

Successware Online Training Schedule

Please select which class(es) you would like to attend and complete all fields below. If you have more than one employee who would like to attend a class, we will need one completed form per person. The cost per class is based on one attendee. Email the completed form to customerservice@successware.com.

Attending	Class Name	Class Length	Dates	Time	Cost
	Managing Equipment & Warranties	1 day	Wednesday, July 14	2 – 3:30 p.m. EST	\$149
	The Successware Account Register	1 day	Thursday, July 15	2 – 3:30 p.m. EST	\$149
	Setting Up & Processing Payroll Using a Payroll Service	3 days	Tuesday, July 27 – Thursday, July 29	2 – 3:30 p.m. EST	\$299
	Creating & Managing Agreements	2 days	Wednesday, Aug. 11 – Thursday, Aug. 12	2 – 3:30 p.m. EST	\$249
	Accounts Payable Overview & Processing	2 days	Wednesday, Aug. 18 – Thursday, Aug. 19	2 – 3:30 p.m. EST	\$249
	Accounts Receivable Overview and Processing	2 days	Wednesday, Aug. 25 – Thursday, Aug. 26	2 – 3:30 p.m. EST	\$249

Please indicate who will be attending the class so we can email them all the information they will need to login. Please note: You are only authorized to login from one computer.

Company Name: _____

Name of attendee: _____ Phone: _____

Email address of attendee: _____

Select Payment Method:

- Use Existing Payment Method on File
- Alternate Payment Method (please complete billing info below)

Due to PCI Compliance regulations, we will no longer be able to accept credit card information electronically via fax or email. ONLY provide the LAST 4 DIGITS of the card number to be charged. Please be advised that by signing this form, you are authorizing us to charge the credit card you will be providing. If we do not hear from you with the remainder of the card number, we will contact you to obtain the rest of credit card information prior to the class. Please provide a direct contact name and phone number below. Thank you.

Name on Credit Card: _____ Authorized Signature: _____

Last 4 Digits of Credit Card: _____ Exp. Date: _____ Phone: _____

Billing address for Credit Card: _____ Zip: _____

Be sure you check your email. After we have received this registration form, we will email you a confirmation, generally within 24 hours, confirming your spot in the class.

NOTE: You will receive your class invitation the Monday before each class you've registered for. These will be sent to the email address listed above. These emails will contain instructions related to the class you will be attending, and the links needed to log in. If you have not received your email the Monday before your class, please call us immediately at 888-251-2779 and do not wait until the day of. The classes are NOT recorded, they are live instruction. These classes are limited to just 25 companies and are first come, first served. Due to the limited capacity, and to keep the costs low to our clients, your credit card will be processed upon confirmation and all registrations are final. Cancellations and reschedules are not available.