



Hello Facilitators,

The below web links will now be used by all Facilitators to order your digital certificates directly via the website store for your in-person course registrant fees.  
A new universal low flat fee of \$215 USD per certified registrant will be charged.

**INSTRUCTIONS:**

1. Once your upcoming course registration list is complete, click on the cert type of your course prior to course date:

BASIC: [Digital Basic Certificate Request - Facilitator Use Only - NeuroOptimal](#)

ADVANCED: [Digital Advanced Certificate Request – Facilitator Use Only - NeuroOptimal](#)

**PASSWORD: facilitator**

1. Enter 1 registrant's name and email at a time
2. ADD TO CART
3. If only 1 registrant, click PROCEED TO CHECKOUT
4. If there are more than 1 registrant, click ADD ANOTHER REGISTRANT
5. Keep going until all registrants are accounted for.
6. PROCEED TO CHECKOUT when complete
7. Pay as you would any other website store item
8. We will receive the confirmation of payment with each name of your registrants
9. Only paid registrations will receive a certificate once quiz is successfully passed