

Follow these instructions to get into the Basic Rider Course (BRC)

- 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 BRC** 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 **BRC** option on the BRC Register page
- Fill in the BRC registration form and submit it within 5 days of pre-registration.
- You are NOT eligible for a training slot yet – you must pay your tuition fee.

- 3) **Pay your \$120 tuition fee within 5 days of registration**

- **If payment not received you are dropped from program without notification.**
 - **Money refunded if payment received after 5 day time-criteria**
 - **Money refunded minus \$5 for inconvenience fee**
- Go to **Mil HomePage**, select **Pay Options**, and then select **BRC**.
- Read and understand the BRC Money Rules before paying.
- **Pay by check or PayPal** [YOU DO NOT NEED A PAYPAL ACCOUNT TO USE PayPal].
 - **Selecting PayPal** will direct you to a PayPal secure site where you will pay \$120 for tuition and a \$5 administrative transaction fee. The \$5.00 fee WILL NOT BE REIMBURSED BY THE UNIT... only the tuition fee of \$120.00 is reimbursable. PayPal is faster and more convenient.
 - **Selecting Check** will show you how to use Chase bank on Base to pay your tuition fee, as well as how to advise RidingSafety if you are using this method (follow the instructions completely).
- 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 check.
 - Go to **Mil HomePage**, select the **Status** button 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 BRC 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 3 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 had to be put in place because of the cling-ons who pay but never accept a class. The goal is to get riders trained, not wasting time sending emails.
- **BRC 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
- **BRC 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.

LSUS's roll in your training

LSUS's only role in this training is to provide facilities. Military members who are obtaining this training through the Base **ARE NOT TO CALL LSUS, QUESTION LSUS, or TALK TO LSUS ABOUT ANY PART OF THIS PROGRAM!** You have a question about this training or the program, you use the Mil HomePage Question? button to ask it – NOT LSUS.