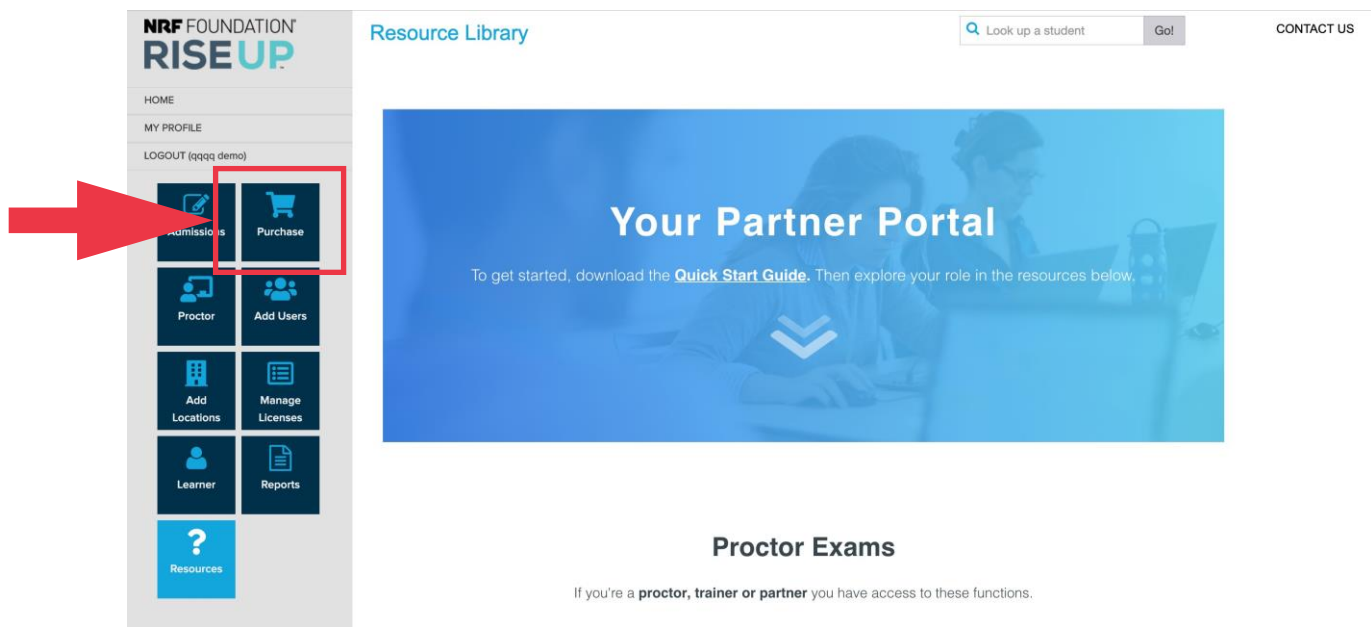


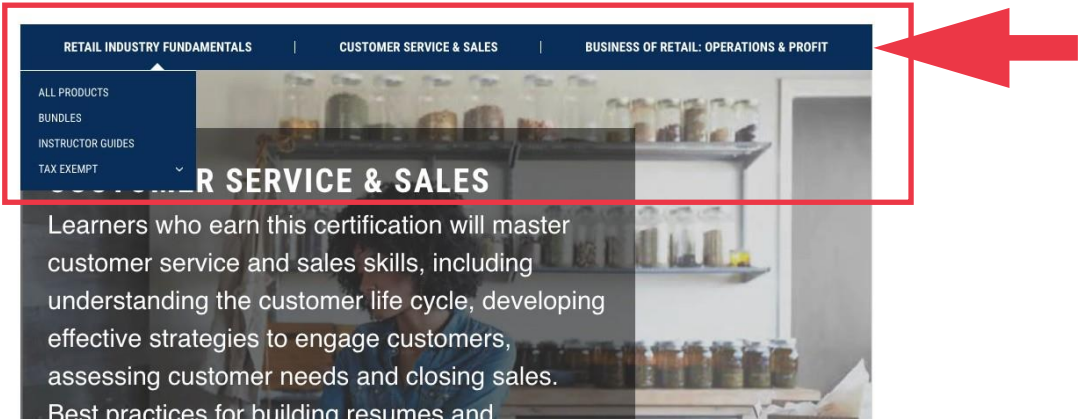
This guide will cover the Purchase Tile and how to purchase new licenses and support materials.

Need additional help or have more questions?  
Email us at [support@nrfriseup.com](mailto:support@nrfriseup.com) or call 800-986-6482

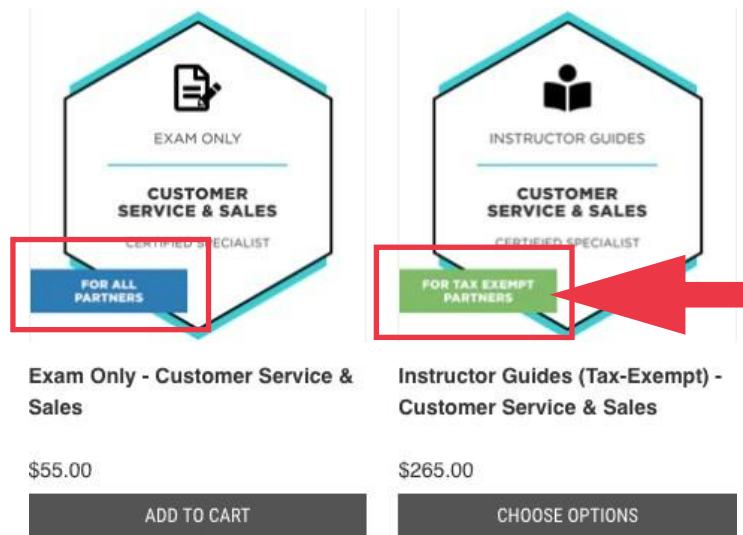


1. From the left had navigation click on the “Purchase” tile. This will take you to the marketplace that will open as a new window.

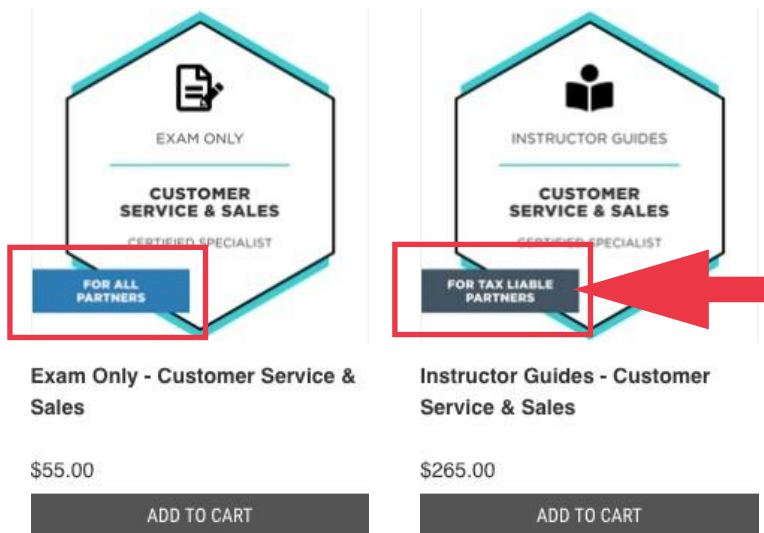
*Tip: If the marketplace does not open for you, please check your pop-up blocker. You will have to allow pop-ups to enter the new window.*



2. In the marketplace, you can use the menu at the top of the page to navigate between credentials and products.



3a. If you are a tax-exempt partner, please shop the products with the blue and green banners. Tax is only applicable to the physical goods such as guides and textbooks, so you will have an additional step of verifying your tax-exempt status when adding these to your cart.



3b. If you are not a tax-exempt partner, please shop the products with the grey and green banners. Tax is only applicable to the physical goods such as guides and textbooks.

The image shows a form field with the text 'Enter Purchase Order number or if paying by credit card please enter N/A'. The input field contains the text 'N/A'. A red arrow points to the input field from the left. Below the form field is a red button with the text 'CONTINUE'.

5. When you proceed to **checkout**, please be sure to enter your Purchase Order number or N/A if you're using a credit card. This will be under the Shipping or Billing section depending on the type of products you're purchasing. If you're only purchasing digital products, you will not have a shipping section.

## THANK YOU MARY!

Your order number is **439**

An email will be sent containing information about your purchase. If you have any questions about your purchase, email us at [jeffrey.omalley@gmail.com](mailto:jeffrey.omalley@gmail.com).

Once we receive your payment, we'll send a confirmation email with a link to download your digital purchases.

Please send your Purchase Order information to Penn Foster Accounting.

[CONTINUE SHOPPING »](#)

### ORDER SUMMARY

[Print](#)

#### 3 ITEMS

	<b>1 X EXAM ONLY - CUSTOMER SERVICE &amp; SALES</b> Digital Item	\$0.00 0
	<b>1 X ONLINE CURRICULUM - CUSTOMER SERVICE &amp; SALES</b> Digital Item	\$0.00 0

6. After your order has been placed you will be sent an e-mail with information regarding your purchase. If you purchased licenses, the seats will now be available to transfer within the Partner Portal "Manage License" tile.

*Note: Click on your previous tab navigate back to the Partner Portal.*

# POP UP BLOCKER HOW TO GUIDE

Last updated October 2019

## CHROME (WINDOWS)

By default, Chrome will notify you when a pop-up is blocked and give you an option to see it.

To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three dots in the upper right corner)
2. Select **Settings**.
3. Click **Advanced** at the bottom.
4. Under **Privacy and security**, click the **Content Settings** button.
5. Select Pop-ups and redirects.
6. To disable the pop-up blocker uncheck the **Blocked (recommended)** box.
7. To enable pop-ups on specific sites, check **Blocked (recommended)** and click **Add** next to **Allow** and enter the URL(s).

## FIREFOX (WINDOWS)

1. Select the three horizontal bars in the upper right corner.
2. Select **Options**.
3. Select the **Privacy and Security** tab.
4. To disable the pop-up blocker, uncheck the **Block pop-up windows** box below **Permissions**.
5. To allow specific pop-ups, click **Exceptions** and enter the URL(s).
6. **Close** the window.
7. Click **OK**.

## INTERNET EXPLORER (WINDOWS IE 8 AND EARLIER)

1. Click **Tools**.
2. Click **Pop-up Blocker**.
3. Click **Turn Off Pop-up Blocker**.

## INTERNET EXPLORER (WINDOWS IE 9 AND LATER)

1. Click the **GEAR** icon and select **Internet Options**.
2. Select the **Privacy** tab.
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker.
4. Click the **Settings** button to disable pop-up blockers for specific sites.
5. Click **OK**.

## CHROME (MAC)

By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off the pop-up blocker, follow these instructions:

1. Click the Customize and control Google Chrome menu (the three dots in the upper right corner)
2. Select Settings.
3. Click Advanced at the bottom.
4. Under Privacy and security, click the Content Settings button.
5. Select Pop-ups and redirects.
6. To disable the pop-up blocker uncheck the Blocked (recommended) box.
7. To enable pop-ups on specific sites, check Blocked (recommended) and click Add next to Allow and enter the URL(s).

## FIREFOX (MAC)

1. Select **Preferences** from the **Firefox** menu.
2. Select the Privacy and Security tab.
3. To disable the pop-up blocker, uncheck the Block pop-up windows box below Permissions.
4. To allow specific pop-ups, click Exceptions and enter the URL(s).
5. Close the window.

## SAFARI (MAC)

1. From the **Safari** menu, select **Preferences**
2. Click **Websites** at the top of the window
3. Select **Pop-up Windows**.
4. To disable the pop-up blocker select **Allow** next to **When visiting other websites**.
5. To allow specific pop-ups, navigate to the web page, follow steps 1-3 and then select **Allow** next to the name of the site.