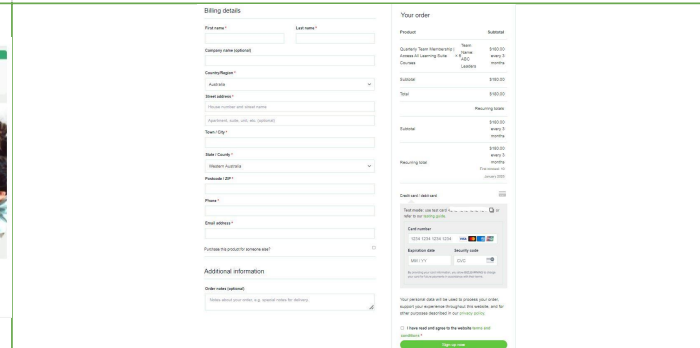
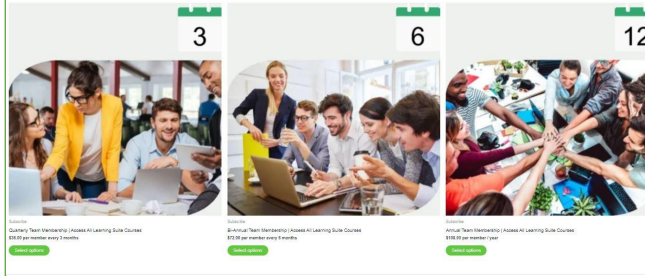


## 1. Purchase Team Membership

1.1 Navigate to the BIZlearning **Subscription Plans** page.

1.2 Choose the desired **Team Membership Plan** (e.g., 3 months, 6 months, or 12 months), add your **Team Name** and **Seats/places** required.

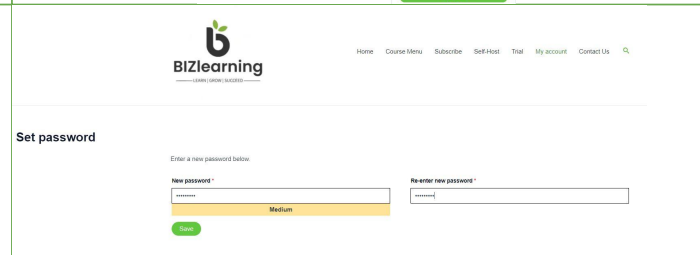
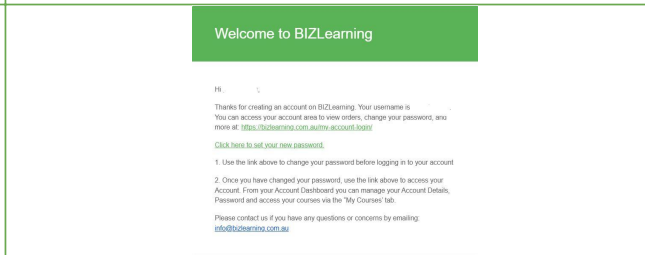
1.3 Add the plan to your cart and proceed to checkout.



## 2. Successful Purchase

2.1. After payment, you'll be redirected to a **Thank You** page with further instructions.

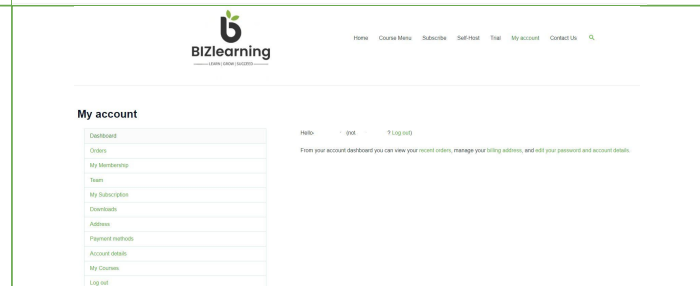
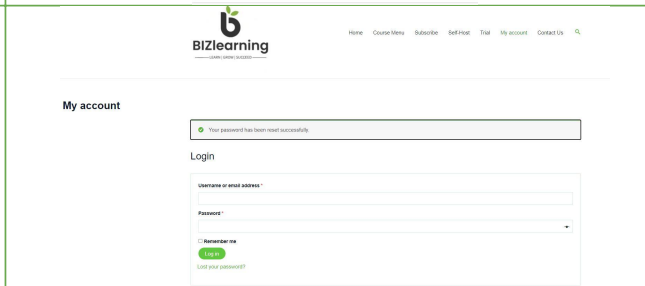
2.2. Check your email for a link to **set or change your password** before logging in to My Account.



## 3. Log in to My Account

3.1. Once you've **set your password**, you'll be redirected to log in to **My Account** using your username or email and password.

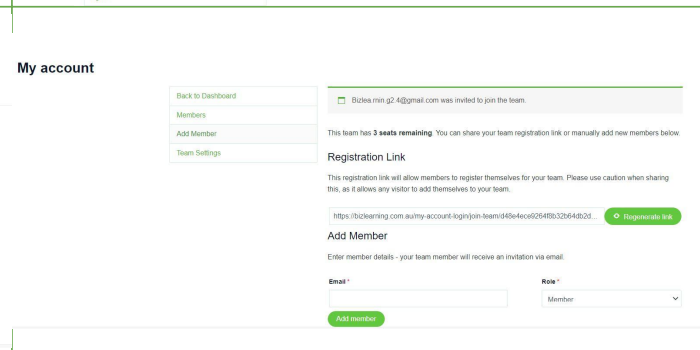
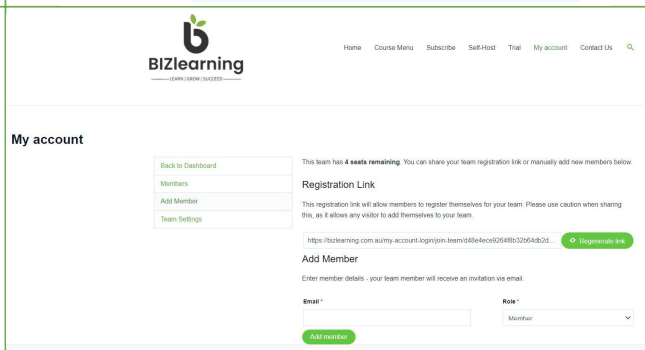
3.2. From the Dashboard, access tabs for courses, account details, team management and more.



## 4. Add Team Members

4.1. In your Dashboard, go to the **Teams** tab and click **Add Member** to assign a seat for a team member to access all courses.

4.2. Enter the team member's email and choose their role (Member or Manager). Managers can assign seats to others. Then click Add Member to send the invite.



**5. Need Help?**

If you encounter any issues, reach out to us at [info@bizlearning.com.au](mailto:info@bizlearning.com.au). We're happy to assist!