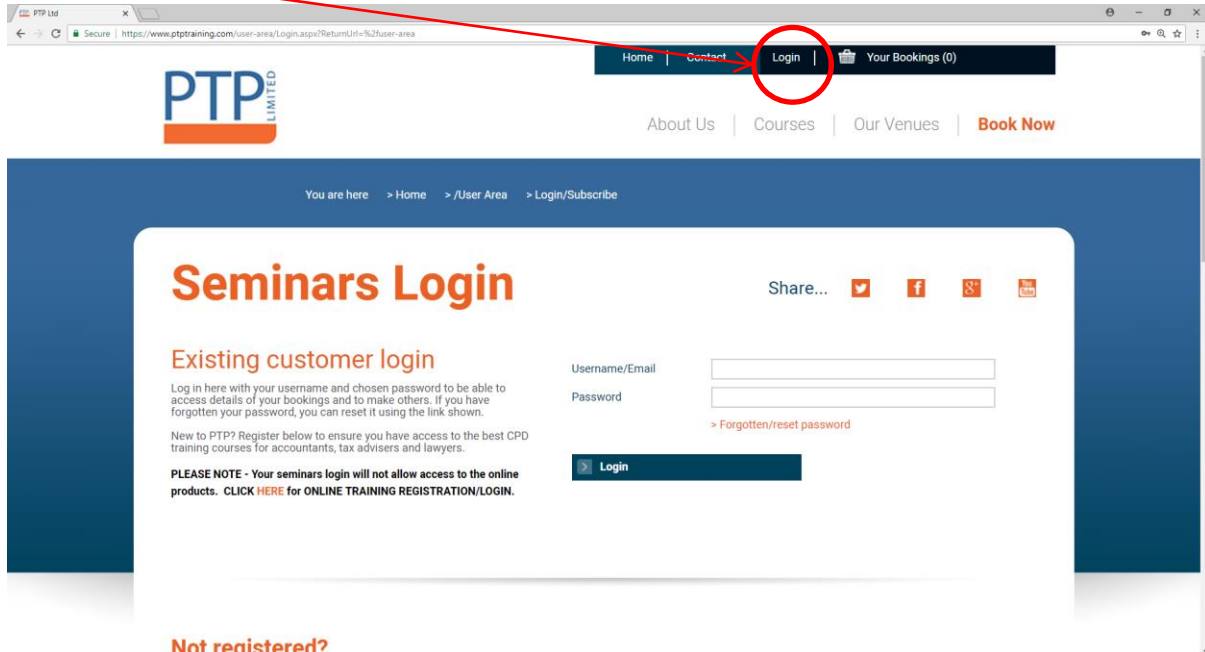


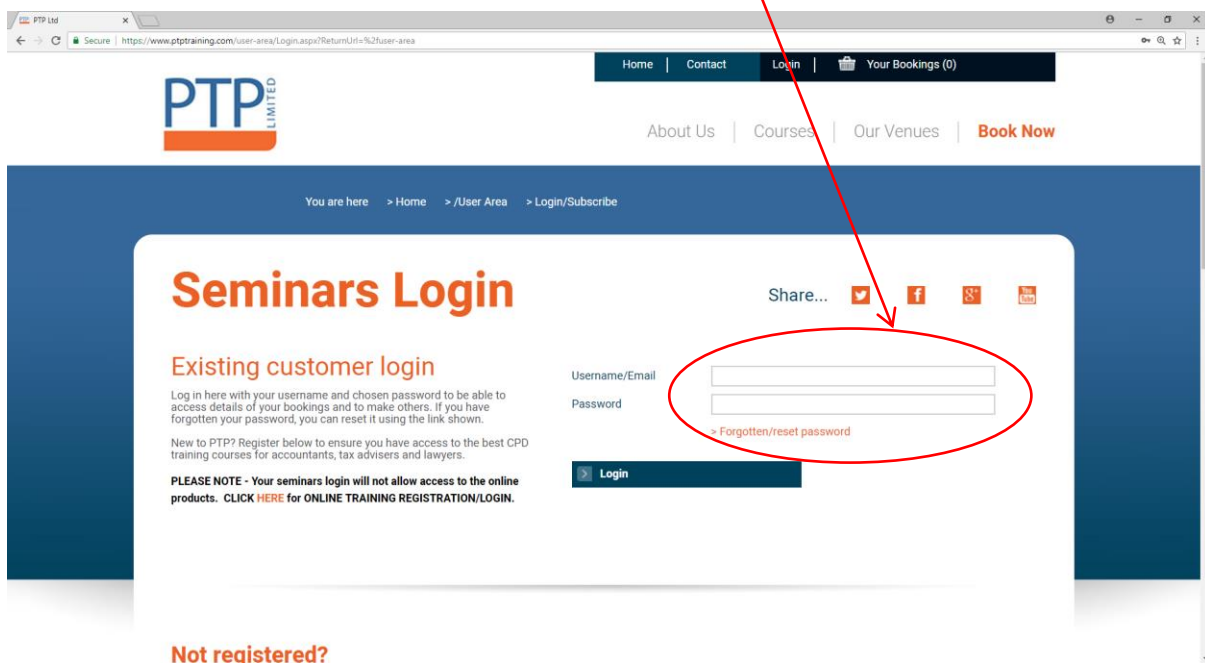
Finding your Web Account

Launch the website www.ptptraining.com (if you use Google Chrome as your internet you will have an option to save your account details on your computer)

Click on Login

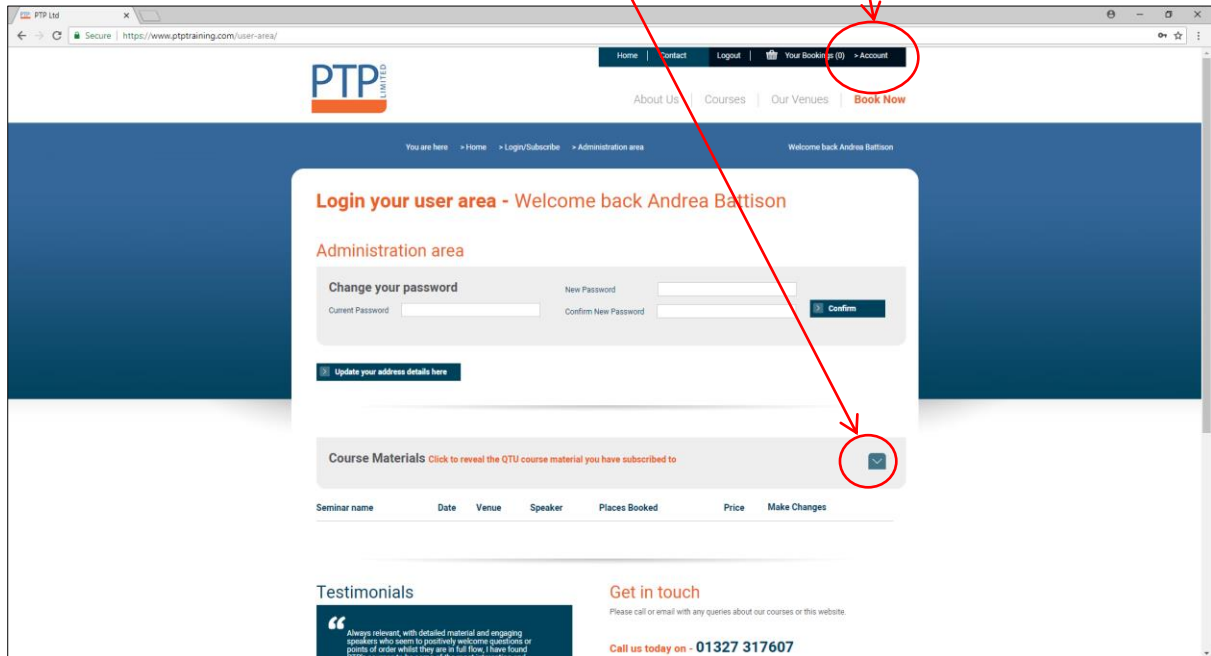


Enter your email address in the Username and your password. If you can't remember your password you do have the option to click on 'Forgotten/reset password.'

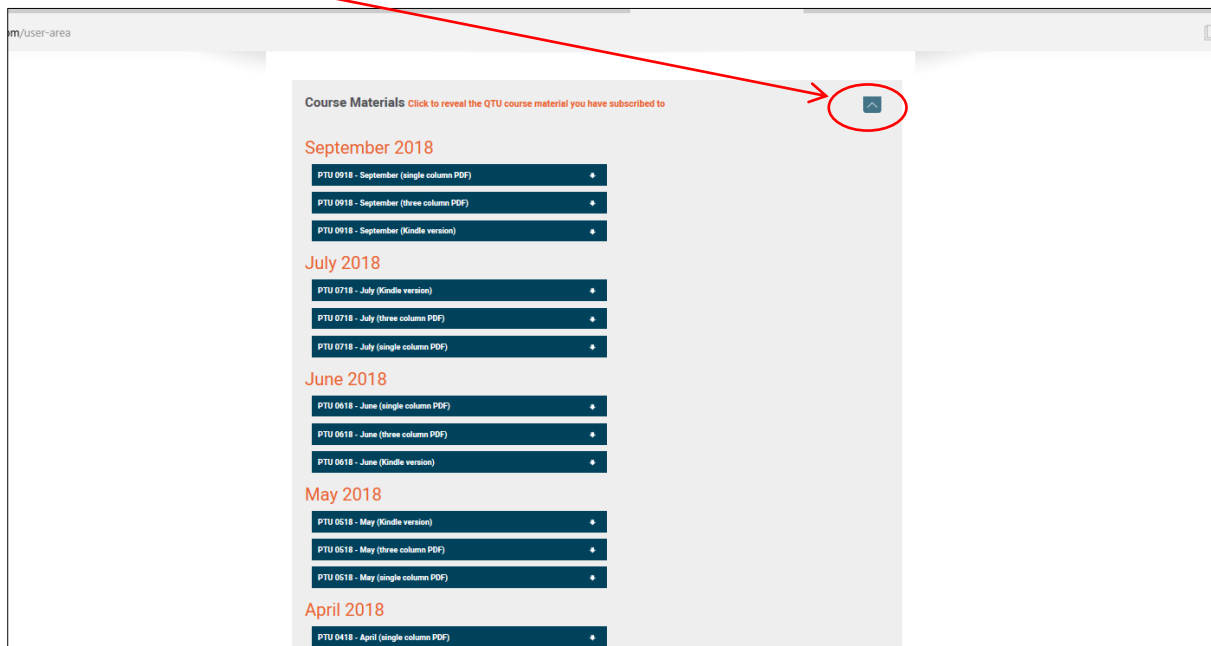


You will see the top right menu bar has now changed to reveal 'Account' click here to launch your booking history and Professional Tax Update materials

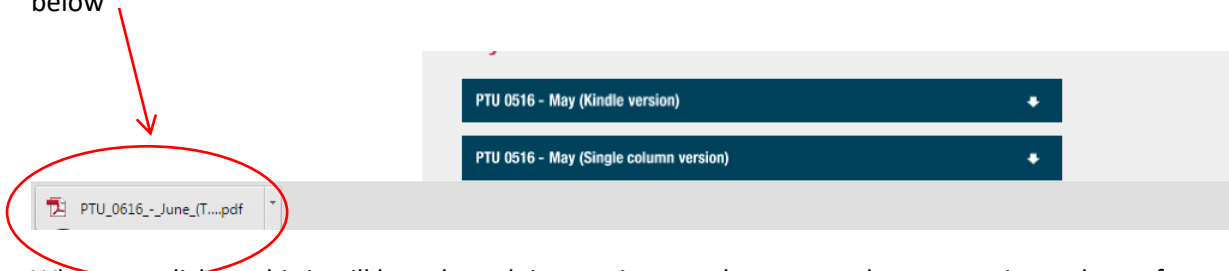
You should now see the details of your booking and the grey line which reads 'Course Materials Click to reveal the QTU course material you have subscribed to' if you click on the white arrow in the blue box in the line you will then see your materials



Now click on the copy required for the month for example PTU 0616 June (Three column version) white arrow



Depending on the system you are running you will now either get a message asking you where you want to save or print this document or it may drop onto the bottom left of your screen as shown below



When you click on this it will launch a tab in your internet browser and you can print and save from here. Your materials will also remain within your web account should you lose any copies.

