

## QPR online Payment process

- 1. Visit www.suicidepreventioncollaborative.org.au/QPR
- 2. Click Purchase QPR you will be redirected to a QPR Shopping cart.

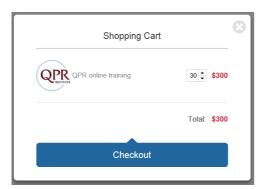








3. Enter the number of licenses you would like to purchase and click 'Checkout'.



4. Enter the payment details.

Note: payments can be made via PayPal or by credit card. Select your organisation's preferred payment method and complete the details.

- 5. You will receive two (2) automated emails from noreplay@sendowl.com containing:
  - i. Your receipt
  - ii. QPR licenses (usernames and passwords)

    Note: you will not need to do anything with the licenses in this email as we will also send them to you in an excel spreadsheet (see next point).
- 6. We will then provide you with a *QPR license tracking spreadsheet* including the usernames and passwords for your staff to log into the QPR training website and complete the training. This spreadsheet will help you keep track of which staff have done the training and how many licenses you still have available.

