

## Trainee - Server/Seller Online Instructions

- Go to [lynnhainertraining.com](http://lynnhainertraining.com) and click “Sign Up” to register. Input your identifying information and create a username and password. **Submit**

**\*PLEASE WRITE DOWN THE PASSWORD AND USERNAME-IT IS CASE SENSITIVE\*  
YOU WILL NEED THIS TO LOG IN AND LOG OUT**

- The website will direct you to PayPal to process your payment. (A PayPal account is not required –major credit cards are accepted).
- Upon completion of registration, you will be directed to the log-in screen where you will enter your username and password to continue on to the training.

**WHEN REGISTERING, YOU NEED TO ENTER THE LID NUMBER FROM THE ESTABLISHMENT YOU ARE EMPLOYED AT. THE SYSTEM WILL ACCEPT UP TO TWO DIFFERENT LID NUMBERS.**

*If you do not have a LID#, please leave it blank.*

**IF YOU ARE NOT CURRENTLY EMPLOYED, A LID NUMBER IS NOT REQUIRED TO TAKE THE TRAINING.**

- It's highly recommended that the entire process be completed in one session, however, you may log out and log back in as necessary. **Upon login, you will be taken to the Training Introduction page. You may go to the last page viewed by clicking on the links to the right of the screen (bottom on mobile devices). Click on the last section shown completed to continue with your training.**
- The online training program consists of 1.5 hours of instructional time, as is mandated by the PLCB. This time does not include the time spent taking the final exam.
- The final exam must be completed in one session. The final exam contains 30 questions; you must score 80% or higher to successfully complete the final exam. The results are sent directly to the PLCB.
- If you fail, you may retake the training at no cost. You must retake the entire training before retaking the exam. This is mandated by the PLCB.
- You will need to provide your employer/management with a copy of the certificate. You may send one directly to your employer via email. The website will direct you to a page that will allow you to print your certificate. An email message will also be sent to the email address you have provided, with instructions for obtaining your certificate. You may enter up to 2 (two) separate email addresses to receive a copy of the certificate.

**Training expires 2yrs from training date.**

*\*\*If you cannot print your training certificate, contact us at the website listed below or email [lhainer@comcast.net](mailto:lhainer@comcast.net) and we will send you a copy of your training certificate. Should you experience any difficulties with this process, submit an email message at the website below: <https://www.lynnhainertraining.com/contact>*