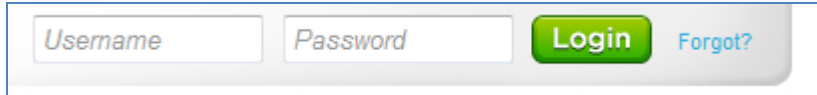



## LiveText FEM Add-On Instructions for Students

1. Please go to [www.LiveText.com](http://www.LiveText.com)
2. Enter your Username and Password in the appropriate fields
3. Click the **Login** button

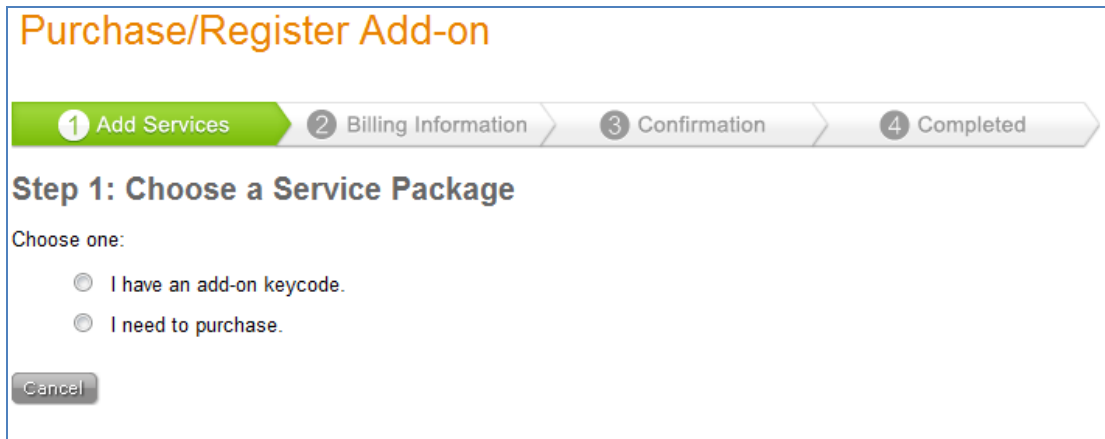


A login form with two input fields labeled 'Username' and 'Password', a green 'Login' button, and a 'Forgot?' link.

4. Go the **My Account** link  

5. Go to the Membership Information section and Click on the **Purchase/Register** link next to Field Experience Management

Membership Information			
Type	Status	Expiration Date	
LiveText Standard Membership	Active	November 30, 2016	
Learn360® Video Library	Inactive		<a href="#">Purchase</a>
Field Experience Management	Inactive		<a href="#">Purchase / Register</a>

6. On the Purchase/Register Add-on screen, check the radio button for the service package you will be purchasing (**I need to purchase**).



**Purchase/Register Add-on**

Progress bar: 1 Add Services (active), 2 Billing Information, 3 Confirmation, 4 Completed

**Step 1: Choose a Service Package**

Choose one:

- I have an add-on keycode.
- I need to purchase.

7. Check the box next to the Field Experience Management Add-On
8. Click **Next**

## Purchase/Register Add-on

1 Add Services

2 Billing Information

3 Confirmation

4 Completed

### Step 1: Choose a Service Package

#### Field Experience Management Add-on

\$ 18.00 This package contains:  
One Field Experience Management add-on membership: duration - Length of LiveText membership.

#### Learn360® Add-on

\$ 30.00 This package contains:  
One Learn360® add-on membership: duration - 5 years.

Next >>

Cancel

9. The Billing Information page will open. Please enter credit card and billing information.

10. Click **Next** to confirm the purchase.

## Purchase Add-on

1 Add Services

2 Billing Information

3 Confirmation

4 Completed

### Step 2: Billing Information

#### Credit Card

First Name  Last Name

Card Type  Account Number

Expiration Date  ,

Security Code  [What is it?](#)

#### Billing Address

Address (line 1)

Address (line 2)

City

State/Province  Zip/Postal Code

Country

Phone Number  -  -

#### Note:

The address on the credit card holder's statement must match the billing address entered. This order will be declined if the addresses do not match. The billing address is used only to process your order and activate your LiveText Membership. Products will not be shipped to the billing address. Customer credit card will be billed as "LiveText Inc."

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