

## INSTRUCTIONS TO ACCESS TO YOUR ONLINE PREPAID TRAINING

### HOW TO TAKE THE COURSE?

- **Step 1 - Go on the website.**  
[Food Handler](#)  
[Food Establishment Manager](#)
- **Step 2 - Create a user account:** Click on "Book now" to create a user account. Please fill all the boxes (first name, last name, address, etc). The training won't be booked at this step.
- **Step 3 - Book the course:** When the user account is created, click on "Book now". We'll open you the access to the training within 24hrs.
- **Step 4 - Take your course:** Login to the website, you'll see "Start the course" instead of "Buy/Book". You can take your course when and where you want, it's available 24/24 and 7/7. If you have questions during the training, please send an email.

### HOW TO TAKE THE MAPAQ EXAM?

When the training is completed, you can take your Mapaq exam.

- **Exams by webcam (Zoom, Skype, Messenger):** Send us an email to let us know when it's the best time for you to take the exam (days / hours). We'll answer you by setting an appointment.

### MAPAQ AUTHORIZATION FORM

After the exam is passed, send us the Mapaq authorization form.

[Download it here.](#)

Fill clearly the form and don't forget your signature, your postal number, and your apartment number if applicable. Do not fill the rectangle below your signature.

Select one of the following ways to send us your Mapaq authorization form

1. Scan in its original size (letter) and send it by email.
2. Send by mail  
Hygiène et salubrité alimentaires Inc.  
4-1806 Ida Steinberg  
Montréal (QC) H1V 3W1
3. Fax it at: 514.370-0634

Email address: [hygiene-et-salubrite-alimentaires@oricom.ca](mailto:hygiene-et-salubrite-alimentaires@oricom.ca)