



Focus on Compliance

Instructions for Web-Based Course

1. Sign In

- Go to www.checkfreepay.com/bsatraining from your Internet browser.
- As a first-time user, click the “Register Here” link on the left side of your screen you will then be prompted to enter either your Terminal ID number for your agent location. If you have multiple stores and will only have 1 Compliance Officer taking the course for all the stores, please use the Terminal ID number for your flagship store or the one closest to your headquarters.
- The Terminal ID# you provided above will identify your store location. Verify it is correct and click on the image under the column marked “enroll” to begin the registration process. If incorrect, go back and input correct Terminal ID#.
- Register the student by typing the full first and last name, including capital letters. This is the name that will be printed on the certificate of completion to show the regulators if requested.
- Next, you will need to establish a user ID and password. The User ID MUST start with your Terminal ID, followed by an underscore and the student name (AK0000_JohnSmith). For the password, choose an 8-50 character password that you can easily remember. Your password MUST include at least one number.
- Input your email address. Email address must be valid as this is where the "Forgot Password" email will be sent if required.
- Once you have completed the registration, click the “Add” button. Only go thru these registration steps ONE time. DO NOT register more than once per student. The next time you enter the course use the right side of the sign in page with the username and password you just set up.

2. Complete the Training

- To start the course, click on the “rocket launch” icon next to the name of the course you are taking.
- For first time users we recommend viewing the overview documents before beginning your course. Click on the blue CLICK HERE area and be sure your pop-up blocker is disabled.
- Highlight and click the first topic in the Menu screen. Use the big yellow arrow to navigate through the course.
- Once you have completed and passed each topic, click on the blue button to the right of the menu to complete the course evaluation and print a Certificate of Achievement. The evaluation is important because it will help us to improve this training for next year.
- If you have any problems with this course, please contact our Compliance Hotline at 1-800-309-7668 x 4652.