

HOW TO JOIN TOTUM

STAFF EDITION

STEP ONE:

Enter your personal email address twice, create a password.

STEP TWO:

Add your personal details, set your communication consents. When choosing 'Qualification' and 'Subject of study' select '**Professional/Vocation**'. When choosing 'Year of course', select '**Already Qualified**'.

STEP THREE:

Find and select your institution by typing into the search box.

STEP FOUR:

Choose a verification method. Only '**Verify by email**' or '**Collect in person**' are suitable for staff purchases.

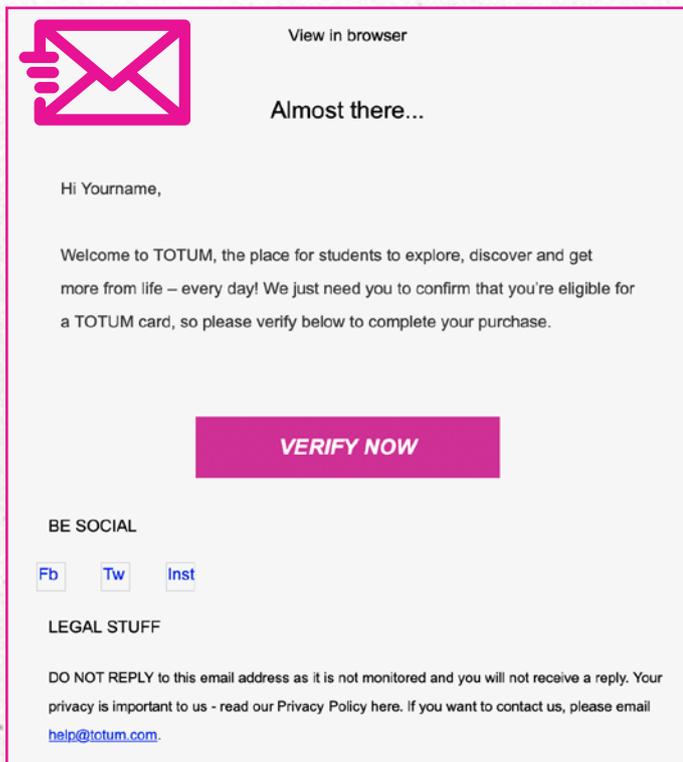
STEP FIVE:

When verifying by email, enter your institutional email.



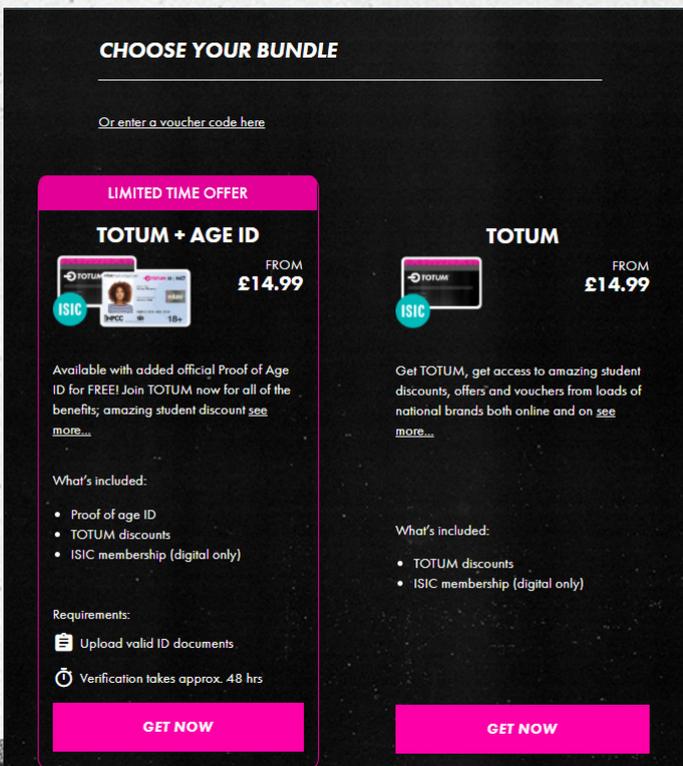
STEP SIX:

Click the link in the email that is sent to your institutional inbox. Only click the link on the device/computer that you requested it from.



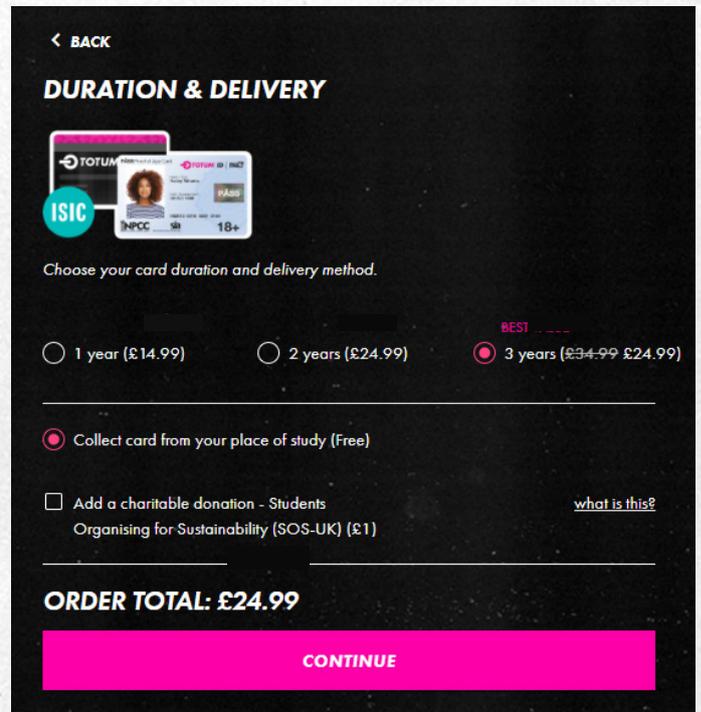
STEP SEVEN:

Select a bundle; whether you need age ID or not.



STEP EIGHT:

Choose a card duration and delivery method and set your delivery address.



STEP NINE:

Review your order and complete payment, using your debit/credit card or via Paypal.

STEP TEN:

If you have ordered a product with age ID, download the app to complete your ID verification. Remember you'll need your passport or UK driving licence to complete these steps.

GOT ANY QUESTIONS?

No problem, get in touch with our team: help@totum.com

PLEASE NOTE:

Postal delivery can take up to 14 days, but you can start using your membership straightaway by logging into the TOTUM website or downloading and logging into the TOTUM app.

