

## Follow these instructions to get into the Advanced Rider Course (ARC)

- 1) **Contact USR/UMSR for briefing and pre-registration.** USR/UMSR must brief and pre-register all rides who want Unit reimbursement after completing training

USR/UMSR Signature \_\_\_\_\_ Date \_\_\_\_\_

- 2) **Register for ARC** within 5 days of doing step 1 above

- Go to **ridingsafety.com/milhp** hereafter referred to as "**Mil HomePage**"
- Select **Register** from the Mil HomePage menu and **ARC** option from the Register page
- Fill in the ARC registration form and submit it within 5 days of pre-registration or your name is dropped from program without any notification

- 3) **Pay your \$50 tuition fee within 5 days of registration**

- **If payment not received within 5 days you are dropped from program without notification.**
- Go to **Mil HomePage**, select **Pay Options**, and then select **ARC**.
- Read and understand the ARC Money Rules before paying.
- **Pay by PayPal [YOU DO NOT NEED A PAYPAL ACCOUNT TO USE PayPal] or Deposit**
  - **Selecting PayPal** will direct you to a PayPal secure site where you will pay \$50 for tuition and a \$3 administrative transaction fee. The \$3.00 fee **WILL NOT BE REIMBURSED BY THE AF...** only the tuition fee of \$50.00 is reimbursable. PayPal is just faster and more convenient.
  - **Selecting Deposit** will show you how make a deposit at any Chase Branch to pay your tuition fee, as well as how to advise RidingSafety if you are using this method (follow the instructions completely so RidingSafety knows you made a deposit).
- After your tuition fee is paid
  - You will receive an email from RidingSafety.com acknowledging your payment -- usually within 3 business days if using PayPal; 5 business days if paying via deposit.
  - Go to **Mil HomePage**, select the **Status** and **ARC** buttons to monitor the class scheduling process. When enough people have paid their tuition fee, RidingSafety will email a proposed training date.

- 4) **Monitor email address(es) you provided RidingSafety during registration for emails below --**  
RidingSafety only sends business emails that are necessary to get you trained.

- **When "INSTRUCTIONS" are given in an email it is important they are followed.**
- **Proposed ARC Class Date email** – sent out when there are enough paid personnel to make proposing a training date practical.
  - Check your schedule and determine if want to **ACCEPT** or **DECLINE** the proposed training date – remember, **a response is required**
    - **IF you ACCEPT** additional emails and information will follow.
    - **If you DECLINE** no additional emails follow, but you are still in the program
    - **If you failure to respond** – it is marked as a **DECLINE**.
    - **If decline more than 4 class offers** (whether by declining or failure to respond) you will be charged an additional \$10 for each offer thereafter until you accept a class). This procedure is in place to discourage cling-ons who pay but never accept a class. The goal is to get riders trained, not wasting time sending emails.
- **ARC Slot Offer email** – sent if enough riders **ACCEPTED** the proposed date. If an insufficient number **ACCEPT**, you will be notified that the proposed date was rejected and the class will not be conducted
- **ARC Slot Confirmation email** – sent to those who **ACCEPTED** and are in the class. Additional instructions will be provided in this email to prepare you for class.

- 5) **Any questions? Use the "Question?" button on the Mil HomePage**