Certify Your Staff Members With A Business Account

Business Account · https://servingalcohol.com/kb/business/certify-staff/

This article explains how our business account works for those who request it. We discuss these topics with every business account holder.

Certify Your Staff Members With A Business Account

After you complete the online business account form on our website, we will create your new account the same day. Below is information about how it works for you and the staff members.

There is no cost to set up or maintain an account. We charge only for the courses your staff enrolls in. Your account will remain open for future new hires.

We will attach a printable PDF with step-by-step instructions to print, post, or hand out to each staff member to take home. Download and save the attached PDF instructions to your computer when we email them to you for future reference. You can always download the instructions from your Business Dashboard.

How to Enroll in the Course

Each person must enroll individually for their course using their email address. Each person must include their own home address and date of birth for the state's records. After entering the registration information, they proceed to payment. Instead of payment, they use the enrollment key given. If needed, we have a quick video tutorial on how to enroll in a course.

Use Any Computer or Device

Your staff can use any device or computer (Windows, Mac, Android, or iOS) to take their course. The course is straightforward and guides them from beginning to end. No prior study is required, as the

course is step-by-step training. The course lets you stop and come back as many times as needed. It remembers where you left off.

Enrollment Key

Each staff member will use the enrollment key that we gave you. Use the enrollment key instead of purchasing with a credit card. As the administrator, we email you an invoice towards the end of the month. The invoice is based on how often your enrollment key is used during the month. We state the names of the staff members on the invoice. If your enrollment key isn't used during the month or in any future months, you won't receive an invoice. Remember, your account remains open to use at any time in the future. If or when you hire someone later, just give them the instructions we send you in a printable PDF.

No Payment Upfront

We don't charge for the courses upfront like everyone else—no need to buy tokens or courses before your staff members begin. We charge only for the courses your staff take, and nothing else. So, if five staff members use the enrollment key for their course, we bill only for those five people. Toward the end of the month, we email you an invoice as the business account administrator. You also receive a 15% discount off our regular course price as a bonus for using a business account.

Track Staff Progress

We create an administrative account to oversee your business account and the staff's progress. As an administrator, you have access to a Business Dashboard. The Business Dashboard allows you to track your staff's progress. You can also download and print each staff member's certificate for your records. Take a quick look at our 3-minute video tutorial on the Organization Dashboard from the link below:

https://servingalcohol.com/kb/business/account-dashboard/

You can also download our W-9 form for your files, as well as the staff's instructions as a PDF.

We Support Each Employee Individually

We support every staff member individually. If they need help, tell them to send a quick message through our Contact Us web portal. When they use the Contact Us web portal, we know the type of computer, tablet, or phone used and their web browser. This helps us quickly identify their issue so we can respond and resolve problems within a few minutes. We will communicate by email to provide clear, specific instructions or information.

Don't forget to download and save the attached PDF instruction file to your computer for future reference. Print multiple copies and hand them out to your staff members. You can also access the instructions from your Business Dashboard.