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360.528.2025
https://www.wasbo.org

How To Purchase an Accounts Payable Badge

Quick Guide

1 Go to <https://www.wasbo.org/>

WASBO MEMBERS: Sign into your member profile



NOT A MEMBER? Create an LMS Account here:
https://www.wasbo.org/general/register_member_type.asp

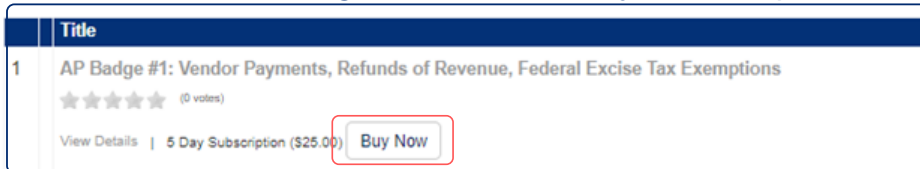
2 Select "LMS" From the Menu Bar



3 Click "Catalog" and search AP Badge



4 Select desired AP Badge and choose "Buy Now" to purchase



3 WAYS TO PAY



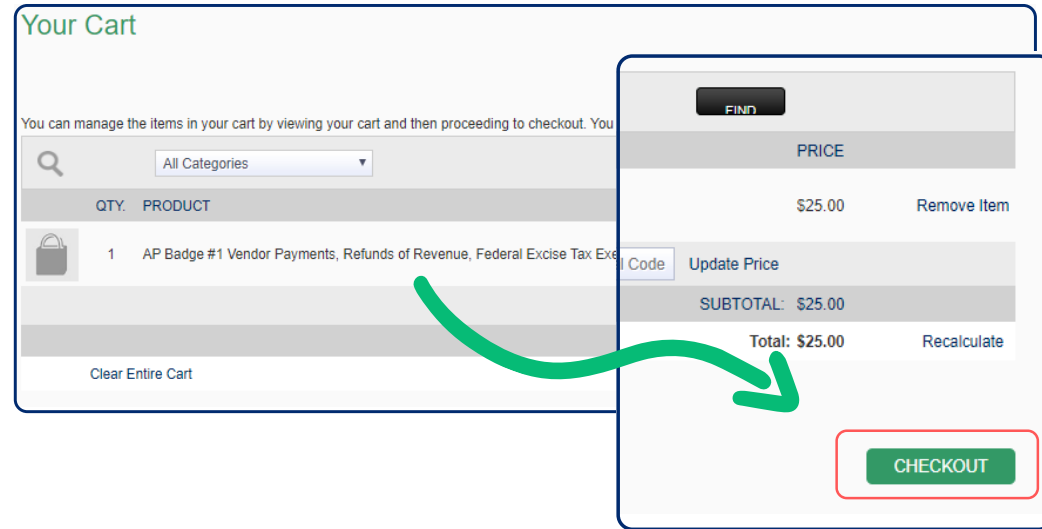
CREDIT CARD (Pay NOW): Course will appear immediately on LMS Dashboard after payment is processed.



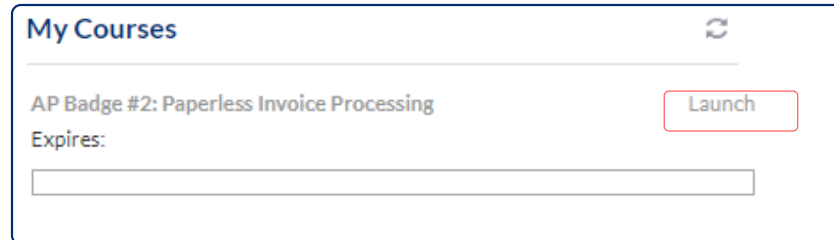
BILL ME (Pay by CHECK): Course will appear on LMS Dashboard once check is received and processed by the WASBO Office. Keep an eye out for an email from admin@wasbo.org confirming payment.

BILL ME (Pay by CARD Later): A link to pay via card will be sent to your email. Course will appear on LMS Dashboard once payment is processed online.

5 Review your cart and select "Checkout"



6 Complete order as prompted and return to your LMS Dashboard. Your purchased AP Badge(s) will be available once payment is processed by the system.



YOUR ACCESS IS LIMITED



Once a course is launched, please note you have **FIVE (5) days** to successfully complete your Accounts Payable Badge session. Good luck!