



## **CITY MULTI Installation, Startup, and Service Essentials**

### **STEP BY STEP REGISTRATION PROCESS**

**STEP 1:** Complete **CITY MULTI Installation Essentials**, now a set of 4 online modules are required to be completed prior to enrolling for **CITY MULTI Startup and Service Essentials**, the 2-day in-person portion of the course.

1. Use a laptop or desktop with Google Chrome as your browser
2. **Login or Create an Account:** <https://meushvac.force.com/Contractor/s/>
3. Click on **Learning > Find Learning**
4. Select the **Catalog: Commercial VRF**
5. In Learning Plans, click on **CITY MULTI Installation Essentials**
6. Click **Register** and **Launch**

**STEP 2:** Register for **CITY MULTI Startup and Service Essentials**.

1. Click on **Learning > Find Learning**
2. Select the **Catalog: Commercial VRF**
3. In **Learning Activities:** Click **CITY MULTI Startup and Service Essentials (Course)**.
4. Select the location and date and **Add to Cart**.
5. Go to **Shopping Cart** to complete the enrollment and to provide payment

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