

## Directions for Ordering MBA Inventory Codes

- 1) Go to [www.mbainventory.com](http://www.mbainventory.com)
- 2) Click on the white button "order MBA inventories for your team."
- 3) Complete the section for New User or login on previous user if you have already taken the MBA Inventory and have an account set up. It will let you know if you have already have an account set up and have used the email address previously. If that is the case you can login as a returning user.
- 4) Leave the registration code field blank.
- 5) Accept the terms of use agreement box.
- 6) Click "register".
- 7) Click on the button "I want to purchase registration codes."
- 8) Click "continue to payment".
- 9) Enter the quantity of codes that you would like to purchase.  
**Click on the icon next to it to update the quantity and charged amount.**
- 10) Enter billing information. Making sure that the address entered is the same for the credit card billing. Enter payment information. Click on "purchase Code".
- 11) This will take you to your profile page. Click on the magnifying glass in the column under "detail". This will list your codes that were purchased and you can also print your receipt if needed. You can distribute the codes to your team.