

# MERTIL Courses

## Instructions for an Individuals Purchasing the MERTIL Course/s for themselves

**IMPORTANT:** Before you proceed please read this

These instructions are only for individuals purchasing MERTIL course/s for themselves. If you want to purchase multiple courses for more than one user OR if you are purchasing a course/s for another person please see the Group Purchasing instructions.

### Individual Purchaser/User

These instructions are when only 1 licence is being bought (you are both paying and accessing the course content, and only for yourself).

1. **In the shop** Select “Add to Cart” then on the next screen click “View Cart
2. If you are purchasing MERTIL then Mini MERTIL Refresher will automatically be added to your cart at no additional cost.
3. Your cart will look like this:

Product	Price	Quantity	Subtotal
 MERTIL: Online training in recognition of and response to early relational trauma	\$390.00	1	\$390.00
 Mini MERTIL Refresher	\$99.00	1	\$99.00

Coupon code

### Cart totals

Subtotal	\$390.00
GST	\$39.00
Total	\$429.00

4. **IMPORTANT:** If you decide you want more licences, exit this process by hitting the Back button on your browser and start again, using the Enable Group Purchase button.
5. Select “Proceed to Checkout”
6. You will now see the Billing Details form that needs to be filled out – see below:
  - a. If you have made a purchase before then you already have an account. Please login in. Do not create a new account.

- b. Enter your details i.e., the purchaser's details. This person will get the receipt and will manage the orders/account and enrol the users.
- c. Once finished click **Place Order**
- d. The system will then automatically create an account for you if you don't already have one

Returning customer? [Click here to login](#)

Have a coupon? [Click here to enter your code](#)

### Billing details

First name *	Last name *
<input type="text"/>	<input type="text"/>
Company name (optional)	
<input type="text"/>	
Country / Region *	
<input type="text" value="Australia"/>	
Street address *	
<input type="text" value="House number and street name"/>	
<input type="text" value="Apartment, suite, unit, etc. (optional)"/>	
Suburb *	
<input type="text"/>	
State *	
<input type="text" value="Victoria"/>	
Postcode *	
<input type="text"/>	
Phone *	
<input type="text"/>	

Once you have completed the required billing details you will need to click the 'Place Order' button. This will redirect you to the LaTrobe payment gateway One Stop Secure.

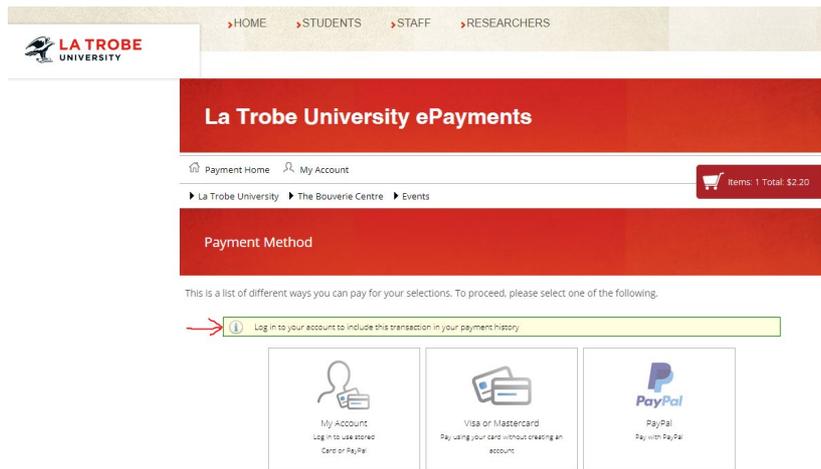
*It can take a few minutes for the redirection to take place, we ask for you to be patient.*



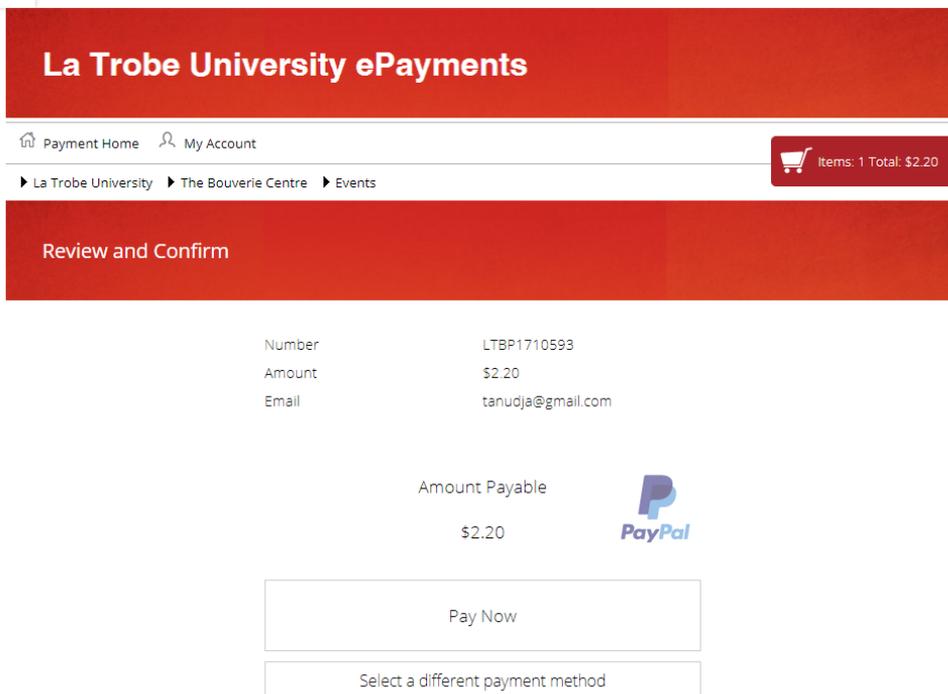
The LaTrobe payment gateway will enable you to complete your purchase with credit card (VISA or Mastercard), China UnionPay or PayPal.



- 7. You will be redirected to this La Trobe University payment page. The MERTIL course and Professor McIntosh are housed at The Bouverie Centre in La Trobe Uni and thus you will be paying La Trobe Uni for this product. You will not become a La Trobe Uni staff or student member. You are simply a consumer purchasing a product from La Trobe Uni.



8. Ignore the yellow box “Log in...” if this is your first time
9. Just select either “Visa or Mastercard” or “PayPal” and enter your payment information where appropriate



10. Select “Pay Now” and then complete payment
11. You will then be redirected to a La Trobe University payment page. Select either “Visa or Mastercard” or “PayPal” and enter your payment information
  - a. NOTE: Paypay can appear to get stuck on the Captcha. Click Refresh in your browser, top left of window



- b.
12. Select “Pay Now”
13. Once your payment has been processed you will be directed to this page:

mertil.com.au/checkout/order-received/1538/?key=wc\_order\_Bk35jEXbhX22X

ranet Favorites Unsplash Shutterstock O365-MERTIL - Doc... Cumulus ZOOM MERTIL NEW WEBSI... MERTIL Moc

**Thank you, your order has been received. You will soon receive an email with your receipt.**

You may now continue directly to the online elearning platform by logging in here using the account information set during purchase.

**Do not click this**

[Login Link Here](#)

Once you have completed the required billing details you will need to click the 'Place Order' button. This will redirect you to the LaTrobe payment gateway One Stop Secure.

*It can take a few minutes for the redirection to take place, we ask for you to be patient.*

 **LA TROBE UNIVERSITY**

The LaTrobe payment gateway will enable you to complete your purchase with credit card (VISA or Mastercard), China UnionPay or PayPal.

**If you require further assistance please email enquiries@mertil.com.au.**

ORDER NUMBER: 1538    DATE: 15 December 2020    EMAIL: tanudja@gmail.com  
 TOTAL: \$2.20    PAYMENT METHOD: OneStopSecure Payment

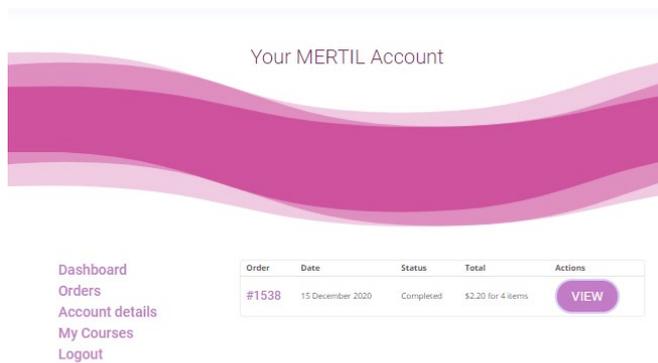
**Order details**

Product	Total
MERTIL Victorian MCH Services 2020 Course × 2 Group Enrollment: yes	\$780.00
Mini MERTIL Refresher × 2 Group Enrollment: yes	<del>\$100.00</del>
<b>Subtotal:</b>	\$780.00
<b>Discount:</b>	-\$778.00
<b>GST:</b>	\$0.20
<b>Payment method:</b>	OneStopSecure Payment
<b>Total:</b>	\$2.20

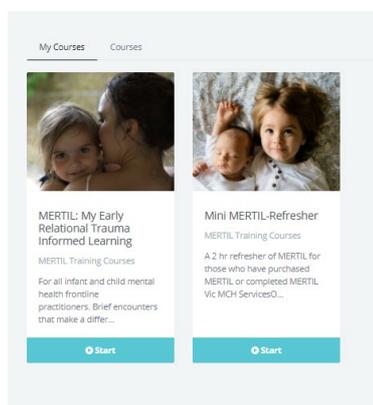
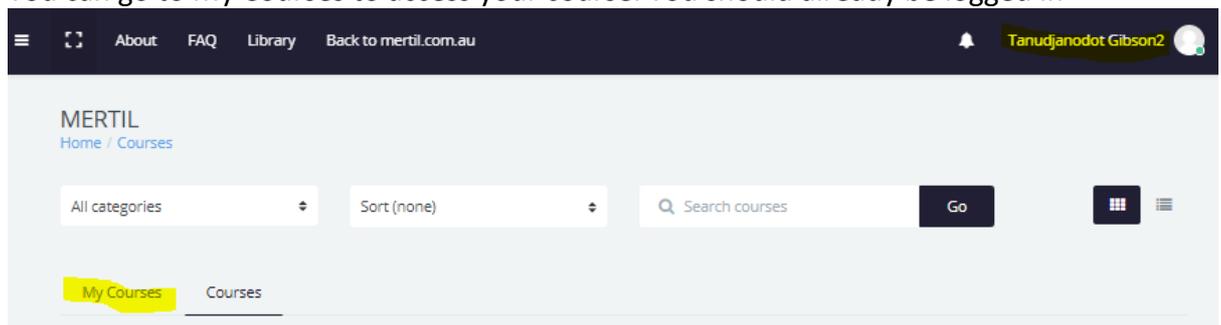
14.

Billing address

You will also now see new options in the top tabs: **My Account** and **My Courses**. You can go to My Account to see your orders and account history.



1. You can go to My Courses to access your course. You should already be logged in



- 2.
3. Click on My Courses and you will see your access
4. If you are not already logged in Click Login at the top or go here: <https://www.mertil.com.au/elearning/login/index.php>
5. For future access, go to the website: [www.mertil.com.au](http://www.mertil.com.au) and click Login, Enter your email address and password that you set during purchase
6. After login in, click My Courses on the left menu
7. You will also receive 2 email receipts: one from [prod.onestopweb@latrobe.edu.au](mailto:prod.onestopweb@latrobe.edu.au) and one from enquiries (this one also contains a link to the course content)  
CHECK YOUR SPAM FOLDER IF YOU DON'T SEE THEM

Mertil 4	Your Mertil order is now complete - Thanks for shopping with us Hi Tanudjanodot, We have finished processing
prod.onestopweb	Receipt WR386871 - Ref:WR386871, Amt:\$1.10, Auth:PayPal 0Y4584341C931230S TAX INVOICE / RECEIPT Sur

We have finished processing your order.

**[Order #1566] (16 December 2020)**

Product	Quantity	Price
MERTIL: Online training in recognition of and response to early relational trauma Group Enrollment: no	1	\$390.00
Mini MERTIL Refresher Group Enrollment: no	1	<del>\$90.00</del>
<b>Subtotal:</b>		\$390.00
<b>Discount:</b>		-\$389.00
<b>GST:</b>		\$0.10
<b>Payment method:</b>		OneStopSecure Payment
<b>Total:</b>		\$1.10

**Billing address**

*Tanudjanodot Gibson2  
2 Brandon St  
GLEN IRIS Victoria 3146  
04398895505  
[tanudjagibson@gmail.com](mailto:tanudjagibson@gmail.com)*

Thanks for shopping with us. You can access your account information here:

<https://www.mertil.com.au/my-account/>

If you are enrolled in a course, you can access it here: <https://www.mertil.com.au/elearning/login/index.php>

Receipt WR386693 Inbox X

prod.onestopweb@latrobe.edu.au  
to me

TAX INVOICE / RECEIPT



SUMMARY

Payment Date:	15/12/2020	La Trobe University
Total Value:	\$2.20	
Payment Processed:	\$2.20	Australia 3086
Payment/Invoice No:	LTBP1710593	
Bank Auth:	PayPal_OUM98348PL0098415	
Ref Number:	WR386693	ABN 64 804 735 113

RECEIPT DESCRIPTION	QUANTITY	UNIT AMOUNT	AMOUNT
*The Bouverie Centre Events Name: Tanudja Gibson gmail	1	\$2.20	\$2.20
<b>TOTAL</b>			<b>\$2.20</b>

TAX SUMMARY

* GST amount	\$0.20
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