

[Cart](#) > [Information](#) > [Payment](#)

Contact	elizabeth.zolotukhina@wilsoncenter.org	Change
Billing	AEA, 1600 Penn Ave NW, Washington DC 20004, United States	Change

Payment



Your order is free. No payment is required.

[Return to information](#)

[Complete order](#)