PTP Registration: Credit Card


2. To register and pay for AATCC Proficiency Testing Programs by credit card, click **Register online**.
   
   To pay by check or wire (SWIFT, EFT, TT), click the appropriate Registration Form link and follow the corresponding instructions.

3. Add all programs for the same lab to the cart, one at a time.
   
   Start a new order for each participating lab.

4. Scroll to see all programs. Click a title to see details.
5. To add a program, select date(s) from the Member/List Price dropdown menu.

6. Click **Add to Cart**.

7. Click **Continue shopping** to add more programs.
8. From the AATCC Store page, select **Proficiency Testing Programs** from the **TRAINING & CALIBRATION** category.

![Browse by Category](image_url)

9. Repeat steps 4-8 as needed.

   You may also add other items to the cart as long as they are shipped to the same address. Remember to order revised test methods and materials you may need.

10. When all programs and other items are added, review your Shopping Cart.
    If you are not already at the cart page, click the item count at the upper right of the screen.
11. Returning Proficiency Testing Program customers, **log in** at the bottom of the page.
   - If User Name and Password fields do not appear, you may already be logged in. Verify that you are logged in as the person or company associated with your Proficiency Testing Program account.
   - If you do not log in, or use an alternate user name, the order will be processed, but you may be assigned a new lab code.
   - To reset password, click one of the Forgot your password links.
   - Your user name and password for orders is **NOT** the same as for entering test data.

12. New customers, leave User Name and Password fields blank. You will receive a user name and password in your emailed receipt. Make note of your user name and password for future orders. Your user name and password for orders is **NOT** the same as for entering test data.

13. Click **Secure CHECKOUT**.
14. Enter **Recipient Information**. Select or enter shipping address. Contact name and phone number must be complete for FedEx delivery of specimens. Email must be complete to receive receipt, data sheets, and final report. Enter only ONE email address.
15. Select a **Billing Option** and click **Continue**.

![Billing Option](image)

16. Enter **Billing Information**. Select or enter billing address. Enter only ONE email address.

17. Click **Continue**.

18. Review items and addresses.
19. Use your browser’s back button to make any changes to the order.  
All Items Are Non-Returnable. AATCC will not be held responsible for shipment discrepancies due to incorrectly entered information.

20. If all information is correct, click Proceed to Authorize Net Secure Payment Form.

21. Enter Card Number and Expiration Date. Click Pay Now.

22. You will receive two emails from amy@aatcc.org.  
- The first email will notify you that your order is being processed.  
- The second email will notify you that your order is complete and processed.  
- Retain emails as your receipt  
- Make note of user name and password included in the email.

23. A separate notification email will include login and data entry instructions for the AATCC Proficiency Testing Data Portal (https://proficiency.aatcc.org/).

Instructions will arrive within one month of the registration deadline for each purchased program. See www.aatcc.org/test/proficiency for registration deadlines.