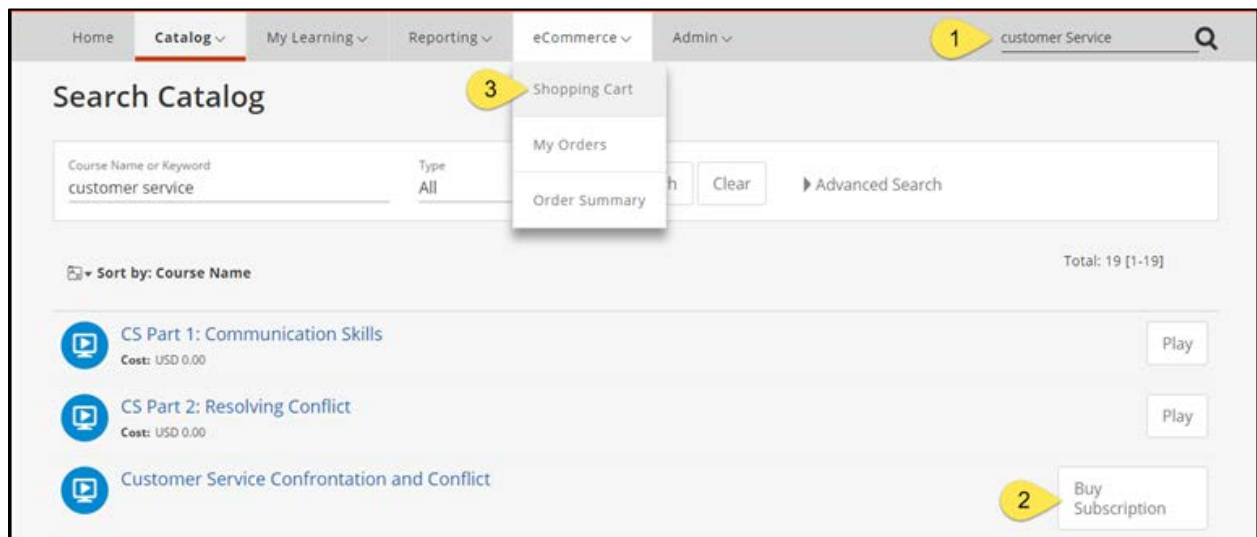


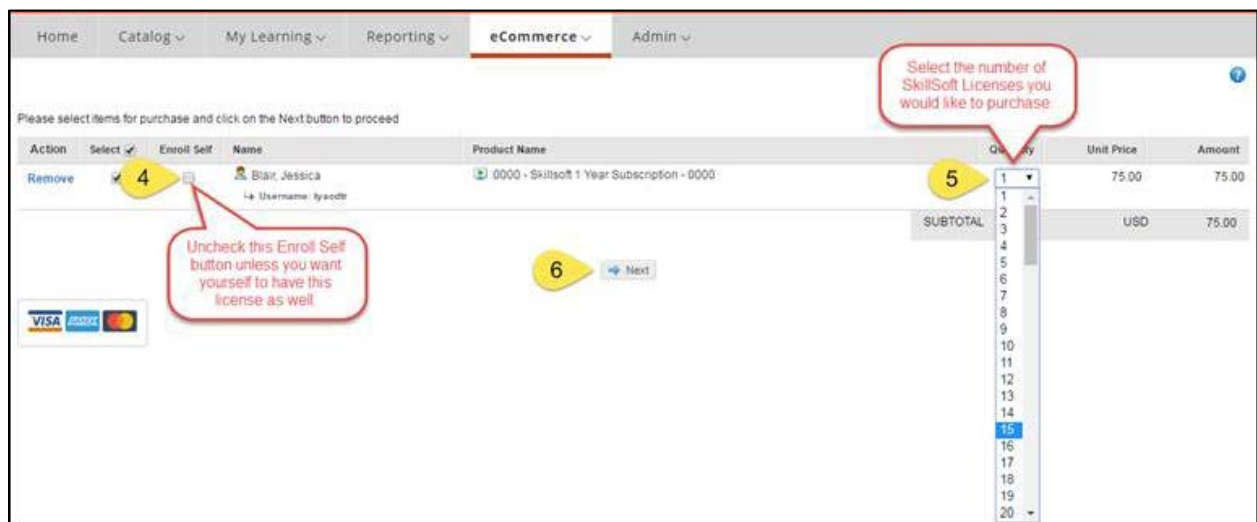
Learning Management System **Purchasing Bulk SkillSoft Subscriptions**

Login to the Customer Portal to purchase SkillSoft Subscriptions. If you are an Ingersoll Rand employee, access all SkillSoft Courses on the IR LMS.

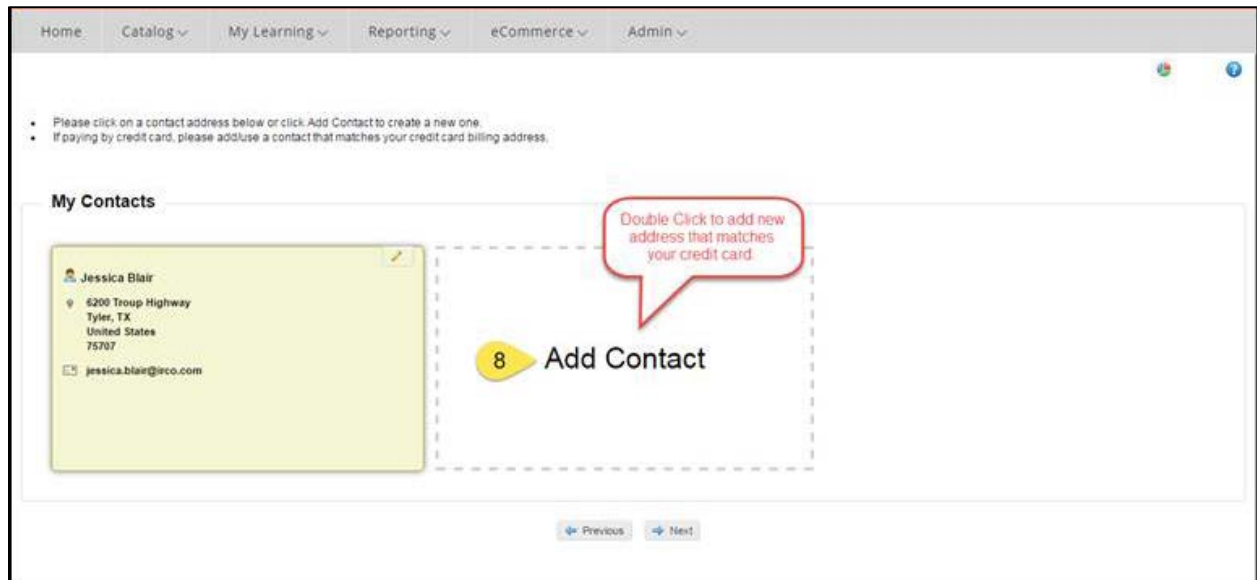
1. Search for a SkillSoft course you are interested in.
2. Click “Buy Subscription” next to the course name.
3. Click Shopping Cart from the eCommerce drop down menu.



4. Uncheck the Enroll button unless you want yourself to have this license as well.
5. Select the number of SkillSoft Licenses you would like to purchase.
6. Click Next.



7. Choose your address and then click Next.
8. If your address listed is not the address that corresponds to the Credit Card, double click to add a new address.



9. Click Create New Contact – Base Form.
10. Fill in new contact information.
11. Click Save.

Home Catalog My Learning Reporting eCommerce Admin

Contact Details: Jessica Blair

☐ Create New Contact - Based On User Profile

☒ Create New Contact - Blank Form

9

Description:

+ First Name:

+ Last Name:

10

+ Email:

Phone:

+ Address Line 1:

Address Line 2:

+ City:

+ Country: United States

+ State: Texas

+ Postcode:

+ Mandatory Field

11 Save Cancel

12. Make sure the new address is selected and click Next.

Home Catalog ▾ My Learning ▾ Reporting ▾ eCommerce ▾ Admin ▾

Record successfully created

- Please click on a contact address below or click Add Contact to create a new one.
- If paying by credit card, please add/use a contact that matches your credit card billing address.

My Contacts

Jessica Blair

6200 Troup Highway
Tyler, TX
United States
75707
jessica.blair@eco.com

Add Contact

Previous 12 Next

13. Click Next again.

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Cart Items

This page shows you a list of items selected for purchase. Click on the Next button to proceed

Name	Product Name	Quantity	Unit Price	Amount
Blair, Jessica	0000 - Skillsoft 1 Year Subscription - 0000	15	75.00	1125.00

Payment Method: Credit Card

Promotion Code: [Apply](#)

1 Item	USD	1125.00
SUBTOTAL	USD	1125.00
TAX	USD	0.00
TOTAL	USD	1125.00

Billing Address

Jessica Blair

11514 Laurens Way
Montgomery, TX 77316
United States

6017304245

jessica.blair@eco.com

[Change billing address](#)

Previous Next 13

14. Choose your credit card type.
15. Enter Credit Card Information.
16. Click Process Payment.

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Credit Card Details

You will be charged the amount of **USD 1125.00** to your credit card. Please enter your credit card details below:

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Card Type: ☐ Visa ☒ **VISA** ☐ AMEX ☐ ☐ Master Card, Eurocard ☐

Cardholder Name:

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Card Number:

CVV/CVC: (3 or 4 digit verification number found on front or back of card)

Expiration Date: MM YYYY

Protected by CyberSource

Billing Address

Jessica Blair
11514 Laurens Way
Montgomery, TX 77316
United States
9037304245
jessica.blair@eco.com
[Change billing address](#)

Order Total

1 Item	USD	1125.00
SUBTOTAL	USD	1125.00
TAX	USD	0.00
TOTAL	USD	1125.00

[Previous](#) [Process Payment](#)

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