PTP Registration: Credit Card or ACH Payment

1. Visit https://aatcc.org/testing/#ptp

2. Click the Register Online button at the top above the programs or below the specific program you wish to register for.

3. From this page, AATCC Members and/or past PTP participants can log in with their AATCC.org member log in.
• If you do have a login and do not remember it, click the Forgot your Login link to retrieve it.

4. From the dropdown menu on the right, select the rounds you wish to register for. Click Add to Cart.

5. From the next page, you can click Continue Shopping to add additional rounds or Secure Checkout to complete your registration.
6. When you click Continue Shopping, you will navigate to the AATCC Members Store. To continue shopping for PTP rounds, click the Proficiency Testing link from the Training and Calibration menu:

7. From this page, you can click the Program round links to view the Program Description or Add rounds to your cart. Select the additional rounds you would like to register for.
8. Once you have selected the rounds you will register for, and have added them to your cart, you can click Continue Shopping to add any additional AATCC Testing Materials you may need to your cart. When you are done shopping, click Secure Checkout.

9. Complete the Recipient Information, Billing Type, and Payment Method.
   a. If you have logged in as an AATCC member or nonmember (but AATCC PTP participant), this section may be already filled out. Select the appropriate options if there are multiple billing address or payment options listed.

10. Click Continue to continue the Checkout process.
    Be sure to include all requested Contact Information including the Company Name, Attention to, Phone Number and Email Address to help ensure the package is received successfully.
11. Complete the Card Details (for Credit Card payment) or Bank Details (for ACH payment) fields and Click Make Payment.

12. PTP Packages will be shipped according to the schedule listed on [https://aatcc.org/testing/#ptp](https://aatcc.org/testing/#ptp)

13. Please send any registration questions to Ordering@aatcc.org