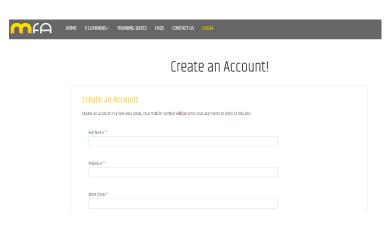# Using the MFA E-Learning Coupon Page – for Agencies

Step 1: Creating an account

- Create your account on the [MFA Events](#) website, using your work email address and mobile number
- Once this has been done, advise the MFA team, who will set you up with Member permissions.

Step 2: Purchasing coupons for your agency staff

- Login to [MFA Events](#)
- Once logged in, go to the [My Profile](#) page
- Click on the **Coupons** tab. This will be where all your previously purchased coupons will be logged and where you can purchase more.
- Click **+Purchase New Coupon**
- Once on the Coupon Purchase page, you can select the number of registrations you would like to purchase for e-Learning or MFA 5+
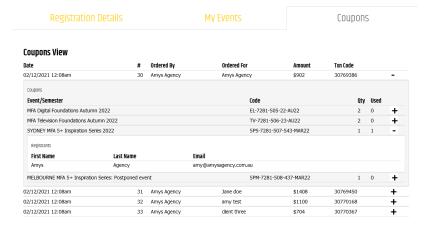- You will then be taken to a payment page, where you can pay via credit card.

Step 3: Viewing and using your coupons

- To view your coupons, again go to the **My Profile** page and click on the **Coupons** tab.
- This will list out the coupon purchases you have made.
- Click on the + to expand each transaction. This will show the coupon codes which you can send to your staff to register for e-Learning or 5+ events.
- You will also be able to see how many coupons you have purchased, how many have been utilized and who has used them.
- The receipt number (Transaction Code) is also available as a payment reference, should you need to contact the MFA for a refund or any other payment queries.

If you run into any issues, please reach out to MFA E-Learning mfaelearning@mediafederation.org.au