

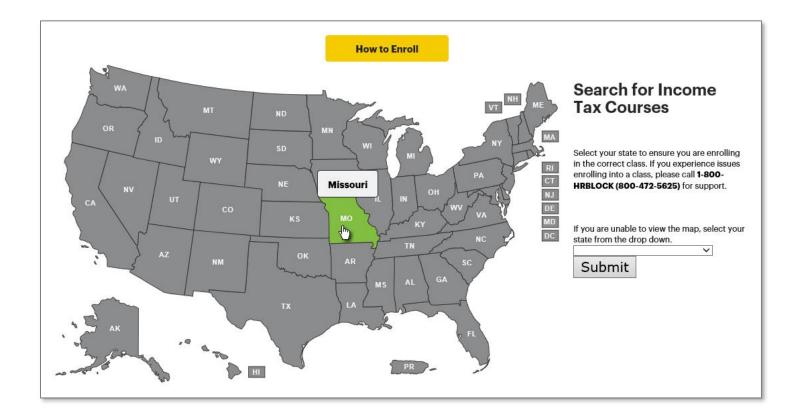
This guide is to assist you in enrolling in the H&R Block Income Tax Course.

This process is only for *non-HRB associates* or anyone who *does not* have an active Single Sign On (SSO) ID.

H&R Block associates or those with a SSO ID should access Block Academy from DNA to enroll in the *H&R Block Income Tax Course* and upper-level courses.

Click on your state to search for classes.

You can also select your state from the drop-down list and click the **Submit** button.





How to Enroll in the H&R Block Income Tax Course

Enrolling in the H&R Block Virtual Classroom.

H&R BLOCK		
Home Learning Website Terms		
	Hissouri Insertional Classroom Virtual Classroom Online anywhere using your PC or back * •	22

Locate the class you wish to attend and click the **Register Now** button for that session.

H&R Block Income Tax Course Virtual Class Schedule



IMPORTANT! CLASS SCHEDULE(S) WILL INITIALLY DISPLAY IN CENTRAL TIME ZONE.

Session ID	Locator Number	Start Date	End Date	Registration Link	
M/W VITC (2020) 202018-18	147944	08/24/2020 05:00 PM	11/30/2020 08:00 PM	Register Now	
Tu/Th VITC (2020) 202018-37	147963	08/25/2020 10:00 AM	12/01/2020 01:00 PM	Register Now	
M/W VITC (2020) 202018-20	147946	08/24/2020 05:00 PM	11/30/2020 08:00 PM	Register Now	
Sat VITC (2020) 202018-315	148241	09/12/2020 09:00 AM	12/12/2020 04:00 PM	Register Now	
Tu/Th VITC (2020) 202018-39	147965	08/25/2020 02:00 PM	12/01/2020 05:00 PM	Register Now	
Tu/Th VITC (2020) 202018-92	148018	09/15/2020 06:00 PM	12/22/2020 09:00 PM	Register Now	
Tu/Th VITC (2020) 202018-93	148019	09/15/2020 06:00 PM	12/22/2020 09:00 PM	Register Now	
M/W VITC (2020) 202018-292	148218	09/14/2020 08:00 PM	12/16/2020 11:00 PM	Register Now	
Tu/Th VITC (2020) 202018-96	148022	09/15/2020 06:00 PM	12/22/2020 09:00 PM	Register Now	
M/W VITC (2020) 202018-230	148156	09/14/2020 05:00 PM	12/16/2020 08:00 PM	Register Now	

Click the Add to Cart button.



H&R Block classes are a simple, convenient way to learn everything you ever wanted to know about taxes but were afraid to ask. Our tax preparation classes can help you master your annual return. With over 10,000 convenient locations, you're never far from our tax preparation course. Experienced tax professional? Take our Tax Knowledge Assessment before enrolling.

Click to review Class Expectations, Acknowledgements, and Refund Policy. Click the Proceed to Checkout button.

Shopping Cart				Options v
Your future could take on a whole new look.	Completion of o ✓ Extra income ✓ Flexible hour ✓ A meaningfu	9	could lead to:	
Version: 8 Revised: 7/17/2020				
Clas	s Expectati	ons		
This unique blended-learning experience con the convenience of Online learning. A compo from your personal computer. Upon successfi basic tax return, conduct an effective tax inter concepts. The breakdown of training hours is	ment of your traini ul completion of the rview, and obtain a	ng will be con his course, you	npleted at your a will learn how	own pace to complete a
EXPECTATIONS Continued - Click Here to	Show More / Les	s		
H&R Block Incom			Learner	
By enrolling in the H&R Block Income Tax Exclusion, 2) Attendance, and 3) Computer questions, please contact 1-800-HRBLOCK	r Usage acknowle	pt the terms dgments list		
ACKNOWLEDGEMENTS Continued - Click	Here to Show Mo	ore / Less		
H&R Block Cour	rse Materia	l Refund	Policy	
We understand that unexpected events may the required Course Materials is provided bel withdraw, you must provide notice. Notice to of the following methods:	low. If you decide r	not to take the	e course and ne	ed to
REFUNDS Continued - Click Here to Show	More / Less			
Title P	Provider	Recipient	Quantity & Price	Subtotal
1. The second	1&R Block - Virtual Jassroom	k, j	1 x \$149.00	\$149.00 🕲
			Subtotal:	\$149.00
Enter coupon code App	ply		Total: 🗲	\$149.00
	Contin	ue Shopping	Proceed 1	o Checkout

You will be taken to the account creation page to create your Block Academy account. To create your account, complete all the required fields and click the **Next** button.

All fields that have a * next to them are required.

If you have an account created already, click on the "Already a User? Login here" link.

pstering, please click the button be	ow to review the H&I	R Block Income Tax Course	Acknowledgements and Re	und Policies.
	Acknowledge	ements and Refund Pol	icles	
ORTANT! The email address us	ed will be your Us	ername for your guest	account and must be a va	lid email addre
* Required Field				
* First Name:				
* Last Name:				
* Email Address:				
* Address Line 1:				
Address Line 2:				
* City:				
State:				
* Zip:				
* Country:	Select	\checkmark		
* Phone:				
* How did you hear about us?	Select	~		
* Spanish Language Proficiency	Select	\checkmark		
* English Language	Select			
Proficiency	Select	•		
		dy a user? Login here to Browsing? Click here		



After you have read the Acknowledgements and Refund Policies, select, "I agree to the Acknowledgements and Refund Policies" in the Acknowledgements and Refund Policies drop-down.

The email address used will be your **Username** for your guest account and must be a valid email address. You will receive an email at that address with a link to complete your account registration.

Enter your password in the New Password and Confirm Password fields and click the Submit button.

- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords must be 6 20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the Username, User ID, or email address

H&R Th BLOCK To	Velcome to Block Academy! mank you for your interest in employment with H&R Block. or register for the H&R Block Income Tax Course or Tax Knowledge Assessment, please complete the enrollment registration below. ring, please click the button below to review the H&R Block Income Tax Course Acknowledgements and Refund Policies. Acknowledgements and Refund Policies
IMPORT	ANT! The email address used will be your Username for your guest account and must be a valid email address.
	* Required Field Please review the Acknowledgements and Refunds policy in the link above and agree to the terms below. * Acknowledgments and select * Asswords must contain alpha and numeric characters. * Passwords cannot have three or more consecutive same characters. * Passwords cannot have leading or trailing space. * Passwords cannot bave leading or trailing space. * Asswords cannot bave leading or trailing space. * New password Confirm password Confirm password Confirm password Confirm the Browsing? Click here Confi



On the Payment screen, select Credit Card from the drop-down.

Step 1 - Payment		Options 🔻	Purcha	ase
Learn about taxes	Learn about taxes safely from home		Summ	ary
		U 3	H&R Block V	\$149.00
			Subtotal	\$149.00
Checkout is a three step process. Payn Place Order to complete your purchas	Enter coupon coc	Apply		
By placing this order, you are agreeing and Refund Policies.	to the H&R Block Income Tax Course (ITC) <u>Learner Acknowledgements</u>		
0				
Payment	Review	Confirmation		
 Select Credit Card from the drop do Enter your payment information Agree to Acknowledgements and Re Click the Next button 				
Click Here to return to the Acknowledge Select T Select Credit Card	ments and Refund Policies			
		Back Next		
			2	

Enter your credit card information.

All fields that have a * next to them are mandatory.

Credit Card Information	1
CARD NUMBER	
EXPIRY DATE	
Comments	
Billing Address Your billing information should a	appear as it does on your credit card statement.
* Required Field Email *	
First Name *	Last Name *
	Last Name * Address Line 2
First Name * Address Line 1 * City *	Address Line 2
Address Line 1 *	Address Line 2



How to Enroll in the H&R Block Income Tax Course

Home Address	
Your billing information should	l appear as it does on your credit card statement.
* Required Field	
Company Name	
Phone Number *	Email *
First Name *	Last Name *
Address Line 1 *	Address Line 2
City *	Country *
	Select 🔻
State/Province	Zip Code *

If you have been given a coupon code, you can enter it in the **Purchase Summary** section in the upper-right portion of the screen. Enter the code and click the **Apply** button.

Purcha Summa						
H&R Block I	H&R Block I \$149.00					
Subtotal	\$149.00					
Enter coupon c	Apply					

Under the Additional Information section at the bottom of the screen, select "I Agree to Acknowledgments and Refund Policies" from the drop-down and click the Next button.

Additional Information	
Agree to Acknowledgments and Refund Policies *	
Select 🔻	
Select	
I Agree to Acknowledgments and Refund Policies	
	Back Next

Review your order information to verify everything is correct, click the **Place Order** button.

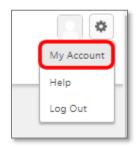
option Option			Options 🔻	Payment Method
Your future looks bright with our Income Tax Course			A	Credit Card VISA x000-x000-x000-1111 Change
-			Contraction of the second	Billing Information
Here to return to the Acknowledgement	nts and Refund Policies			j k
				One H&R Block Way Kansas City, MO 64105
0	0			United States Change
Payment	Review		Confirmation	
	Review			
tte		Quantity & Price 1 x \$149.00 Tax (9.60%):	Subtotal \$149.00 \$14.31	
nte		1 × \$149.00	Subtotal \$149.00	
Trtle		1 × \$149.00 Tax (9.60%):	Subtotal \$149.00 \$14.31	
īrte		1 x \$149.00 Tax (9.60%): Subtotal:	Subtotal \$149.00 \$14.31 \$149.00 \$14.31 \$163.31	



You may now change your **Time Zone** in your account preferences. Click on the **gear** icon in the upperright portion of the screen.

H&R Block					
Home	Learning	Website Terms	Privacy Notice	Campus Connect	

Select My Account from the drop-down.



Select your **Time Zone** from the drop-down and click the **Save** button.

My Information	
Time Zone: Please select a time zone. ▼	
Select Signature	
Guest User ▼	
Opt out of Shopping Cart Notifications (Click the checkbox if you would like to unsubscribe from Shopping Cart email notification.)	
Phone	
123456789	
	Cancel Save



How to Enroll in the H&R Block Income Tax Course

Enrolling in the H&R Block Traditional Classroom.

HER BLOCK	0
Home Learning Website Terms Privacy Notice Campus Connect	
Vision Provide the stand of the stan	

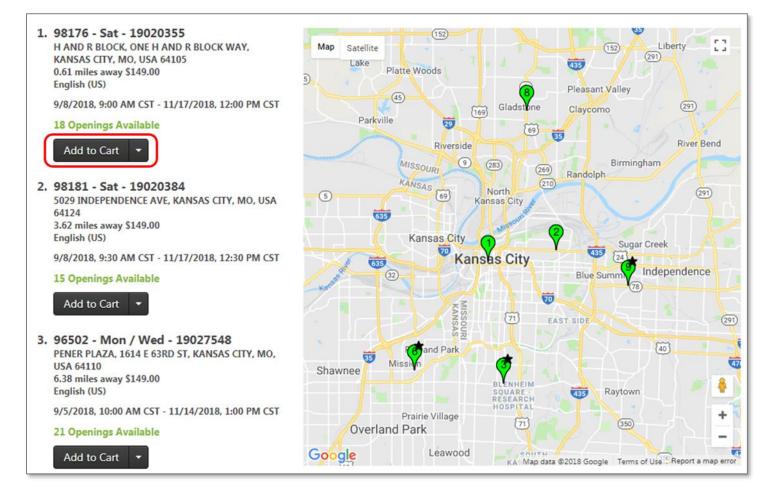


Select "United States" as the country and enter a City and State or Postal Code of where you would like to attend class and click the Search button.

If you are having difficulty finding classes using your City and State , try just searching using the Postal Code .
ALL session times are initially displayed in Central Time Zone until you change your time zone in your account preferences. You will have an opportunity to do this after creating your account.
H&R Block Income Tax Course (2020) - Tuition \$0; \$149 for ebook course materials Event + H&R Block - Income Tax Course + 72 hours + \$149.00
H&R Block classes are a simple, convenient way to learn everything you ever wanted to know about taxes but were afraid to ask. Our tax preparation classes can help you master your annual return. With over 10,000 convenient locations, you're never far from our tax preparation course. Experienced tax professional? Take our Tax Knowledge Assessment before enrolling.
IMPORTANT! CLASS SCHEDULE(S) WILL INITIALLY DISPLAY IN CENTRAL TIME ZONE. TO SEE THE CLASS SCHEDULE IN YOUR TIME ZONE, PROCEED BY SELECTING A CLASS. THEN CLICK "ADD TO CART." WHEN THE CART PAGE APPEARS, REVIEW THE INCOME TAX COURSE POLICIES, THEN CLICK "PROCEED TO CHECKOUT." THE ACCOUNT SETUP PAGE WILL APPEAR. AFTER YOU HAVE SET UP YOUR ACCOUNT, THE ACTUAL CLASS TIME ZONE WILL DISPLAY.
SEARCH TIPS: If you are not finding classes by zip code, try searching by city and state only. Course Tuition: \$0. Course Materials (eBook): \$149 - Included in the course materials fee is an eBook Participant Guide, in addition to a printed study guide. An optional
printed Participant Guide may be purchased by the student at additional cost which may be non-refundable.
Sessions Details
Show sessions near: United States 1 hrb way, kansas city, mo 64105 Within 25 miles Search



Review the list of class locations returned in the search results and click the Add to Cart button.



Click to review Class Expectations, Acknowledgements, and Refund Policy. Click the Proceed to Checkout button.

Shopping Cart				Options v
Your future could take on a whole new look.	Completion of a ✓ Extra income ✓ Flexible hou ✓ A meaningfu	9 15	could lead to:	
/ersion: 8 Revised: 7/17/2020				
Clas	s Expectati	ons		
his unique blended-learning experience con he convenience of Online learning. A comport rom your personal computer. Upon success vasic tax return, conduct an effective tax inte oncepts. The breakdown of training hours is	onent of your train ful completion of t riview, and obtain a	ing will be con his course, you	npleted at your u will learn how	own pace to complete a
EXPECTATIONS Continued - Click Here to	Show More / Les	s		
H&R Block Incon			Learner	
ACCC By enrolling in the H&R Block Income Tax Exclusion, 2) Attendance, and 3) Compute Juestions, please contact 1-800-HRBLOCK	r Usage acknowle	pt the terms edgments list		
ACKNOWLEDGEMENTS Continued - Click	Here to Show Me	ore / Less		
H&R Block Cou	rse Materia	l Refund	l Policy	
Ve understand that unexpected events may he required Course Materials is provided be vithdraw, you must provide notice. Notice to of the following methods:	low. If you decide	not to take the	e course and ne	ed to
REFUNDS Continued - <u>Click Here</u> to Show	/ More / Less			
Title	Provider	Recipient	Quantity & Price	Subtotal
	H&R Block - Virtual Classroom	k j	1 x \$149.00	\$149.00 🖾
			Subtotal:	\$149.00
Enter coupon code Ap	pply		Total: 🗲	\$149.00
			_	

You will be taken to the account creation page to create your Block Academy account. To create your account, complete all the required fields and click the **Next** button.

All fields that have a * next to them are required.

If you have an account created already, click on the "Already a User? Login here" link.

_			owledgements and Refund Policies.
	Acknowledge	ements and Refund Policies	
ORTANT! The email address us	ed will be your Us	ername for your guest accou	unt and must be a valid email ad
* Required Field			
* First Name:			
* Last Name:			
* Email Address:			
* Address Line 1:			
Address Line 2:			
* City:			
State:			
* Zip:			
* Country:	Select		
* Phone:			
* How did you hear about us?	Select		
* Spanish Language Proficiency	Select		
	aelett		
* English Language Proficiency	Select		
	Alrea	dy a user? Login here	



After you have read the Acknowledgements and Refund Policies, select, "I agree to the Acknowledgements and Refund Policies" in the Acknowledgements and Refund Policies drop-down.

The email address used will be your **Username** for your guest account and must be a valid email address. You will receive an email at that address with a link to complete your account registration.

Enter your password in the New Password and Confirm Password fields and click the Submit button.

- * Passwords must contain alpha and numeric characters
- * Passwords cannot have three or more consecutive same characters
- * Passwords must be 6 20 characters
- * Passwords cannot have leading or trailing spaces
- * Passwords cannot be the same as the Username, User ID, or email address

H&R Th BLOCK To	Velcome to Block Academy! mank you for your interest in employment with H&R Block. or register for the H&R Block Income Tax Course or Tax Knowledge Assessment, please complete the enrollment registration below. ring, please click the button below to review the H&R Block Income Tax Course Acknowledgements and Refund Policies. Acknowledgements and Refund Policies
IMPORT	ANT! The email address used will be your Username for your guest account and must be a valid email address.
	* Required Field Please review the Acknowledgements and Refunds policy in the link above and agree to the terms below. * Acknowledgments and select * Asswords must contain alpha and numeric characters. * Passwords cannot have three or more consecutive same characters. * Passwords cannot have leading or trailing space. * Passwords cannot bave leading or trailing space. * Asswords cannot bave leading or trailing space. * New password Confirm password Confirm password Confirm password Confirm the Browsing? Click here Confi



On the Payment screen, select Credit Card from the drop-down.

Step 1 - Payment		Options 🔻	Purcha	ase
Learn about taxes	safely from home		Summ	ary
		U 3	H&R Block V	\$149.00
			Subtotal	\$149.00
Checkout is a three step process. Payn Place Order to complete your purchas	nent, Review, and Confirmation. Enter all requ se.	uired information and click	Enter coupon coc	Apply
By placing this order, you are agreeing and Refund Policies.	to the H&R Block Income Tax Course (ITC) <u>Learner Acknowledgements</u>		
0				
Payment	Review	Confirmation		
 Select Credit Card from the drop do Enter your payment information Agree to Acknowledgements and Re Click the Next button 				
Click Here to return to the Acknowledge Select T Select Credit Card	ments and Refund Policies			
		Back Next		
			2	



Enter your credit card information.

All fields that have a * next to them are mandatory.

Credit Card Information	
AMOUNT Concess	
CARD NUMBER	
	8
EXPIRY DATE MM YYYY	
Comments	
\sim	
Billing Address	
Your billing information should appea	r as it does on your credit card statement.
* Required Field	
Email *	
First Name *	Last Name *
Address Line 1 *	Address Line 2
City *	Country *
	Select V
State/Province	Zip Code *



How to Enroll in the H&R Block Income Tax Course

Home Address	
Your billing information should	appear as it does on your credit card statement.
* Required Field	
Company Name	
Phone Number *	Email *
First Name *	Last Name *
Address Line 1 *	Address Line 2
City *	Country *
	Select 🔻
State/Province	Zip Code *

If you have been given a coupon code, you can enter it in the **Purchase Summary** section in the upper-right portion of the screen. Enter the code and click the **Apply** button.

Purcha Summa	
H&R Block I	\$149.00
Subtotal	\$149.00
Enter coupon c	Apply
Linter coupon c	Арріу

Under the Additional Information section at the bottom of the screen, select "I Agree to Acknowledgments and Refund Policies" from the drop-down and click the Next button.

Additional Information	
Agree to Acknowledgments and Refund Policies *	
Select 🔻	
Select	
I Agree to Acknowledgments and Refund Policies	
	Back Next

Review your order information to verify everything is correct, click the **Place Order** button.

p 2 - Review			Options 🔻	Payment Method
our future looks b our Income Tax Co	right with urse		A	Credit Card VISA x000-x000-x000-1111 Change
-			Contraction of the second	Billing Information
Here to return to the Acknowledgement	nts and Refund Policies			j k
				One H&R Block Way Kansas City, MO 64105
0	0			United States Change
Payment	Review		Confirmation	
	Review			
tte		Quantity & Price 1 x \$149.00 Tax (9.60%):	Subtotal \$149.00 \$14.31	
nte		1 × \$149.00	Subtotal \$149.00	
Trtle		1 × \$149.00 Tax (9.60%):	Subtotal \$149.00 \$14.31	
īrte		1 x \$149.00 Tax (9.60%): Subtotal:	Subtotal \$149.00 \$14.31 \$149.00 \$14.31 \$163.31	



Your enrollment is complete. You will receive a payment confirmation and registration emails in the email account you used to create your account.

You're one step closer to preparing taxes like a pro.



Successful completion of the H&R Block Income Tax Course could qualify you to become a H&R Block tax professional.¹

✓ Extra income

- Extra income Flexible hours
- Extra income A meaningful new carreer

Take the next step today. Ask your instructor or visit hrblock.com/careers for more information.

¹Enrollment in, or completion of, the H&R Block Income Tax Course is neither an offer nor a guarantee of employment. Enrollment restrictions apply. Not open to persons who are employed by or seeking employment with any professional tax preparation company other than H&R Block. H&R Block reserves the right to immediately cancel any such student's enrollment. CTEC# 1040-QE-2355

Thank you for purchasing your course materials and for enrolling in the **H&R Block Income Tax Course** where you will learn to prepare taxes like a pro. ¹⁶⁰

Next Steps:

Please be sure to check the email address that you used to register your Block Academy account for two important emails.

- Registration Confirmation: Includes Class Details and Expectations
- Payment Confirmation: Includes your Transaction ID for the printed course materials

From here, you may click on the Block Academy Welcome Page or **Home** to register for the **Tax Knowledge Assessment** or the **Sample** *Income Tax Course*.

To log out of Block Academy, click the Gear icon in the upper-right corner of the page and choose Log Out.

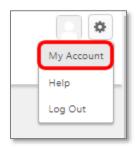
We look forward to seeing you in class!

You may now change your **Time Zone** in your account preferences. Click on the **gear** icon in the upperright portion of the screen.





Select My Account from the drop-down.



Select your **Time Zone** from the drop-down and click the **Save** button.

My Information	
Time Zone: Please select a time zone. ▼	
Select Signature	
Guest User 🔻	
Opt out of Shopping Cart Notifications (Click the checkbox if you would like to unsubscribe from Shopping Cart email notification.)	
Phone	
123456789	
	Cancel Save