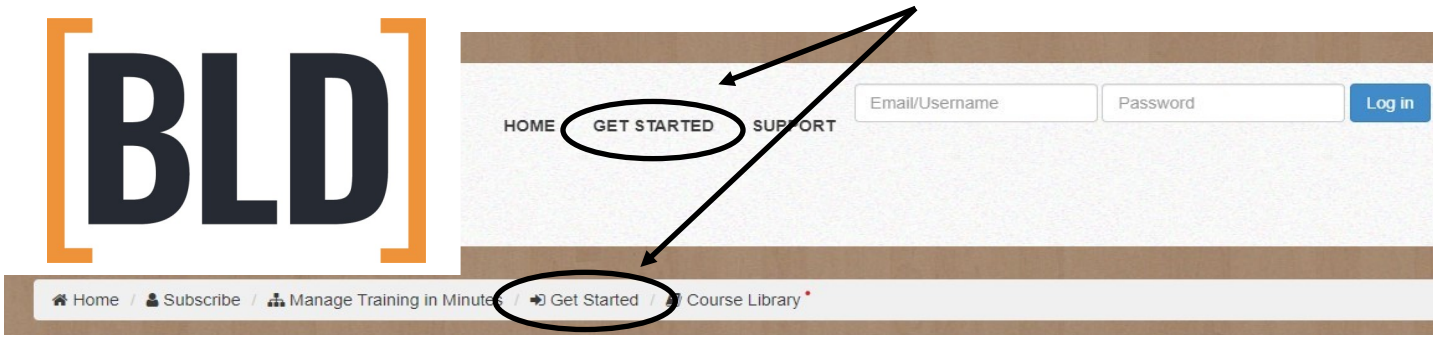
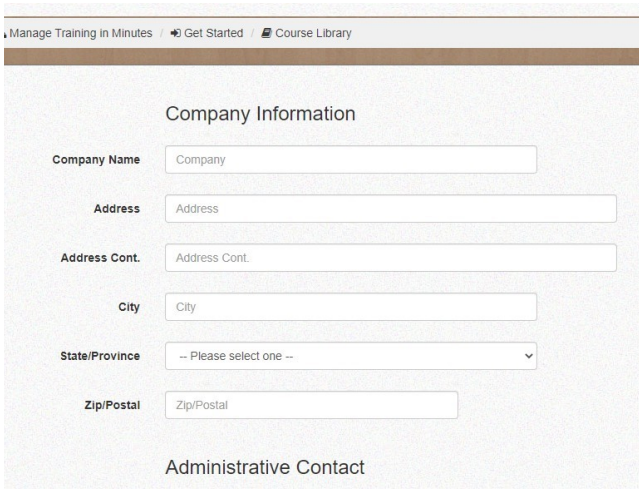
LUMBERTECH ONLINE

Quick Start Guide

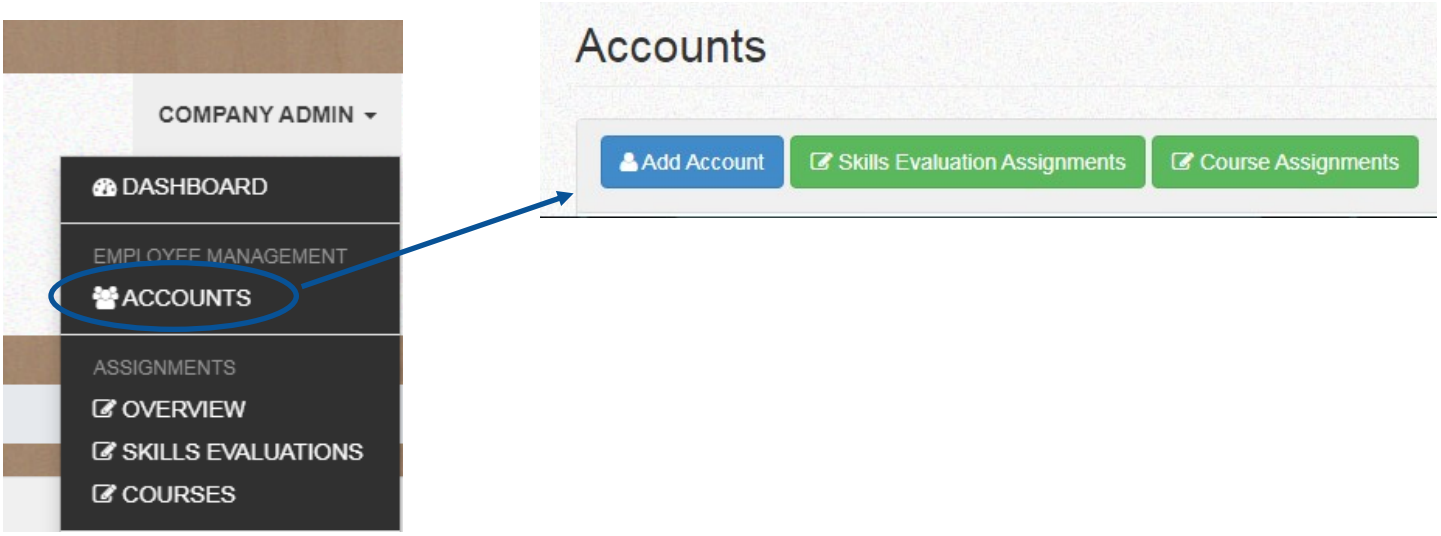
1) To register your company in Lumbertech Online, click the “Get Started” button, near the top of the page.



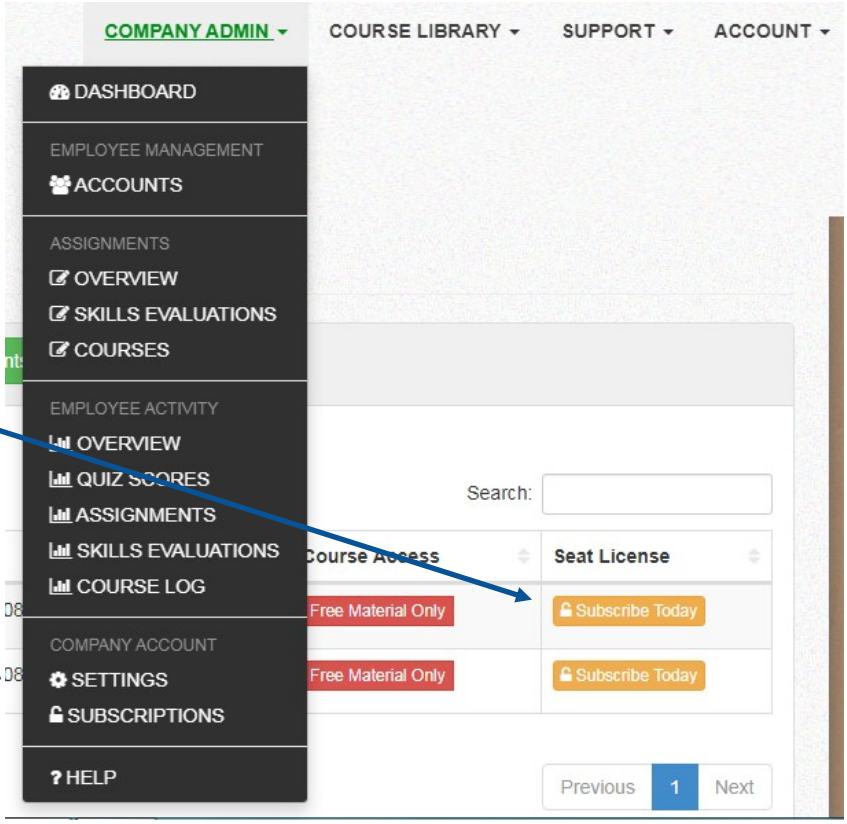
2) Next, the website will ask you to enter the Company information, as well as the administrative contact information for the company.



3) Use the Company Admin menu to add accounts to your company. Click accounts, then the blue Add Accounts button, and enter the employee contact information.



4) Next, choose your “Subscription Plan.” This is located in the Company Admin Menu. The Subscribe button can also be found next to each employee you’ve added to your account.



5) Enter the billing information for your subscription and complete the transaction.

6) Then from the accounts page, you can then assign seat licenses to employees and assign coursework.