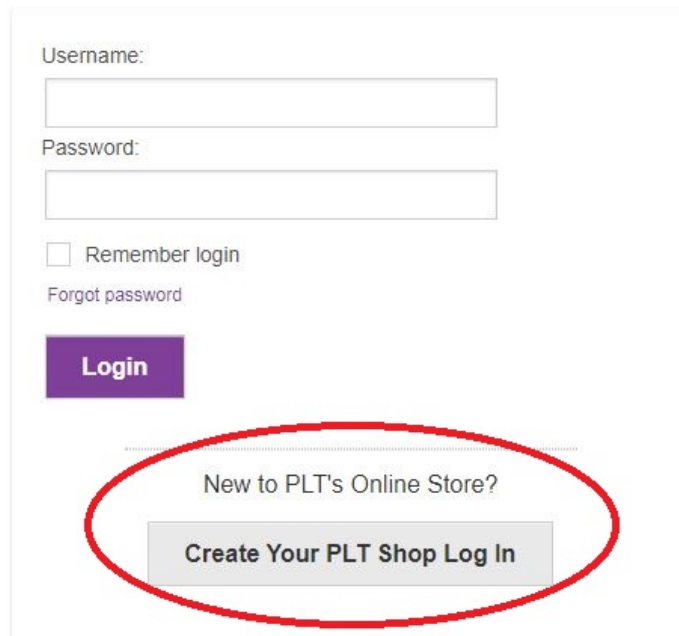## Directions for Individuals Using Codes on the PLT Marketplace

1) Go to https://shop.plt.org

2) Select "Log In" (upper right corner).

3) If you haven't already created a PLT account, select "Create Your PLT Shop Log In". If you already have an account, type in your log in information.

4) If you are a new user, you will be prompted to complete the Site Registration page. (**All fields must be completed** in order to gain full access.)

5) Once you are logged into your account, select "Your Orders" to see the your orders page. It is in the upper right hand corner of the page. The, select "Enter Access Code"

Your Orders 🛒 0

Your Orders
Your E-Books
Your E-Units
Your Courses
Enter Access Code
Logout

Your Orders

You are logged in as

Account Informa

First Name:

6) In the space provided, type your access code and select "Submit Access Code".

Enter your access code below. NOTE: You must be logged in to enter an access code.

Once your access code is accepted, go to Your e-Guides or Your Courses to see your PLT products

Submit Access Code

7) Select "Your Account" to return to the My Account page. From this page, you can access:]
   - o Your Account Info
   - o Your e-Guides
   - o Your Courses

Your Account Info
Your e-Guides
Your Courses
Enter Access Code
Logout

My Account

You are logged in as eba

Account Informa

First Name: