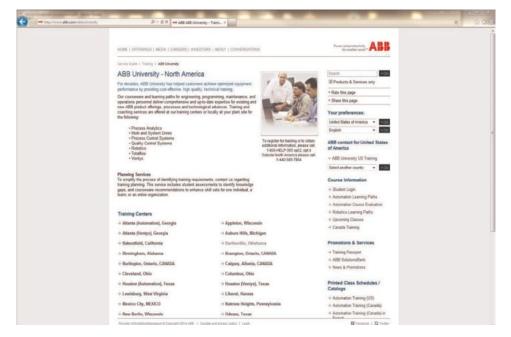
Enrollment instructions How to enroll in Totalflow training courses

Step 1

Go to www.abb.com/abbuniversity.



Step 2

Scroll to the bottom and click "Totalflow".

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Guide for new students How to enroll in training courses

Step 3

Click the course you are interested in attending.

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Step 4

Click "Register" next to the class you have chosen.

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Step 5

Log into your My ABB account or click "Sign up!" to create one.



Step 6

If you are creating an account, fill out the information and click Sign up for an account. An email will be sent to you. You will need to click the link inside the email to activate your account. Return to the login screen and type in your email address and password.

Log in to My ABB

You can sign up for a My ABB account which can be used to access some of our online services. Fields marked with * are mandatory.

First name (given)*		Kai Jan	
Last name (family)*		Neumann	
Company		ABB Automation GmbH	
Phone number			
Working country*		Germany	*
Preferred language*		German	-
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Guide for new students How to enroll in training courses

Step 7

Fill out the Enrollment details and Payment type, then click "OK".

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You have now successfully enrolled in the training class.

This does not constitute a confirmation. Final confirmation will be emailed from <u>abbuniversity@us.abb.com</u>, once credit and attendance are approved by the registrar.



Payment type notes

With regard to the selection of a payment method, students may pay with a **Credit card**, **Purchase order**, or **Check**. You must select a payment method. Please choose from the following options:

Credit card

Currently, ABB is not allowing enrollees to enter credit card information into the system. However, those wanting to pay with a credit card should select "**Purchase Order**" and re-enter their phone number in the PO No./Project No./ Coupon Code space followed by CC. Once the application is completed, you may call 800-442- 3097, option 3, and provide the credit card information over the phone or we will call you to get the credit card information. Credit cards will be debited no earlier than class time.

Purchase order

Purchase Order should be selected for customers who have pre-established credit accounts. If your company requires a PO number for payment, the number should be entered in the PO No./Project No./Coupon Code space. If no PO is required, you will still need to type something in the field. It may NOT be left blank (We recommend typing the name of the billing contact).

Check

Check should be selected for customers who have NO pre-established credit. ABB Totalflow can either accept a check in advance or credit card for payment in advance (see Credit Card above).

Students preferring to pay by check in advance will need to mail the check to:

ABB Inc. Attn: Training Coordinator 7051 Industrial Boulevard Bartlesville, OK 74006

Students enrolling in online learning classes will receive an email confirming that they may begin the class after the registrar has processed the enrollment.

Additional note

Currently, administrators or supervisors preferring to enroll other employees will need access to the student's email to receive the login password. When completing the enrollment application, a second email may be included by entering a semi-colon (;) between email addresses. Both addresses will receive emails. Emails are sent using a batch function and may take several hours to be sent. If you do not receive the initial application email confirming your application to the class, please check your spam folder and settings. Application/ Confirmation/Reminder Emails will come from the USAIAD Training center address: USAIAD.Training@us.abb.com and the subject line may contain Web Enrolled, ABB University Confirmation, or Reminder Letter. Adding *.abb.com to your safe sender list will ensure you receive all training emails.

For additional information, please contact:

ABB Inc.

Upstream Oil & Gas 7051 Industrial Boulevard

 Bartlesville, OK 74006

 Tel:
 +1 918 338 4888

 Fax:
 +1 918 338 4699

 Email:
 totalflow.training@us.abb.com

www.abb.com/abbuniversity

Contact us

ABB Inc. Upstream Oil & Gas Process Automation

Toll-free:+ 1 800 442 3097Quotes:totalflow.inquiry@us.abb.comOrders:totalflow.order@us.abb.comTraining:totalflow.training@us.abb.comSupport:totalflowsupport@us.abb.com

Upstream Oil & Gas Main Office 7051 Industrial Boulevard

Bartlesville, OK 74006 Ph: +1 918 338 4888

Upstream Oil & Gas

California Office 4300 Stine Road, Suite 405-407 Bakersfield, CA 93313 Ph: +1 661 833 2030

Upstream Oil & Gas Kansas Office

2705 Centennial Boulevard Liberal, KS 67901 Ph: +1 620 626 4350

Upstream Oil & Gas Texas Offices

3700 West Sam Houston Parkway South, Suite 600 Houston, TX 77042 Ph: +1 713 587 8000

3900 South County Road 1290 Odessa, TX 79765 Ph: +1 432 563 5144

150 Eagle Ford Road Pleasanton, TX 78064 Ph: +1 830 569 8062

www.abb.com/upstream

Note

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Training webpage

