

#GETTOTUM

FE / HE STAFF PURCHASE JOURNEY

HOW TO GUIDE

STEP ONE:

Enter your personal email address twice

JOIN US ON TOTUM - GET STAR SAVING TODAY	TED AND START
Email address personalmail@mail.com 	×
Confirm email address personalmail@mail.com	×
CONTINUE	

STEP TWO:

Add your personal details, set your password and consents. When choosing 'Qualification' and 'Subject of study' select 'Professional/Vocation'. When choosing 'Year of study', select 'Already qualified'. When choosing a 'Course end date', select any date in the future.

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Your birthday		Guelfication Professional/Vocation		
HESE IS Course subject Professional/V	/ocation			
Year of course Already Qualif	fied 🗾 👻	Course end date		SE ANY RE DATE
Password			Q	
EMAIL PREFER	ercose Number 8 Charact			
New offers, a From TOTUM	competitions, events	O № O	Yes	
Student insur	rance, discounts and comp Insurance Services	etitions O No O	Yes	
rioin choseigh				
Advice and r From NUS	news	O NO O	Yes	

STEP THREE:

Find and select your institution by typing into the search box

WHERE DO	D YOU STUDY?	
We need to check yping.	x you're eligible for TOTUM. Find your place of study	v below, just start
Name of college, schoo University of Bristo	I, student union or training provider Il Students' Union	~
	VERIFY MY STUDENT STATUS	
	I HAVE A VOUCHER CODE	

STEP FOUR:

Choose a verification method. Only 'Verify by email' or 'Collect in person' are suitable for staff purchases

Pick a w Univer	vay to verify your student status at rsity of Bristol Students' Union		
	Login to your institution's online portal	SELECT 🛛	
0	Verify with your student email address	SELECT	5
			USE ONE THESE TW
	Collect your card in person from your Place of Study	SELECT	

STEP FIVE:

When verifying by email, enter your institutional email



-Этотим

STEP SIX:

Click the link in the email that is sent to your institutional inbox. Only click the link on the device/computer that you requested it from

View in browser

Almost there...

Hi Yourname,

Welcome to TOTUM, the place for students to explore, discover and get more from life – every day! We just need you to confirm that you're eligible for a TOTUM card, so please verify below to complete your purchase.

VERIFY NOW

BE SOCIAL



LEGAL STUFF

DO NOT REPLY to this email address as it is not monitored and you will not receive a reply. Your privacy is important to us - read our Privacy Policy here. If you want to contact us, please email help@totum.com.

STEP SEVEN:

Select a bundle

STEP EIGHT:

Choose a card duration and delivery method and set your delivery address

-DTOTUM PÁSS		
Choose your card duration	and delivery method.	
		BEST VALUE
🔵 1 year	O 2 years	O 3 years
Collect card from your	place of study (Free)	-
Post my card to my hor	ne (£1.50)	
Add a charitable donati	on - Fairtrade (£1)	<u>what is this?</u>
ORDER TOTAL:		

STEP TEN:

Review your order and complete payment

STEP ELEVEN:

If you have ordered a product with PASS ID, download the app to complete your ID verification

GOT ANY QUESTIONS?

No problem, get in touch with our team: help@totum.com

