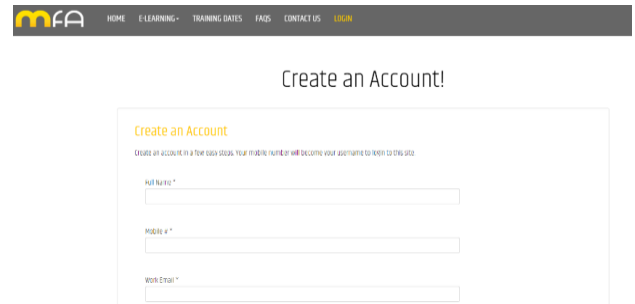# How to purchase and manage MFA coupons – for member agencies

Before you purchase coupons you will need to have an MFA account. To create an MFA account, go to https://www.mediafederation.org.au/events/login. Don't forget to use your mobile number and work email address.
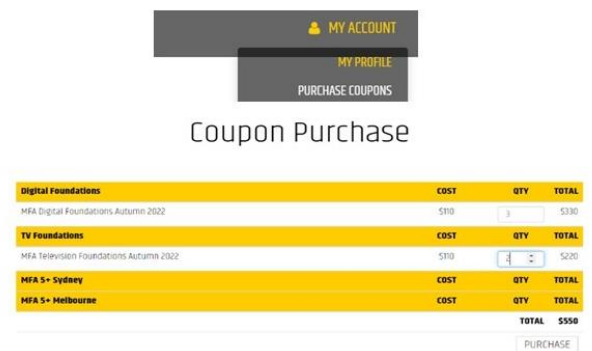

Step 1: You will need MFA authorisation to purchase coupons on behalf of your company.

- You can request authorisation to purchase coupons on behalf of your company by emailing mfa@mediafederation.org.au.
- Once MFA confirms authorisation, you can purchase coupons.

Step 2: Purchasing coupons for your Agency staff

- Go to www.mediafederation.org.au/events
- **LOGIN** using your mobile number and password.
- Once logged in, go to **MY ACCOUNT >> PURCHASE COUPONS**.
- Select the quantity of tickets you would like to purchase for MFA 5+, MFA Digital Foundations or MFA TV Foundations.
- Press **PURCHASE** to complete your credit card details and finalise payment.
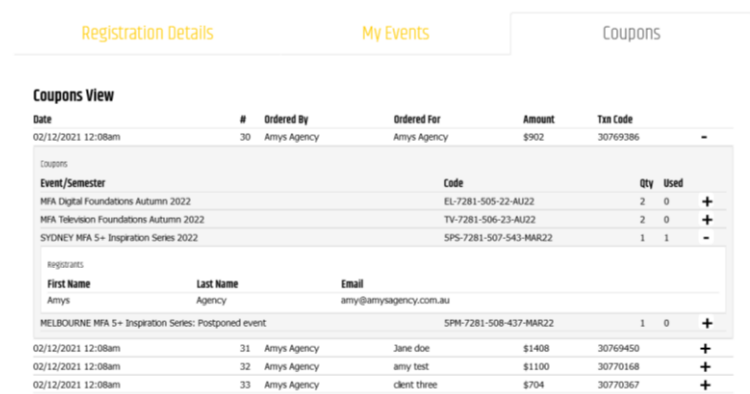

Step 3: Viewing and using your company's coupons

- To view your company's coupons, **LOGIN** to your account on https://www.mediafederation.org.au/events/
- go to **MY ACCOUNT >> MY PROFILE** page and select the **Coupons** tab.
- This will detail all the coupon purchases made on behalf of your company.
- To see the Coupon Code and the coupon usage details such as quantity purchased, quantity used and by whom, click on the **+** to expand each transaction.
- The Transaction Code is your payment reference, should you have any payment queries.

If you run into any issues, please reach out to the MFA on mfa@mediafederation.org.au.

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