

California Society of Enrolled Agents

2011-12 Promo Code User Guide




WESTERN™ CPE
Innovative Education

San Diego Chapter
PROMO CODE: N31T

VALID November 1, 2011 THRU November 1, 2012

Share in the Quality – Share in the Savings!

Western CPE is pleased to provide you with your 2011-12 Group Affiliate Program User Guide. We invite you to freely share this reference tool within **The San Diego Chapter**.

We hope this guide, including a sample of our current inventory, will make your jobs easier in communicating to your members how to access and take advantage of the **10% Group Affiliate Discount** on Western CPE's programs, including:

[Self-Study Courses](#)
[Interactive Webcasts](#)
[Federal Tax Update Live Seminars](#)
[Federal & California Tax Update Seminars](#)
[Resort Conferences](#)

Your group will discover we offer broad subject areas including:

Accounting & Auditing
Computer Applications & Technology
Corporate Finance
Management & HR
Ethics
Government & Nonprofit
Personal Development
Taxation & Financial Planning

Featuring some of the finest programs and instructors in the country, you will find Western CPE's educational offerings both valuable and interesting. And we're certain you will appreciate the savings you accrue thanks to your membership in The California Society of Enrolled Agents.

I will follow-up with you to answer any questions on this or any other service Western CPE may provide to support the training needs of your organization.

Kindest regards,

Colleen Rudio

Director of Corporate and Group Solutions

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Group Affiliate Promo Code User Guide

California Society of Enrolled Agents (CSEA)

The San Diego Chapter CSEA Group Affiliate Promo Code, **N31T**, is valid until November 1, 2012. This code grants a 10% discount to the member at the time of purchase. The discount is off of all existing Western CPE products found at www.westerncpe.com.

CPE Products

Western CPE offers quality Continuing Professional Education (CPE) for CPAs and affiliated tax and finance professionals through: [Resort Conferences](#), [Theme Conferences](#), Federal [Tax Update Seminars](#), [Webcasts](#), and [Self-Study Courses](#). Browse Western CPE's inventory of CPE products by selecting a link in the navigation bar on the left side of the screen. To purchase a product, click "Add to Cart."

Login Process

To log in to Western CPE, go to <https://www.westerncpe.com/login/login.cfm>. Your User ID and default password are your e-mail address. If this is your first time logging into Western CPE, click "No, I am new to Western CPE's online features." Follow the prompts to create a user account.

Profile Information

Edit your profile information by clicking on "**My Account**" in the row of tabs along the top of the screen. Please make sure the information is accurate and current.

Important: If you are a CERTIFIED FINANCIAL PLANNER™ (CFP® professional) and would like us to report your credits for you, you must enter your CFP® certificate number in your profile.

Applying the Group Affiliate Promo Code

When you are ready to purchase CPE products, click "**View Cart**" in the row of tabs along the top of the screen. Click on the grey "**Enter Promotion Code**" button at the bottom of the screen. Type your "**Promo Code**" in the box and click "**Apply**." A 10% discount will be applied to all purchases, excluding shipping for members.

Taking Self-Study Exams

After logging in, you will be taken to "**My Account**" and from here you can access your Self Study courses, launch your Webcast, or take an exam. Simply click the "**Order History**" tab below the Innovative Education tagline.

During exams, save your progress by clicking "**Save Incomplete Test**." This allows you to navigate away from the Web site and return at a later time. After successfully completing an exam, your certificate and results will be e-mailed to you. You are also able to access these from your account under the "Order History" tab.

Important: All self-study courses and exams must be successfully completed within 1 year from the order date to be eligible for credit.

Western CPE Customer Support

If you have any questions about Western CPE and the use of your CSEA Promo Code, please do not hesitate to contact Western CPE directly. Please identify yourself as a CSEA Affiliate Customer along with your user name.

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California & Federal Tax Update Seminars

With multiple locations to choose from, visit our website for information and locations. For more information visit our website:

<http://www.westerncpe.com/caftu/index.cfm>

Northern California

Modesto	11/28/2011	11/29/2011
South San Francisco	12/12/2011	12/13/2011
San Ramon	12/19/2011	12/20/2011
Rohnert Park	01/09/2012	01/10/2012
Sacramento	01/12/2012	01/13/2012
San Jose	01/17/2012	01/18/2012
Oakland	01/19/2012	01/20/2012

Southern California

Torrance	11/14/2011	11/15/2011
San Luis Obispo	11/16/2011	11/17/2011
Ontario	12/01/2011	12/02/2011
Burbank	12/05/2011	12/06/2011
Garden Grove	12/07/2011	12/08/2011
San Diego	01/03/2012	01/04/2012
Woodland Hills	01/05/2012	01/06/2012