

## Completing Checkout Registration

When checking out of the store on the UNTWISE website, user will navigate through three to four screens.

1. Shopping Cart
2. Checkout
3. Review Order
4. Credit Card Info.

The following will review each screen.

The **shopping cart** is the first screen in the checkout process. Users may register up to three people for an event by changing the Quantity field.

Select '**Checkout**' button to proceed.

### Shopping cart

**Instructions:** If registering multiple people, change the quantity field (3 maximum) then enter the attendee names, personal e-mail addresses and city/state on the next page. May register up to 3 people at a time. If the number of attendee names do not match the number entered into the quantity field, the registration may be placed on hold until verification.

Product	Price	Quantity	Remove	Total
<a href="#">Developing Workplace Supports</a>	\$35.00	<input type="text" value="1"/>	<a href="#">Remove</a>	\$35.00

Total: \$35.00

Note: You must be logged-in to complete checkout: [Log-in](#) or [Create account](#)

[Update cart](#) [Checkout](#)

### Checkout

**Account information**

Username  
dgb0009

E-mail address  
Deborah.Bockman@unt.edu

**Shopping cart contents**

Product	Price	Quantity	Total
Developing Workplace Supports	\$35.00	1	\$35.00

**Order total** \$35.00

**Attendee Information**

\* **Attendee Name**

\* **Attendee e-mail**

\* **City**

**State**

[Attendee 2](#)

**Other**

**Inhouse credit or discount**  
  
Credit or other discount code

**Comments / Accommodation Request**

[Continue to next step](#) [Cancel](#)

The **Checkout** screen will review the contents of the shopping cart and require additional information about the attendee and other information.

#### Attendee Information section:

Enter the name(s) of the person who will attend the event. If registering multiple people, select the Attendee 2 and Attendee 3 options to expand to enter the data.

#### Other section:

The in-house credit or discount field will be used if the user has a credit with UNTWISE or has a discount code.

The Comments / Accommodation Request field will be used if the user has comments or has an accommodation request.

Select the '**Continue to next step**' button.

## Review order

Review your order before continuing.

Account information			
Username	dgb0009		
E-mail address	Deborah.Bockman@unt.edu		
Shopping cart contents			
Product	Price	Quantity	Total
Developing Workplace Supports	\$35.00	1	\$35.00
Order total			\$35.00
Attendee Information			
Attendee Name:	Jane Doe		
Attendee e-mail:	jdoe@yahoo.com		
City:	Denton		
State:	Texas		

The **Review order** screen will display the information from the previous screen and allow the user to enter payment information. The sections are

**Account information** – this displays the username & email of who is logged into the site.

**Shopping cart** – this is information on what is being purchased.

**Attendee Information** – this is information on who will attend the event.

There are three payment options:

### 1. Mail a Check

Payment
<input checked="" type="radio"/> Mail a Check
<input type="radio"/> Credit Card
<input type="radio"/> Purchase Order
You have chosen to pay by check. Please follow the instructions below.
Make checks payable to: UNTWISE
Include the order number #145 on your check.
Mail your check to:
UNTWISE 1155 Union Circle #311456 Denton, TX 76203

### 2. Purchase Order

Payment
<input type="radio"/> Mail a Check
<input type="radio"/> Credit Card
<input checked="" type="radio"/> Purchase Order
<input type="text"/>

### 3. Credit Card

Payment
<input type="radio"/> Mail a Check
<input checked="" type="radio"/> Credit Card
<input type="radio"/> Purchase Order

**Billing Information** – this section is where the user will enter the billing information such as name and address.

Billing Information		
* Full name	John Doe	
* Country	United States	
* Address 1	123 Main Street	
Address 2		
* City	* State	* ZIP Code
Denton	Texas	76203
Continue to next step Or Go back		

Select the **'Continue to next step'** button.

If Check or PO option was selected, the checkout process is complete. User will receive an email with details.

## Checkout complete

### Completion message

Your registration number is 147. You will receive a confirmation email.

If Credit Card option was selected, the user will continue to a secure page to enter credit card information.

## Payment

Please wait while you are redirected to the payment server. If nothing happens within 10 seconds, please click on the button below.

Make Payment

Once the secure page opens, the user enters credit card information then selects the 'continue' button. A confirmation page will appear that the user can print if needed. They will also receive an email confirmation.

### Provide Credit Card Information

Please enter your credit card information in the following fields, then click "Continue" button.  
**NOTE:** All fields are required.

For help, please click on the question mark next to a field.

Current Payment	
Account:	WISE
Payment Amount:	\$35.00
Effective Date:	05/19/2014

Credit Card Information	
Cardholder's Name:	<input type="text"/> Virtual Keypad
Card Type:	AMERICAN EXPRESS
Credit Card Number:	<input type="text"/>
Expiration Date:	-- MONTH -- / -- YEAR --

Billing Address Information	
Address 1:	123 Main Street
(optional) Address 2:	<input type="text"/>
City:	Denton
State:	TEXAS
Zip:	76203

Contact Information	
Email Address:	john DOE@ yahoo . com