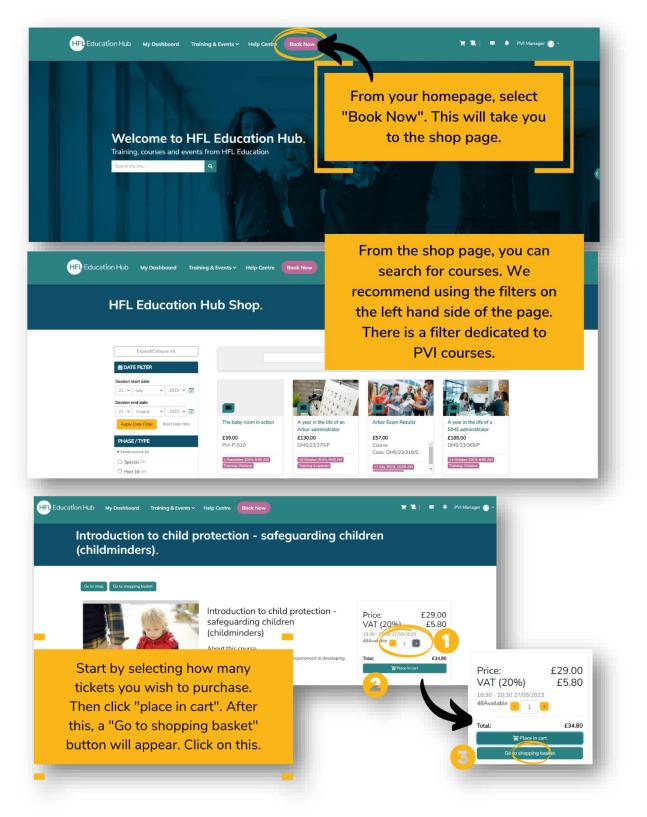


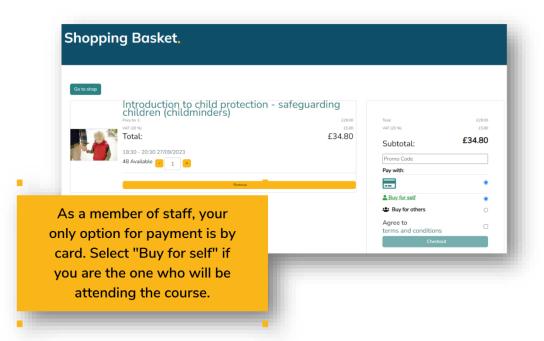
## Who is this guide for?

• **Members of staff of a PVI** who wish to purchase a course on HFL Hub for themselves to attend. This could be using a company card or their personal card.

## What is in this guide?

• How to purchase a license to attend a course on HFL Hub.





\*Only organisation admins (usually the manager of an organisation) is able to select "invoice my organisation".

\*\* We recommend members of staff only purchase tickets for themselves. If a ticket needs to be purchased for others, we suggest this is completed by the organisation admin (manager) as they are the only ones who can then allocate the tickets to users (members of staff).

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## Outcome

• Completing these steps will mean you have **purchased a ticket for a course**. If you have bought this for **yourself**, the ticket will be **automatically allocated** to you (meaning you are able to attend the course).

## **Related guides**

- "Allocating licenses immediately after purchase"
- "PVI Managers purchasing tickets to courses"

