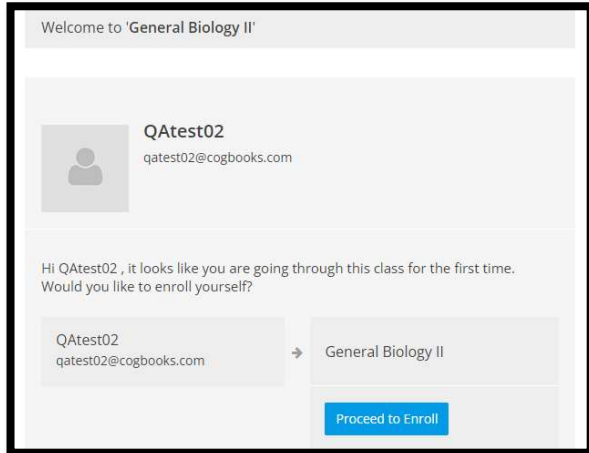


How to Access and Pay for CogBooks

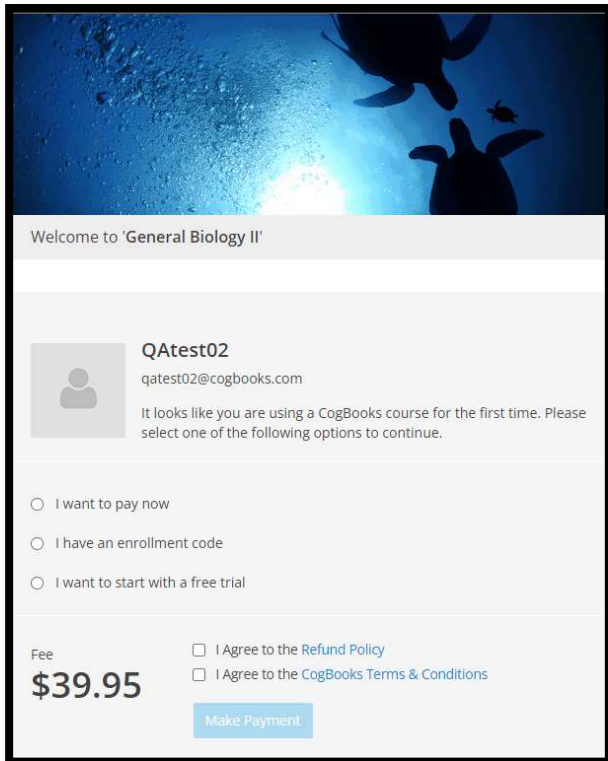
This guide will cover how to access CogBooks for the first time through your LMS. It will also explain the different options you have to access and pay for CogBooks courseware.

Step 1 – Starting from the course homepage, find and open your CogBooks assignment for the first time.

Step 2 – On the next screen, you'll see your information and the course title. Click on the blue **Proceed to Enroll** button to bring up payment options.



Step 3 – Make your payment option selection.



NOTE: Prices vary by course.

Option 1 – I want to pay now

- If you chose the “pay now” option, you will then be redirected to a “How does this work?” screen that explains how to make an online payment.
- You can make the payment through PayPal or with a Credit/Debit card.
- Click “Proceed to Pay” and you will be directed to PayPal to make the online payment.

The screenshot shows a three-step process for payment:

- Step 1:** A screen titled "How does this work?" with the PayPal logo. It shows two methods: "Method 1: Pay with PayPal" (with fields for email and password, and a "Log In" button) and "Method 2: Pay with Debit or Credit Card". Below it, text says "You will be redirected to PayPal to make the payment."
- Step 2:** A "PayPal Guest Checkout" screen with a "United States" dropdown, a "Card number" field, and "Expires" and "CVC" fields. Text says "You can make the payment via: 1. Credit / Debit card 2. Paypal account".
- Step 3:** A "Welcome to 'Unit 1: Business and The Business Environment', a class by Cambridge Regional College" screen. It says "Congratulations local or" and "You now have access to this class:" followed by "Class: BTEC Higher Nationals - Business_CR" and a "Start Learning" button. Text below says "After a successful payment, you will be redirected to CogBooks and you can start learning."

A yellow banner at the bottom contains the text: "Please note: if you have any issue with the payment. Please reach out to us at support@cogbooks.com for further assistance." Below this is a "Proceed to Pay" button. At the bottom left, it says "Cancel & Return to CogBooks Ltd."

Option 2 – I have an enrollment code

- If you have purchased an enrollment code through your campus bookstore, you can use it to access CogBooks.
- Click on the “I have an Enrollment Code” and enter that code in the box.
- Agree to terms and click the “Enroll Me”.

The screenshot shows a form with three radio button options:

- I want to pay now
- I have an enrollment code
- I want to start with a free trial

Below the second option is a text input field with the placeholder text "Enter your Enrollment Code".

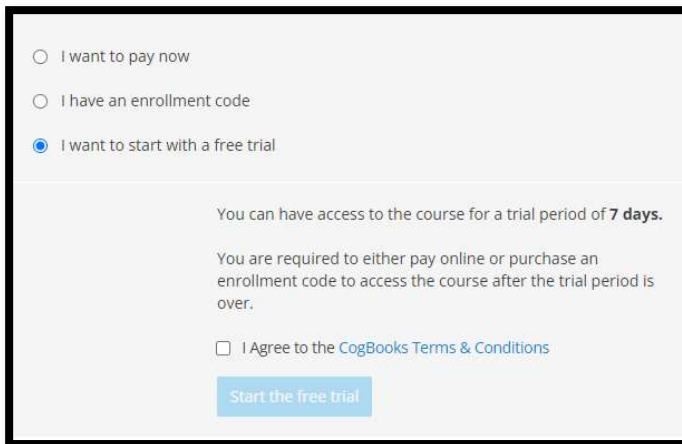
Below the options is a checkbox: I Agree to the [CogBooks Terms & Conditions](#)

At the bottom is a blue "Enroll me" button.

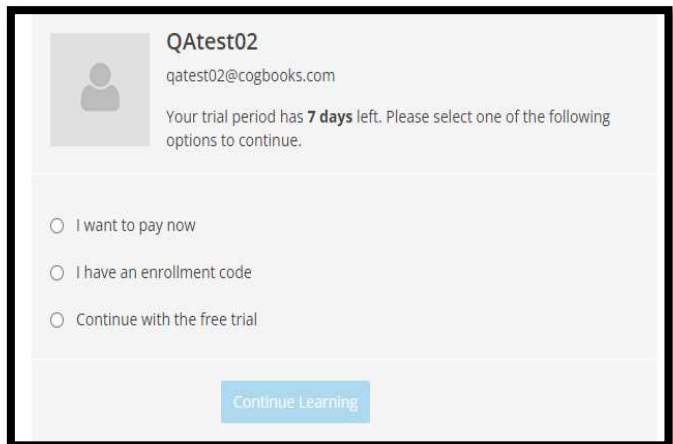
Option 3 – I want to start with a free trial

- You can choose to start the class with a free trial and pay later by selecting the “I want to start with a free trial” option.
- Review how long the trial period will last, then agree to the terms and click “Start the free trial”.

- c) During the trial period, every time you access the assignment, you will be taken to the payment options screen and will be reminded about how many days are left in the trial.
- d) Each time you will have the opportunity to pay now, enter a code, or continue with the free trial.



This screenshot shows a selection screen for starting a trial. It features three radio button options: "I want to pay now", "I have an enrollment code", and "I want to start with a free trial". The third option is selected. Below the options, there is a paragraph stating: "You can have access to the course for a trial period of **7 days**. You are required to either pay online or purchase an enrollment code to access the course after the trial period is over." There is also a checkbox for "I Agree to the CogBooks Terms & Conditions" and a blue button labeled "Start the free trial".



This screenshot shows a continuation screen for a user named "QAtest02" with the email "qatest02@cogbooks.com". It displays a message: "Your trial period has **7 days** left. Please select one of the following options to continue." Below this, there are three radio button options: "I want to pay now", "I have an enrollment code", and "Continue with the free trial". A blue button labeled "Continue Learning" is positioned at the bottom right.

NOTE - Once the trial period has ended, you be required to make a payment or enter an enrollment code before receiving access to CogBooks.